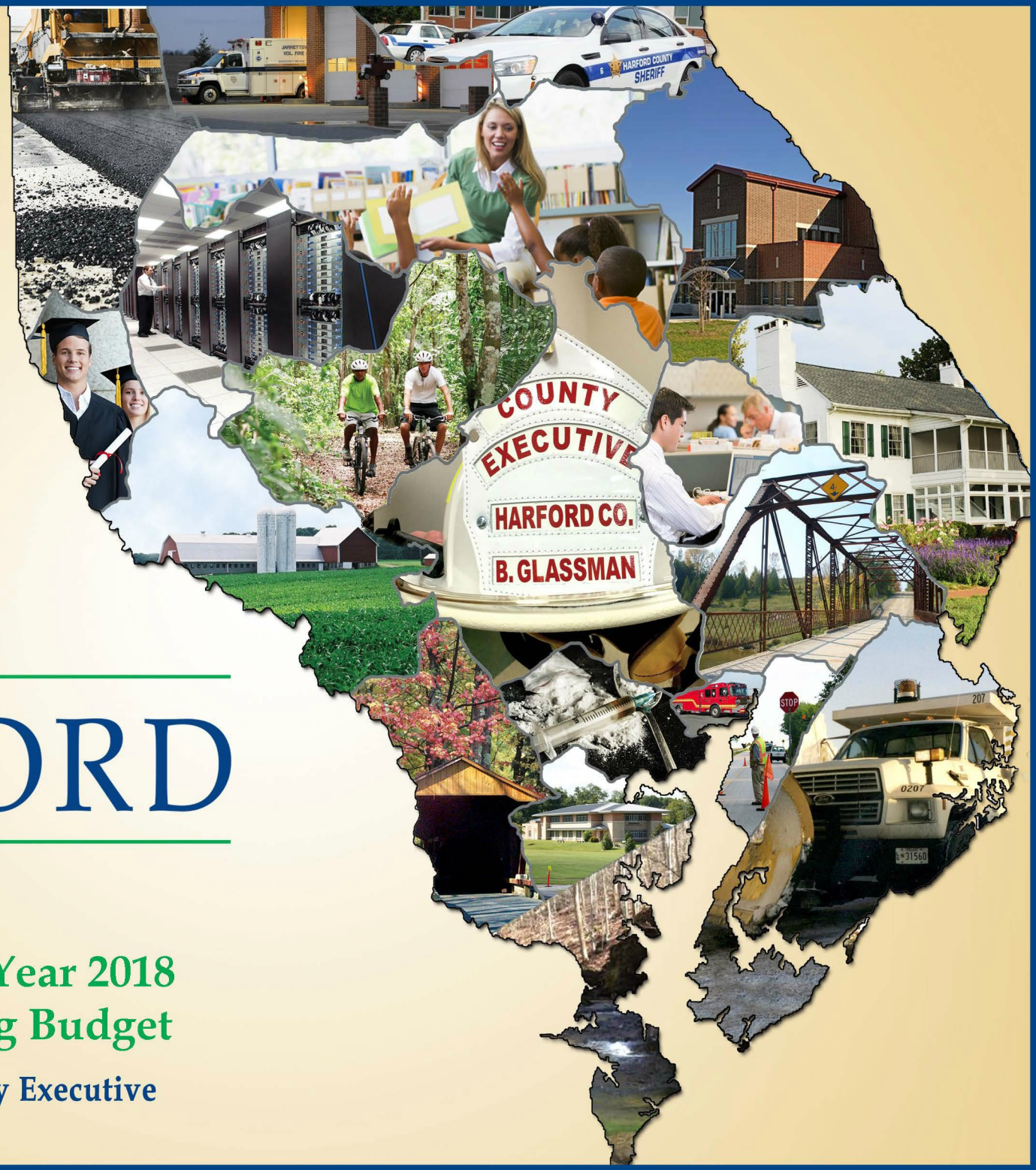
... leading us on a new path forward by restoring balance and fiscal responsibility for our citizens & employees



HARFORD COUNTY

Approved Fiscal Year 2018 Annual Operating Budget

Barry Glassman, County Executive

HARFORD COUNTY, MARYLAND

APPROVED ANNUAL OPERATING BUDGET
FISCAL YEAR 2017-2018

BARRY GLASSMAN, COUNTY EXECUTIVE

Director of Administration
Billy Boniface

Chief, Budget & Management Research
Kimberly Spence

Senior Budget Analysts
Wiliam T. Watson
Benjamin Lloyd
Christen Sullivan

Treasurer
Robert Sandlass

HARFORD COUNTY COUNCIL

Council President
Richard C. Slutzky

Mike Perrone, Jr. - District A
Joseph M. Woods - District B
James "Capt'n Jim" McMahan - District C
Chad Shrodes - District D
Patrick S. Vincenti - District E
Curtis L. Beulah - Disctrict F

Harford County Government
Department of Administration, Budget and Management Research
220 South Main Street, Bel Air, MD 21014
410.638.3129
July, 2017

Elected Officials

Harford County Government



County Executive
Barry Glassman

Elected Officials

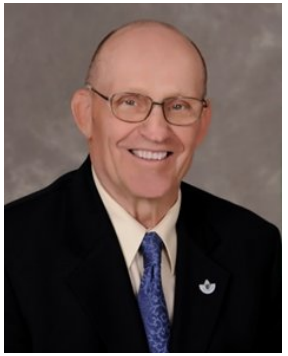
Harford County Council



Mike Perrone, Jr.
District A



Joseph M. Woods
District B



Richard C. Slutzky
Council President



Chad Shrodes
District D



Patrick S. Vincenti
District E



James "Capt'n Jim" McMahan
District C





Curtis L. Beulah
District F

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

Resolution No. 009-17

Legislative Session Day 17-013 (April 18, 2017)
Introduced by Council President Slutzky
at the request of the County Executive

A RESOLUTION to levy and impose a property tax upon all persons for real and personal property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16, and 123-27 of the Harford County Code, as amended; for the purpose of meeting all of the estimated County expenses for the taxable year beginning on the 1st day of July, 2017, and ending on the 30th day of June, 2018, and to fix the rate of County taxation for such taxable property and year.

Section 1. BE IT RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2017, and ending on the 30th day of June, 2018, is hereby levied and imposed on all persons for real property and railroad operating real property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16, and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses that are excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $0.8937 for each $100.00 of assessed value of all taxable property.

Section 2. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2017, and ending on the 30th day of June, 2018, is hereby levied and imposed on all persons for real property and railroad operating real property in Harford County, Maryland, that is located outside the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $0.1483 on each $100.00 of the assessed value of all taxable property.

Section 3. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2017, and ending on the 30th day of June, 2018, is hereby levied and imposed on all persons for business personal property, railroad operating personal property, and public utility operating real and personal property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $2.2342 for each $100.00 of assessed value of all taxable property.

Section 4. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2017, and ending on the 30th day of June, 2018, is hereby levied and imposed on all persons for business personal property, railroad operating personal property, and public utility operating real and personal property in Harford County, Maryland, located outside the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $0.3707 for each $100.00 of assessed value of all taxable property.

Section 5. AND BE IT FURTHER RESOLVED that this Resolution shall take effect on the 1st day of July, 2017.

Attest:

Mylia Dixon
Council Administrator

Richard C. Slutzky
President of the Council

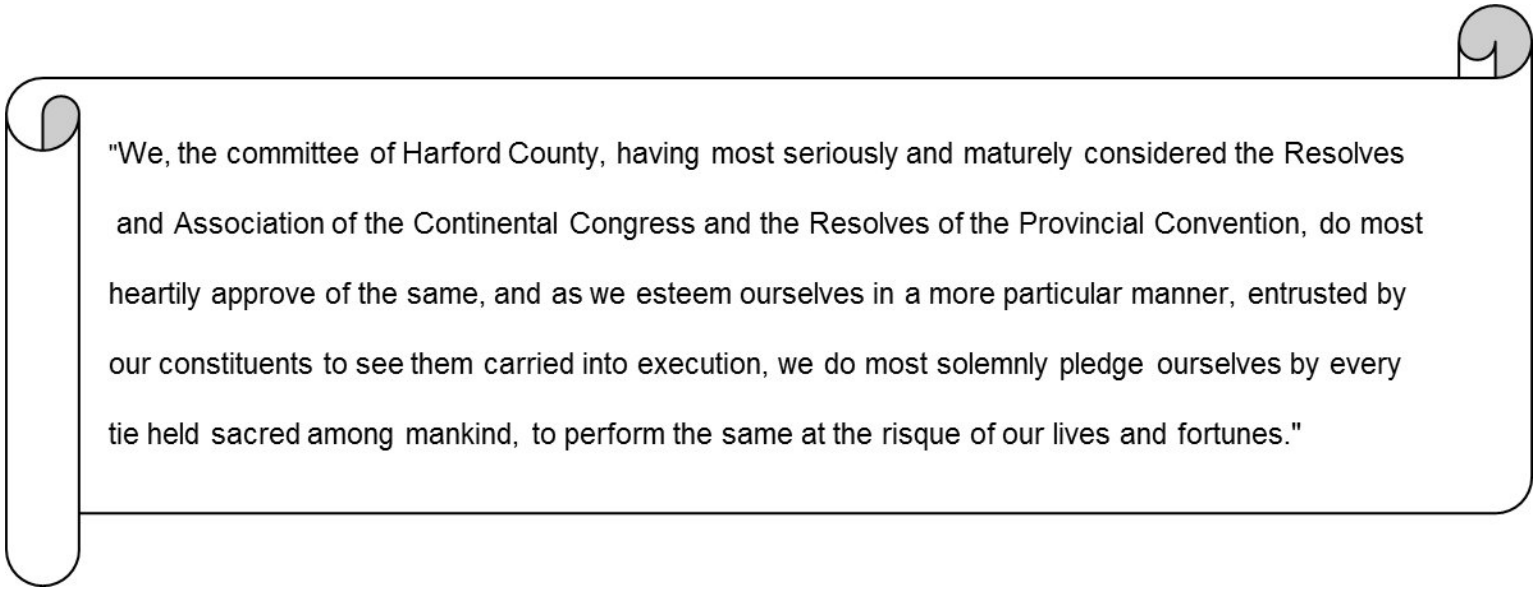
ADOPTED: This 23th day of May 2017.

THE BUSH RESOLUTION

Thirty-four Harford County citizens gathered on March 22, 1775, at Bush on the main thoroughfare between Annapolis and Philadelphia near what is now Maryland Route 7 and 136.

They signed a commitment to resist British infringement on American rights 16 months before the Declaration of Independence was signed in Philadelphia.

Recorded in the 1774-1777 Harford County Committee of Observation's Record Book, the Bush Resolution is believed to be the first resolution of this spirit adopted by duly elected representatives.




GOVERNMENT FINANCE OFFICERS ASSOCIATION
Distinguished
Budget Presentation
Award
PRESENTED TO
Harford County
Maryland
For the Fiscal Year Beginning
July 1, 2016
Executive Director

STATEMENT OF COMPLIANCE
WITH
PROGRAM CRITERIA
OF
GOVERNMENT FINANCE OFFICERS ASSOCIATION

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Harford County, Maryland for its annual budget for the fiscal year beginning July 1, 2016.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

The Seal of Harford County



The shield is gold to symbolize the wealth of the County and the richness of its fields. Across the shield are waving bands of blue signifying three major County streams - Deer Creek, Bynum Run and Winters Run.

The crest is a two-handed forearm with the right hand holding a white quill symbolizing the pen used by those who wrote and signed the Bush Resolution. The left hand holds a sword as if presenting materials, emanating from Aberdeen Proving Ground.

The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Resolution and preserves the same spelling for "risk" as used in that document.

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HARFORD COUNTY, MARYLAND
ANNUAL OPERATING BUDGET
TABLE OF CONTENTS

DOCUMENT GUIDE 18
COUNTY OVERVIEW 22
COUNTY BUDGET POLICIES/PROCESS 40
PERFORMANCE MEASURES 72
FISCAL YEAR BUDGET SUMMARY 78
SPENDING AFFORDABILITY REPORT 108
SUMMARY - ALL FUNDS 114
SUMMARY - GENERAL FUNDS 122
SUMMARY - SOLID WASTE SERVICES 138
SUMMARY - HIGHWAYS FUND 142
SUMMARY - WATER AND SEWER FUND 156
SUMMARY - WATER AND SEWER DEBT SERVICE FUND 168
SUMMARY SPECIAL REVENUE FUND / PARKS & RECREATION 178
SUMMARY SPECIAL REVENUE FUND / AG PRESERVATION-COUNTY 188
SUMMARY SPECIAL REVENUE FUND / AG PRESERVATION-STATE 198
SUMMARY STORMWATER MANAGEMENT FUND 206
SUMMARY TAX INCREMENT FINANCING FUND 214
DEPARTMENTAL OPERATING BUDGETS 221
County Executive 222
Administration 234
Procurement 268
Treasury 287
Law 314
Planning & Zoning 330
Human Resources 362
Community Services 374
Handicapped Care Centers 408
Government and Community Relations 414
Health 426

TABLE OF CONTENTS

Housing and Community Development 432
Information and Communication Technology 441
Sheriff's Office 450
Department of Emergency Services 495
Inspections, Licenses & Permits 531
Public Works 554
- Office of the Director 568
- Division of Construction Management 572
- Division of Highways 593
- Division of Environmental Services 617
- Division of Water & Sewer 642

County Council 686
Judicial 708
State's Attorney 732
Board of Elections 750
Board of Education 761
Harford Community College 766
Maryland School for the Blind 769
Libraries 773
Parks and Recreation 780
Conservation of Natural Resources 820
Office of Economic Development 830
Debt Service 856
Insurance 875
Benefit 879
Paygo/Non-Departmental 885
Contingency Reserve 898
Capital Budget 900
Grant Summary 958
Other Funds 974
Glossary 978

A Message from Harford County Executive Barry Glassman

My third budget as county executive leads the way forward on our path to restore fiscal responsibility and balance in local government and gathers momentum for Harford County citizens and employees. Once again in fiscal year 2018 my budget proposes no increase in tax rates yet provides record level funding for public safety, education and libraries. In fact, since taking office, my administration has eliminated 122 county government positions and implemented efficiencies in every county department. This has allowed us to direct more than $24 million over the past three years toward restoring salaries for teachers, law enforcement and other employees who deliver vital public services.

In the $543,100,000 general fund operating budget for FY18 we direct 83% of new revenue to public safety and education. This budget includes full funding for the first year phase-in of a pay plan for law enforcement and corrections personnel in the Harford County Sheriff's Office. Full funding is also provided for Harford Community College. Harford County Public Schools are funded at more than $5 million above the required Maintenance of Effort. Funding is also increased for agricultural land preservation, heroin prevention and support services, and historic preservation. Lastly, and at no increased cost to the county, the operating budget includes paramedic positions and a medical director to support public safety in a new Emergency Medical Services Division under the Department of Emergency Services.

The approved $125,799,500 capital budget for FY18 includes significant investments in roads, bridges, water and sewer infrastructure, and storm water remediation projects to improve our environment and promote economic development and job growth. This budget also follows through on our plans to begin construction of the new Havre de Grace Middle/High School while maintaining the county's highest possible Triple-A bond rating. Technology funding is provided for public schools along with requested projects for Bel Air Elementary School, North Harford High and HCPS swimming pool renovations. I am especially proud to include funding to begin work on connecting the Ma & Pa Heritage Trail.

Overall, the total combined operating and capital budget for FY18 is Approved at $818,487,100. Budget highlights appear below.

RESTORING BALANCE & EFFICIENCY

- No tax increases
- Realistic six-year Capital Improvement Program; maintaining Harford County's Triple-A bond rating
- Rightsizing the county workforce, eliminating 122 positions since December 2014, and operating within our means
- County government efficiencies have allowed us to dedicate **83%** of new FY 18 revenue to education and public safety

REINVESTING IN OUR WORKFORCE

- Merit-based salary increases of 4% per qualifying county employee
- Increased funding equivalent to 4% for employees in the Harford County Public Library, State's Attorney's Office, EMS Foundation, Sheriff's Office civilian personnel and Circuit Court system
- $2.2 million to fully fund the first year phase-in of Sheriff's Office Pay Study for Law Enforcement and Corrections Personnel

INVESTING IN EDUCATION

- Record level funding continues for Harford County Public Schools:
- Operating funding for Harford County Public Schools at $238,715,645 or $5,447,307 above the Maintenance of Effort requirement
- Support for teachers, with $5 million in increased funding dedicated for instructional salaries
- Fully funded Harford Community College at $850,000

STRENGTHENING COMMUNITIES

- Increased county funding for prevention of heroin addiction and related support services
- $4.6 million for Agricultural Land Preservation
- Record level funding for Harford County Public Library
- New EMS division under the Department of Emergency Services consisting of 16 paramedic positions and a medical director at no increased cost to the County
- New VFC Ladies Auxiliary Service Program
- Contributions to historically preserve the Hosanna School Museum and McComas Institute

CAPITAL PROJECT HIGHLIGHTS

- $15 million investment in county road and bridge projects
- Stormwater remediation projects funded at $6.25 million
- Full funding to replace North Harford High School's artificial turf field
- $650,000 towards priority repairs for Volunteer Fire Company facilities and life safety equipment
- Funding to renovate/expand Whiteford Volunteer Fire Company's main station
- Reinvesting in water & sewer infrastructure: $10.9 million
- Funding to connect the Ma and Pa Heritage Trail
- Construction to begin in 2018 for the $99.2 million Havre de Grace Middle/High School replacement project
- Funding to complete the $7.6 million Bel Air Elementary School HVAC System and Open Classroom Conversion project

- $1 million in funding for school technology in HCPS
- North Harford High School Aquaculture Lab and Greenhouse project funded at $830,000
- Fully funded FY 18 and FY 19 request from HCPS for Swimming Pool Renovations

The driving force behind this approved budget is my administration's dedication to serving our citizens with "smartphone" efficiency, transparency and accountability. I am proud of our award-winning achievements over the past year for our new online services and comprehensive heroin prevention campaign. In addition, we have implemented customer service training for all county employees, achieved the second highest job growth in the state, expanded service hours at the county landfill, completed a successful update of the countywide master plan known as HarfordNEXT, preserved historic Harford County structures and raised volunteerism among county employees. In all we do, we seek to enhance the quality of life in Harford County for today and for our next generation.

In closing, I want to thank the many citizens who shared their budget priorities with me through our third annual virtual town hall meeting. Their priorities helped shape this budget proposal. I also want to thank my Director of Administration Billy Boniface, our budget team, and our valued county employees who work hard each day to serve our customers, the citizens of Harford County.



Barry Glassman

County Executive

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UNDERSTANDING THE BUDGET DOCUMENT

Harford County's Annual Operating and Capital Budgets represent our comprehensive financial and operational plan for the fiscal year. A description of the major components of the Annual Operating Budget is described here. The Annual Capital Budget and Capital Improvement Program (CIP) are described in a separate document.

Budget Message

Prepared by the County Executive, the message outlines the Administration's priorities and major budget highlights. As mandated by Harford County Charter, the Budget Message contains an explanation of the Operating and Capital Budgets along with the Capital Program. It includes any major changes in financial policies, program development, expenditures, appropriations or revenues from the previous year.

Document Guide

This guide is provided to acquaint the reader with the general format, organization, and content of the County's Operating Budget.

County Overview

Historical and demographic information about Harford County, along with the County's organizational structure and statistical information are included in this section.

County Budget Policies / Process

This section provides an explanation of the County's policies and planning procedures which impact the development of the annual budget. The process for preparing, reviewing, adopting, and amending the annual budget, as well as a description of each individual major fund is included.

Fiscal Year Budget Summary

This section provides data summarizing the Fiscal Year 2018 Budget. It describes issues used to formulate the Fiscal Year 2018 Budget to include trend analysis and assumptions, economic outlook, organizational changes, State and Federal mandates, etc.

Spending Affordability Report

A copy of a report submitted to the County Executive by the Spending Affordability Advisory Committee (created by Executive Order 92-2) is provided in this section. The report contains the Committee's recommendations of fiscal goals for the County's Fiscal Year 2018 Budget.

Summaries All Funds

Fiscal data summarizing total revenues and appropriations for all funds is provided in this section. The data is presented several ways by Character (e.g. Personal Services, Contractual Services, etc.), Fund, Revenue Source, and Department.

Summaries Each Fund

Appropriation and Revenue information is summarized for each of the County's funds. The data is presented several ways by Character (e.g. Personal Services, Contractual Services, etc.), Revenue Source, and Department. A financial narrative is also provided explaining major changes to the fund.

Departmental Information

The following information is provided under each department's tab:

Department Organization Chart displays what divisions are involved in the functions of each department.

Department Narrative includes a department's establishing authority and purpose; its mission statement, which supports the County's overall strategies; and the key goals chosen to support its mission.

Department Fund Summary provides appropriation information for each department by Character, Funding Source and Division.

Financial Notes explaining major changes to a department's funding level.

Staff Summary provides a list of personnel needed to perform the function of the department.

Grant Summary provides information on grants administered by the department, or for which matching funds are appropriated in the department's budget. A brief explanation of the County's obligation or any impact the grant may have on the day to day operation of the department when grant ends is also included.

Division Information

The following information is provided under each department's tab for divisions involved in the functions of the department:

Division Narrative describes the origin and specific functions and activities of each division within a department; current fiscal year objectives, established to meet the department's goals, are delineated.

Division Character Summary provides appropriation information for each division by Character and Funding Source.

Financial Notes explaining major changes to a division's funding level.

Staff Summary provides a list of personnel needed to perform the function of the division.

Performance Measures track the division's success in meeting its objectives and attaining goals. Situations, specific to that division, have been analyzed and action plans have been established to either maintain or improve conditions. Each measure defines the division's success in carrying out the action plan.

Debt Service

Harford County is required to budget annually for the payment of principal and interest due on the amount of debt that it has incurred along with lease payments. This section details the County's principal and interest payments for the budget year for each fund, as well as the service costs incurred to issue or manage debt.

Insurance

The County maintains a Self-Insurance Fund for the purpose of paying General and Automobile Liability claims and County property damage losses. Funding requirements allocated to each major fund are determined on the basis of an annual contracted actuarial analysis and internal evaluation of loss experience and exposures. The amount of appropriation required for each fund for Fiscal Year 2018 is listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2018 representing the share of expenses for the major funds to provide the following benefits to County employees: pensions, unemployment insurance, death benefits, life insurance, employee tuition reimbursement and a health benefit supplement for retired employees.

Paygo / Non-Departmental

Debt Management policies within Harford County's five year business plan confirms that Pay-As-You-Go (Paygo) funding will continue to be used for minor renovation and repair projects which have an asset life of less than ten years. A list of projects planned and amount of paygo appropriated by fund for Fiscal Year 2018 is provided in this section.

Non-Departmental expenses include costs essential to the operation of the County Government which do not fall within the functions of any one department or agency. This section defines and details these expenses which include a Closure Reserve account, the Rural Legacy Program, Appropriations to Towns, and Appropriations to State.

Contingency Reserve

This section provides a statement of contingency reserves for both the General Fund and Highways Fund. Per the Harford County Charter, Section 506, the reserve shall not exceed three percent of any fund.

Capital Budget

A summary highlighting the Capital Budget for Fiscal Year 2018 and the six-year Capital Improvement Program (CIP) is provided in this section. A more detailed description of both is included in a separate document, *The Proposed Capital Budget and Capital Improvement Program Fiscal Year 2017 - 2018.*

Grant Summary

This section summarizes the receipt, appropriation, and expenditure of certain Federal, State, and private monies received in grant form. A chart displaying a brief description of the grants the County anticipates receiving in Fiscal Year 2018, as well as the amount of the grant and any grant match required is provided.

Other Funds

Statements of Estimated Reserved Retained Earnings and Estimated Reserved Fund Balances are described in this section for the Self-Insurance Trust Fund, Volunteer Firemen's Pension Trust (LOSAP) Fund, the Sheriff's Office Pension Plan, the Other Post Employment Benefit (OPEB) Plan and Fleet Management - Internal Service.

Glossary

A glossary defining terms specific to budget comprehension is found under this tab.

Index

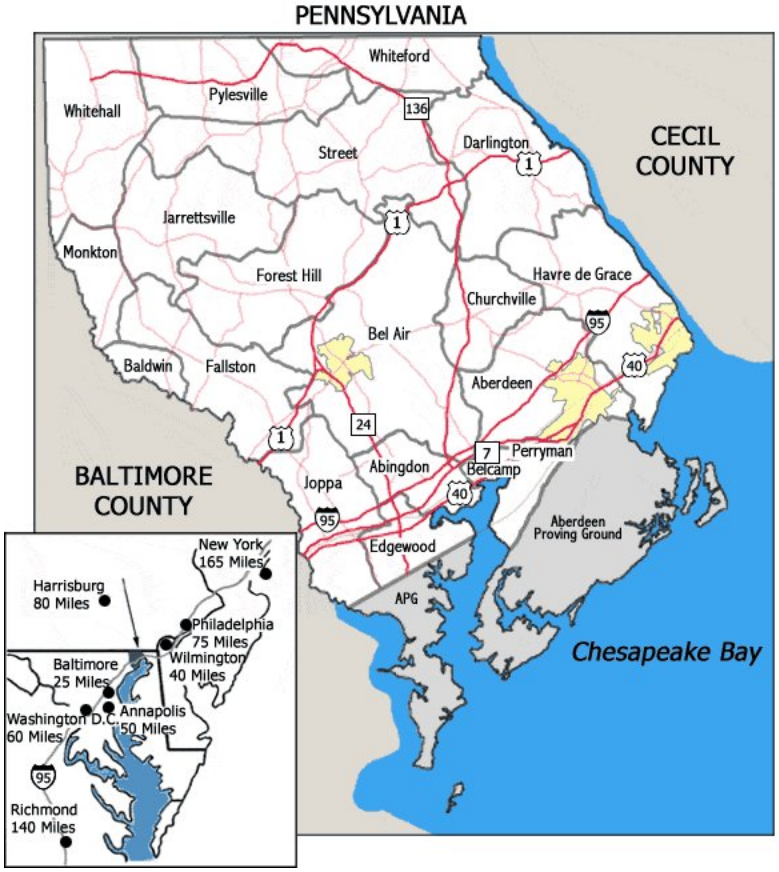
An alphabetical list of items included in the document.

COUNTY OVERVIEW

Harford County, Maryland, with its northern border being the Mason-Dixon Line, lies between Pennsylvania to the north and the Chesapeake Bay to the south, with the Susquehanna River to the east, and most of its western border along Little Gunpowder Falls. The northern areas of the County are in the Piedmont Plateau, two to seven hundred feet above sea level. The southern areas are part of the Coastal Plain and range from forty to two hundred feet above sea level.

Today the County encompasses 448 square land miles* and 16.5 square water miles*. Harford has three incorporated towns: Aberdeen, Havre de Grace, and Bel Air, which is the County Seat.

*Per the MD Geological Survey 3/3/05



HISTORY

1608 Captain John Smith, representing the Virginia Company, explored the Chesapeake Bay and mapped the Harford County area. He traveled the Willobye's River (known today as the Bush River) past Spesutia Island in Havre de Grace, up the Susquehanna River to a stream, which is believed to be Deer Creek.

1627 An English trading post was established on Palmer's Island (now called Garrett's Island), near Havre de Grace in the Susquehanna River.

1632 Maryland's Charter was granted to Cecil Calvert, Lord Baltimore and the first Proprietor of Maryland.

1658 Havre de Grace was settled. It was originally called Susquehanna Lower Ferry and was a stop on the Old Post Road.

1659 Baltimore County was established by the colonial assembly as the sixth county in Maryland, and included parts of present-day Baltimore, Harford, Cecil, Carroll, Howard and Kent counties.

1661 The town of Old Baltimore was established on the east bank of the Bush River (now Aberdeen Proving Ground).

1668 Settlements were established along the Gunpowder and Bush Rivers.

1674 Old Baltimore was authorized as the first Baltimore County Seat.

1712 The County Seat was relocated to the fork of the Gunpowder River at Joppa.

1768 With Joppa's harbor silting up and other numerous difficulties, including a smallpox epidemic, the County Seat was moved to Baltimore.

1771 Henry Harford, son of Frederick Calvert the Sixth Lord of Baltimore, inherited the Province of Maryland. Henry Harford was the last Proprietor of Maryland.

1773 Harford County was separated from Baltimore County, and named for Henry Harford. The Act of the General Assembly of 1773, Chapter 6, called for the division of Baltimore County and for the erecting of a new one by the name of Harford. The boundaries of the County were established. Bush was established as the County Seat. Four acres of land were purchased for the purpose of building a courthouse and a prison in the new county.

1774 The actual formation of government in Harford County occurred on March 22, 1774, when Henry Harford, Lord Proprietor of the Province, sent his commission to the new County seat at Harford Town, or Bush. Thomas Miller was commissioned as the first Sheriff.

1775 The Bush declaration, the County's first proclamation of independence from Britain, was signed by an organized body of men.

1776 Harford County's population measured at 12,765, roads had been laid out, bridges had been erected, and churches were built.

1777 Havre de Grace was burned by the British in the War of Independence.

1780 The Town of Bel Air was laid out by Aquilla Scott on land he inherited called Scott's Improvement Enlarged, also known as Scott's Old Fields.

1782 The County Seat was moved to Bel Air, and plans were made for the Bel Air Courthouse.

1784 The Act of 1784 changed the name of Scott's Improvement Enlarged to "Belle Aire" (current day Bel Air).

1785 Havre de Grace was incorporated.

1813 On May 3rd, the town of Havre de Grace was plundered and burned by the British during the War of 1812.

1917 Aberdeen Proving Ground and Edgewood Arsenal were established.

1964 The County Coat of Arms was designed by George Van Bibber and adopted by the County Commissioners on September 28, 1964.

1972 Harford County Charter Government began. The Harford County Charter was adopted by the eligible voters on November 7, 1972, and became effective December 7, 1972.

THE BUSH DECLARATION

On March 22, 1775, 34 Harford County citizens gathered at Bush on the main thoroughfare between Annapolis and Philadelphia, near present-day Maryland Routes 7 and 136.

Harford County citizens signed a commitment to resist British infringement on American rights 16 months before the Declaration of Independence was signed in Philadelphia.

Recorded in the 1774-1777 Harford County *Committee of Observation's Record Book*, the *Bush Resolution* is believed to be the first resolution of this spirit adopted by duly elected representatives.

"We, the committee of Harford County, having most seriously and maturely considered the Resolves and Association of the Continental Congress and the Resolves of the Provincial Convention, do most heartily approve of the same, and as we esteem ourselves in a more particular manner, entrusted by our constituents to see them carried into execution, we do most solemnly pledge ourselves by every tie held sacred among mankind, to perform the same at the risqué of our lives and fortunes."

The County Coat of Arms was designed by George Van Bibber and adopted by the County Commissioners on September 28, 1964. In the accepted design the shield is gold to symbolize the wealth of the county and the richness of its fields. Across the shield are waving bends of blue signifying three major county streams (Deer Creek, Bynum Run, and Winters Run). The crest is a two-handed forearm with the right hand holding an escrivant (heraldic for "writing"), a white quill symbolizing the pen used by those who wrote and signed the Bush Declaration. The left hand holds a sword as if presenting into the right hand of the nation, the skills of reproducing defense materials, emanating from Edgewood Arsenal and Aberdeen Proving Ground. The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Declaration and preserves the same spelling for "risk" that is used in that document.

THE HARFORD COUNTY TREE

The flowering dogwood (*Cornus Florida*) is the official tree of the County.

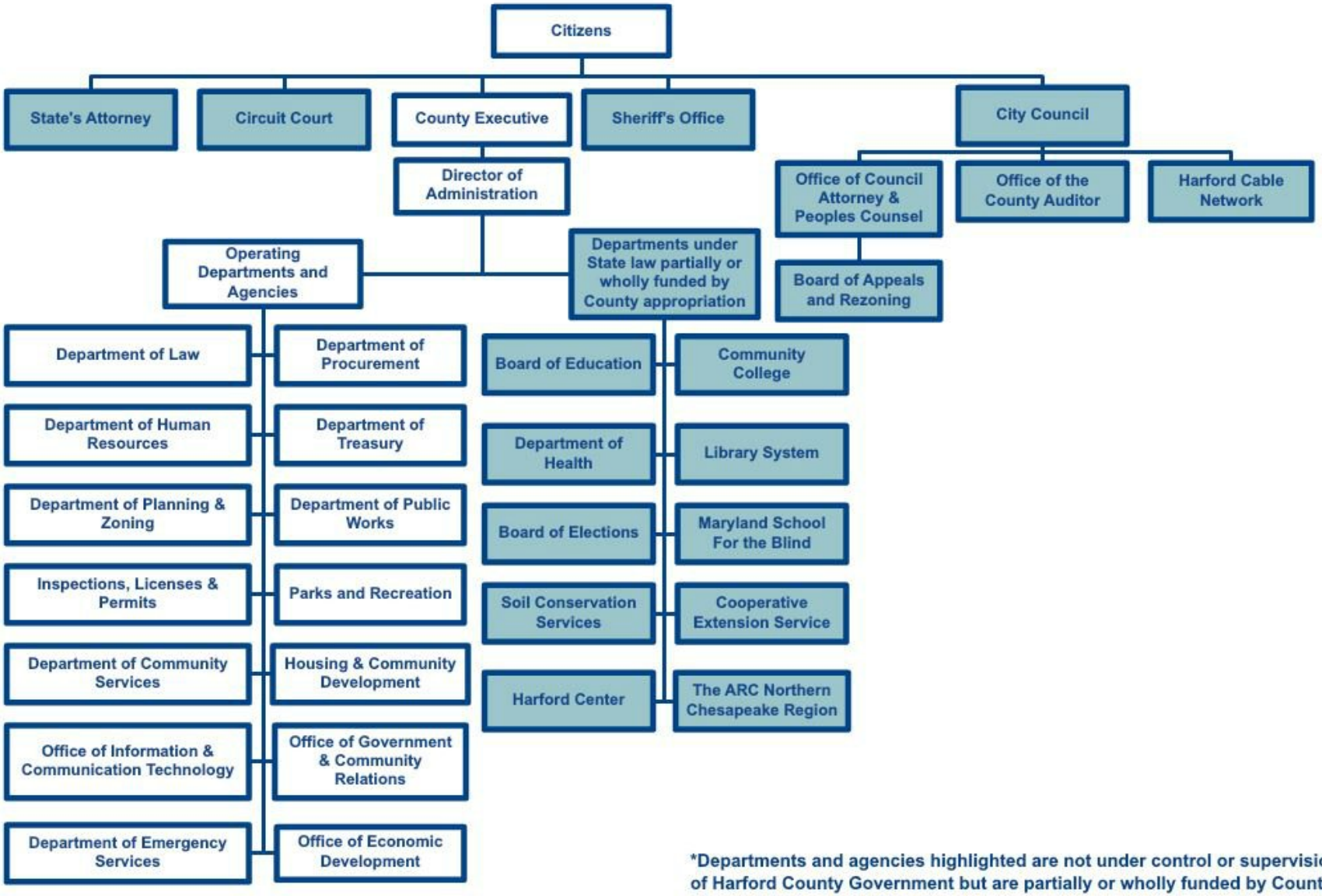
FORM OF GOVERNMENT

The Harford County Charter was adopted by the eligible voters on November 7, 1972, and became effective thirty days later December 7, 1972. The Charter conveys all rights and powers of local self-government and home rule to the County Executive and the County Council.

The following page depicts an overall organization chart for the County.

THE HARFORD COUNTY SEAL

Harford County Government Organization Chart



*Departments and agencies highlighted are not under control or supervision of Harford County Government but are partially or wholly funded by County appropriations under State law.

LEGISLATIVE BRANCH

Article II of the Charter vests all legislative powers in the County Council, which consists of six Council Members and a Council President. Each Councilperson resides in and is elected from one of the County's six councilmatic districts. The Council President, resides anywhere in the County and is elected at-large. Council Members must have been a resident and a qualified voter of the County for at least two years immediately preceding their election or appointment.

All sessions of Council must be conducted in public; four members constitute a quorum; and sessions are to be held the first three Tuesdays of each month and each Tuesday of the month of May.

The Charter also provides for a Council Administrator to keep minutes of meetings, maintain a journal and other duties as the Council may direct; and a County Auditor, who must be a certified public accountant and who is charged with preparing an annual financial audit of all agencies that receive or disburse County funds. A Council Attorney is appointed by the Council to act as their Chief Legal Advisor. The Council Attorney must be a member in good standing of the Bar of the Maryland Court of Appeals for at least five years; and prior to assuming the duties of the office must be domiciled in the County.

All formal communication from the Council to the Executive Branch must be addressed to the County Executive, and neither the Council nor any of its members can give orders either publicly or privately to any subordinate of the County Executive. The Council does however have the power to investigate into the affairs of the County and the conduct of any County agency. The appointment of an Executive Branch agency head, board member and/or commission member, requires Council confirmation.

THE HEALTH DEPARTMENT

Article 25A Section 5(Y) of the Annotated Code of Maryland, 1957, and Chapter 9, Article 11, Section 116 of the Harford County Code establish the County Council as the Local Board of Health for the County. With power to adopt and enforce all necessary rules and regulations concerning sanitation for food service facilities, habitable buildings and private water supplies within its jurisdiction and to provide reasonable regulating fees and charges plus penalties for violations, the County Council heavily influences daily life in Harford County.

HARFORD CABLE NETWORK

Harford County Charter Article XXVIIA establishes the Harford Cable Network Board as an agency of the County Council. The Board consists of 15 members appointed by the Council, and coordinates the public, educational, and governmental access programming of Harford Cable Network. Revenue received by the Network is turned over to the County Treasurer to be accounted for and expended in accordance with County budget procedures.

EXECUTIVE BRANCH

COUNTY EXECUTIVE

Under Harford County's Charter, Article III, a County Executive shall be nominated and elected by the qualified voters of the entire County, and be vested all executive power in Harford County by the Constitution and laws of Maryland and the County Charter. The County Executive's duties include, but are not limited to:

- Preparing and submitting to the Council the annual County budget;
- Preparing and submitting to the Council and the public, within four months after the close of the fiscal year, an annual report on the activities and accomplishments of the County government, including a detailed financial statement;
- Providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- Recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- Insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- Signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- Seeing that the affairs of the Executive Branch are properly and efficiently administered, and that employees of the Executive Branch faithfully perform their duties.

The County Executive serves for a four year term, with a two consecutive term limit; shall have been a resident and a qualified voter of the County for at least five years immediately preceding the election; and at the time of election shall be at least 25 years old. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive.

DIRECTOR OF ADMINISTRATION

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive.

The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive, for approval and submission to the Council, all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of the County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations.

Both Charter provisions and Executive Orders have resulted in the creation of various divisions under the purview of the Director of Administration:

> The divisions of Facilities and Operations, Central Services, Budget and Management Research and Efficiency and Innovation provide support services to all County government departments and agencies. Each division's supervisor reports directly to the Director of Administration.

AGENCIES OF THE EXECUTIVE BRANCH

Charter Section 313 calls for the County Executive to appoint a single officer to head each agency of the Executive Branch, as well as the members of all boards and commissions, subject to confirmation by the Council, and who serve at the discretion of the Executive. Section 402 requires that "In the Executive Branch of the County government there shall be a Department of Law, a Department of the Treasury, a Department of Planning and Zoning, a Planning Advisory Board, a Department of Public Works, a Public Works Advisory Board, a Department of Parks and Recreation, a Parks and Recreation Advisory Board, a Human Relations Commission, a Personnel Advisory Board, a Department of Procurement, and any other agencies established by law." The Charter then defines the qualifications for and duties of the department heads and board members.

The Executive Branch, per Charter Section 402, is also comprised of, "…any other agencies established by law." Subsequent Charter sections and/or Executive Orders have created: the departments of Human Resources, Community Services, and Inspections, Licenses and Permits, the Housing Agency, Office of Economic Development, Office of Information and Communication Technology, and the Department of Emergency Services.

PUBLIC SAFETY

SHERIFF'S OFFICE

The actual formation of the government for Harford County occurred on March 22, 1774, when Henry Harford, Lord Proprietor of the province, sent his commission to the new County seat at Harford Town or Bush. Thomas Miller was commissioned as the first Sheriff. In 1777, John Taylor became Harford County's first elected Sheriff. Law enforcement responsibilities within the Sheriff's Office mirror that of most other police agencies throughout the nation. In Harford County, the Sheriff's Office has retained the responsibility of being the primary law enforcement agency in the County. Maintaining law and order, investigating crime, apprehending criminals, serving the courts and having responsibility for the custody of prisoners are the responsibilities of the Harford County Sheriff's Department. The County's Sheriff is elected to a four-year term with no term limit.

VOLUNTEER FIRE COMPANIES

There are twelve Volunteer Fire and Ambulance Companies that protect the citizens of Harford County. Chapter 1, Section 33 of the Harford County Code directs the County Executive "…to pay to the support of volunteer fire companies in the County and to volunteer fire companies operating in the County underwritten working agreements with the County, for the purpose of helping in the acquisition and maintenance of such companies' fire-fighting apparatus…such sums as the County Council shall deem proper…"

STATE'S ATTORNEY'S OFFICE

In 1851, Article V, Section 7 of the Maryland Constitution created the position of the State's Attorney for each county and Baltimore City. The Constitution of 1867 defined the duties of the State's Attorney, as they exist today. The State's Attorney is primarily responsible for the investigation and prosecution of criminal cases at the trial level. State's Attorneys work with the police in the development of cases, presentations to the Grand Jury and trial of cases in Circuit, District or Juvenile Court. Harford County's State's Attorney is elected to a four-year term with no term limit.

JUDICIAL

The Judicial System in Harford County is represented by a District Court and a Circuit Court.

The District Court of Maryland, created by a constitutional amendment in 1970, is divided into twelve geographical districts. Each district contains one or more political subdivisions, with at least one judge in each subdivision. District 9 covers Harford County alone with four Judges. The District Court Judges are appointed by the Governor to ten year terms, they do not stand for election. The District Court is centrally administered and totally funded by the State. In minor civil and criminal matter, and in virtually all violation of the Motor Vehicle Law, the District Court has jurisdiction. The exclusive jurisdiction of the District Court includes all landlord-tenant cases, replevin actions (recovery of wrongfully taken or detained goods), motor vehicle violations, misdemeanor cases, boating and vehicle offenses, minor criminal cases involving bad checks, credit cards, counterfeiting, insurance or workers' compensation fraud and theft, and certain felonies. In civil cases, the District Court has exclusive jurisdiction in claims for amounts up to $5,000, and concurrent jurisdiction with the Circuit Courts in claims for amounts above $5,000 but less than $30,000. The jurisdiction of the court in criminal cases is concurrent with the Circuit Court for offenses in which the penalty may be confinement for three years or more or a fine of $2,500 or more; or offenses which are felonies. A case in the District court is argued before a judge only. There are no jury trials in District Court.

Maryland Circuit Courts were established by the State Constitution of 1851, Article IV, Sections 8 and 9; they are grouped into eight geographical circuits. The first seven each contain two or more counties; the eighth consists of Baltimore City. The Third Judicial Circuit covers Baltimore and Harford Counties with seventeen Judges and five Judges, respectively. Circuit Court Judges are appointed by the Governor and then must stand for election in the first general election that occurs at least one year following the vacancy the judge was appointed to fill. The Judge may be opposed formally by one or more qualified members of the bar, with the successful candidate being elected to a fifteen year term. Circuit Courts are the highest common law and equity courts of record exercising original jurisdiction within

Maryland. Each has full common law and equity powers and jurisdiction in all civil and criminal cases within its county. All the additional powers and jurisdiction conferred by the Maryland Constitution and by law, except where jurisdiction has been limited or conferred exclusively upon another tribunal by law (Code Courts & Judicial Proceedings Article, sec. 1-501). The Circuit Courts are trial courts of general jurisdiction. Their jurisdiction is very broad but generally covers major civil cases and more serious criminal matters. Circuit Courts also may decide appeals from the District Court of Maryland and certain administrative agencies, as well as hearing domestic violence cases. Cases may involve juries or sometimes are heard by a judge only.

The State of Maryland appropriates funds for the salaries of all Circuit Court Judges, the Clerk of the Circuit Court and all employees of the Clerk's Office. Harford County funds the cost of the Judges' staff, juror fees, Juvenile Court, and certain Court related functions.

OUTSIDE AGENCIES

A number of agencies, though independent from Harford County Government, receive the major portion of their operating funds from the County. The County funds appropriated to these agencies represent significant portions of the County's Operating and Capital Budgets. Article VIII, Section 811 of the County Charter defines each of these agencies as "a subordinate element of government…including…when so specified, all offices, departments, institutions, boards, commissions, and corporations which receive or disburse County funds."

BOARD OF EDUCATION AND PUBLIC SCHOOLS

The Harford County Board of Education was established under the Education Article of the Annotated Code of Maryland to have perpetual existence and be a body politic and corporate of the State of Maryland. It is empowered and required to maintain a reasonably uniform system of public schools designed to provide quality education and equal educational opportunities for all youth. Per Senate Bill 629, effective July 1, 2009, the Board of Education was changed from a fully appointed Board to an elected-appointed Board consisting of six elected members and three members appointed by the Governor of the State of Maryland for four-year terms to be phased in over a period of time. There is also a student representative to the Board who serves a one-year term while a high school senior. This student is elected by the Harford County Regional Association of Student Councils.

The Board of Education appoints the Superintendent of Schools for a four year term. The Superintendent acts as the Executive Officer of the Board as well as Secretary and Treasurer. The Superintendent is responsible for the Administration of the Harford County Public School System which consists of fifty-three schools, thirty-two elementary, nine middle, nine comprehensive high, one technical high, a special education school serving students with disabilities, and an Alternative Education Program. A Science and Mathematics Academy magnet program opened in the fall of 2004 and funding was included in the Fiscal Year 2011 Approved Budget to institute an Agricultural Magnet Program at North Harford High School. There is a 245 acre Harford Glen Outdoor Education Center.

THE PUBLIC LIBRARY SYSTEM

Harford County's Public Library System was established in 1946 and re-established in 1981 as a County agency operating under State law. The Library Board of Trustees was authorized by the Laws of Maryland Article 77 and the Harford County Code Article 21, Chapter 9. The Board of Trustees are appointed by the County Executive and confirmed by the County Council to overlapping five year terms. Their duties were established by State law:

- To establish and operate a free library
- To set library policy
- To advise in the budget process and control spending of funds

The system operates eleven branches, a Rolling Reader Program, a Silver Reader Program, the Highlands Common Library, and provides library services to the Harford County Detention Center.

HARFORD COMMUNITY COLLEGE

Harford Community College was founded in 1957 as a public community college. The College occupies a 332 acre site on Thomas Run Road, three miles east of Bel Air, Maryland. The mission of Harford Community College (HCC) is to provide high quality, accessible and affordable educational opportunities and services. These include university transfer, career, developmental and continuing education programs, that promote professional competence and economic development and improve the quality of life in a multicultural community. As the primary resource for and coordinator of higher education in the County, the College serves as a center of culture and recreation. Programs and services provide lifelong learning for residents with an emphasis on adult instruction in classrooms, laboratories, and clinics, and on electronic systems, as well as intergenerational courses and workshops in recreation, business applications, and specialty areas, plus fine and performing arts.

THE HIGHER EDUCATION AND CONFERENCE CENTER AT HEAT

The Higher Education & Conference Center at *HEAT (Higher Education and Applied Technology Center)*, located in Aberdeen, Maryland, at the juncture of Interstate 95 and Rt. 22, provides expanded higher education access to the citizens of northeastern Maryland. Baccalaureate and graduate programs are offered by colleges and universities in support of the educational needs of the region.

Harford Community College coordinates the academic programs and maintains the facility. Partnering institutions provide the faculty and establish the requirements of their individual programs. Each institution sets its own tuition rate. Students enroll directly with the partnering institutions that collect all tuition and fees and confer all degrees.

The Center is the official satellite in Harford County for degree programs by Johns Hopkins University, The College of Notre Dame, Towson University, The University of Maryland, College Park, Morgan State University, University of Maryland University College, and the University of Phoenix. Training is offered at the Higher Education and Conference Center for businesses, industries, and local governments through the Continuing Education and Training Division at Harford Community College.

THE HARFORD CENTER

Article XXV of the Harford County Code establishes a body corporate and politic, known as the Harford Center, as an instrument of the County and as a public corporation. The Harford Center operates a residential and day care training and rehabilitation facility center to properly care for and provide necessary services to County residents with special physical and mental needs.

The activities of the Harford Center are funded by citizen support, voluntary contributions, fees and charges, and payments from the state and federal government. The County Council is authorized to make annual appropriations in support of the Center's operations; the Council may also authorize funds or issue debt for the Center to acquire land or make capital improvements.

THE ARC NORTHERN CHESAPEAKE REGION

The ARC Northern Chesapeake Region is a private, non-profit local chapter of the ARC of Maryland and the ARC of the United States, the largest volunteer organization in the world devoted exclusively to improving the quality of life for all adults and children with mental retardation as well as their families. The ARC Northern Chesapeake Region is funded by Maryland State Agencies, the United Way, select agency-owned thrift stores, fundraising, and an annual contribution from Harford County Government.

The ARC Northern Chesapeake Region creates opportunities for people with mental retardation to develop and exercise the competence that will empower them to make choices in the pursuit of their own personal futures and to participate fully in the life of the community. It also provides support for families of persons with mental retardation to enable them to provide a stable and nurturing environment for all family members. The ARC provides

direct services in the areas of residential, community supported living arrangements, individual support services, family support services, foster care, adoption, employment and transportation services, individual and systems advocacy, and information and referral services.

EXTENSION SERVICES

Established by the Federal Hatch Act (1887) and the Smith-Lever Act (1887), the Harford County Cooperative Extension Office provides educational outreach (Extension) from the University of Maryland, College Park and the University of Maryland, Eastern Shore as part of their three-fold mission as land grant institutions of teaching, research, and outreach.

Cooperative Extension in Harford County provides educational programs based on the needs and interests of county residents. Emphasis is placed on Agriculture and Natural Resource Science, Family and Consumer Science, 4-H and Youth Development. Extension is funded through county, state, and federal contributions. Some special projects are funded through grants and donations.

SOIL CONSERVATION

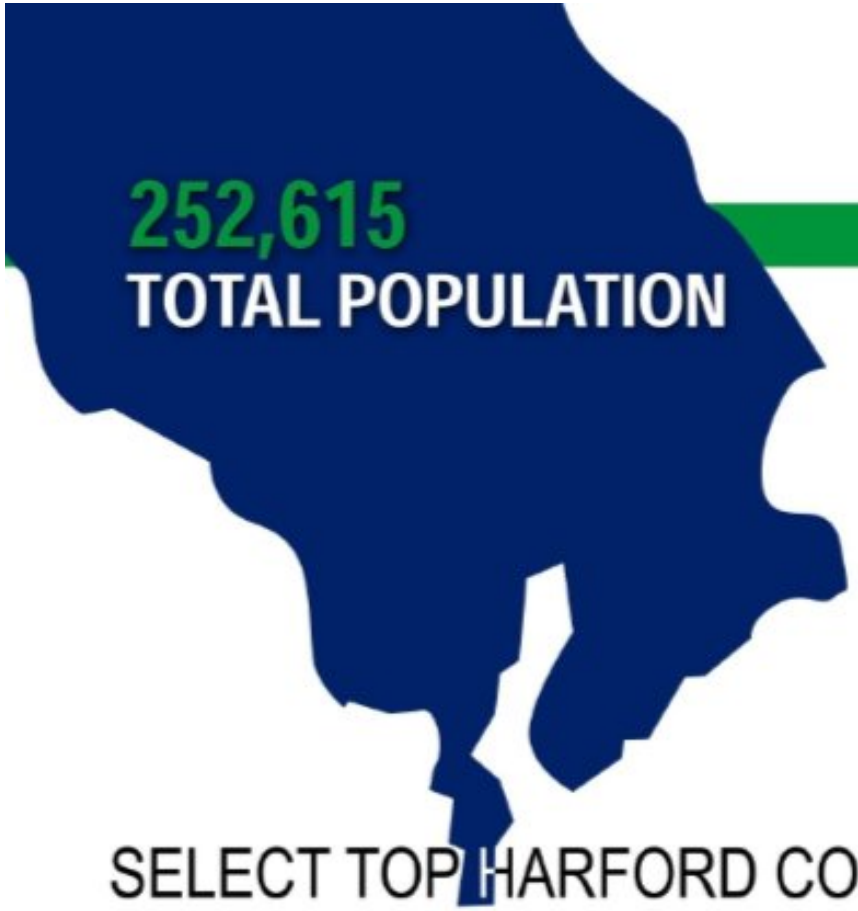
The Harford Soil Conservation District was organized on September 6, 1944 as one of the several local government subdivisions established in 1937 under the Agriculture Article Title 8, Soil Conservation, SS8-101 through 8-705 of the Annotated Code of Maryland as amended. The district's purpose is to carry out a soil, water, and related resources conservation program.

HARFORD COUNTY'S BOND RATING

Credit (or Bond) ratings are designations by investor services to give a relative indication of credit quality. When a government receives a higher bond rating, their bonds can be sold at a lower interest rate, which results in less interest cost to that government.

Harford County went to the bond market February 14, 2017 for a $55,000,000 General Obligation bond sale. The County received the highest rating possible from all three investor services, making Harford County bond ratings: Fitch Ratings AAA, Standard and Poor's AAA, and Moody's Investors Service Aaa, as published in the County's Official Statement of February 14, 2017.

Harford County received its ratings based on: an increasing tax base (i.e., economic development), favorable debt ratios, sound financial operating and reporting, and conservative budgeting.



HARFORD COUNTY DEMOGRAPHICS

252,615
TOTAL POPULATION

94,829
TOTAL HOUSEHOLDS

2.64 AVERAGE HOUSEHOLD SIZE

72,081
OWNER-OCCUPIED HOUSING

$80,465
MEDIAN HOUSEHOLD INCOME

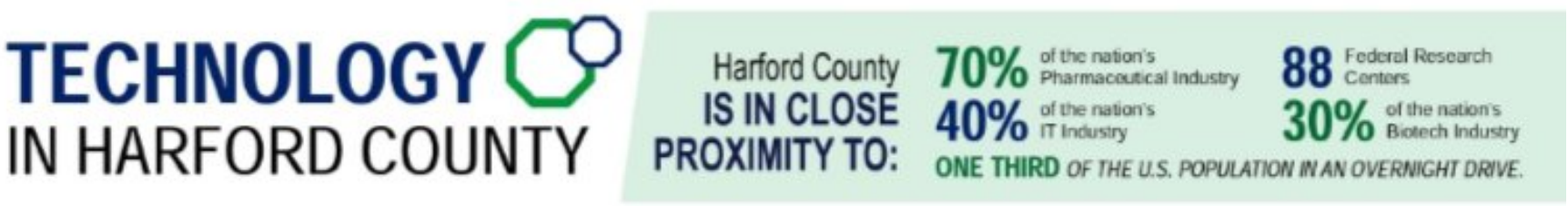
$95,283
AVERAGE HOUSEHOLD INCOME

SELECT TOP HARFORD COUNTY EMPLOYERS

20,900	Aberdeen Proving Ground	1,000	Klein's ShopRite of Maryland	500	CACI
3,129	University of Maryland Upper Chesapeake Health	874	Jacobs Technology, Inc.	430	BSC America- Bel Air Auto Auction
1,200	Rite Aid Mid-Atlantic Customer Distribution Center	669	Jones Junction	429	Wegmans
1,140	Kohl's E-Fulfillment Center	600	Booz Allen Hamilton	415	DXC Technology
1,011	Harford Community College	550	Frito-Lay	400	Walmart - Aberdeen
		545	Allan Myers	350	XPO Logistics

BUSINESS AND INDUSTRIAL PROPERTY

The County offers excellent access to I-95 as well as two State Enterprise Zones located on U.S. Route 40. Select office parks include:	
Aberdeen Corporate Park	265,900 square feet of corporate campus, two miles from the APG North Gate; and 95,250 square feet of existing campus.
Box Hill Corporate Center	1,000,000 square feet of existing/planned office, flex and retail space off I-95 and exit 77-B
Fieldside Commons	500,000 square feet of office space off I-95 at exit 85, next to Ripken Stadium; and 120,000 square feet of existing space
G.A.T.E. (Government and Technology Enterprise)	APG site with 2-3 million square feet of planned office, lab and R&D facilities; 645,000 square feet of existing office space
North Gate Business Park	Planned 860,000 square feet of office space with 285,000 square feet of existing office space outside the MD 22 Gate of APG
Water's Edge Corporate Campus	200 acres of mixed use development, six buildings totaling 415,708 square feet of office space
Business Incubators	Harford Business Innovation Center; Havre de Grace GroundFloor at Harford, Havre de Grace, MD



TAX RATES

	Harford County	Maryland
Corporate Income Tax (2016)	None	8.25%
Personal Income Tax (2016) *Graduated rate peaking at 5.75% on taxable income over $300,000	3.06%	2.0%-5.75%*
Sales and Use Tax (2016) Exempt sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale.	None	6.0%
Real Property Tax (2016) Effective rate per $100 of assessed value. In addition, there are some miscellaneous taxes and/or special taxing areas in the County. In an incorporated area, the County rate will vary and municipal rates will also apply.	$1.042	$0.112
Business Personal Property Tax (2016) Rate per $100 of depreciated value. Exempt manufacturing and R&D machinery, equipment, materials and supplies; manufacturing R&D and warehousing inventory. In an incorporated area, the County rate will vary and municipal rates will also apply.	$2.605	none
Major Tax Credits Include the Enterprise Zone, Job Creation, R&D, Biotechnology and Cybersecurity Investment and the Arts and Entertainment District		

SCHOOLS AND COLLEGES

Public Schools

There are 33 elementary schools, 9 middle schools and 10 high schools in Harford County. Additionally the John Archer School is a public special education school serving students with disabilities in Harford County; and the Alternative Education at the Center for Educational Opportunity is a continuation of education services to students who have experienced crisis. Enrollment in Harford County Public Schools from 2016-2017 was 37,426 students.

Higher Education

Harford Community College is an open access institution providing higher education with two year degree programs, and now a four year degree program partnered with Towson University.

Harford Community College (HCC) had an enrollment of 6,543 full-time students in the Fall of 2015 with an in-county cost of $116 per credit hour. The partnership with Towson University has created opportunities for students to earn a four year degree without having to leave Harford County. Additionally, the University Center located in Aberdeen also provides the ability to advance undergraduate and graduate education through partnerships with other regional universities.

RECREATION AND CULTURE

There are 7,053 acres of state parkland including Rock State Park and Susquehanna State Park; and 4,496 acres of County parkland (288 acres in the municipalities of Aberdeen, Bel Air and Havre de Grace). The County offers an extensive recreational program with state of the art facilities; including the Cedar Lane Park Regional Sports Complex, a high quality regional venue for lacrosse, field hockey, football and soccer. Attractions in Harford County include but are not limited to the Anita C. Leight Estuary Center, Ripken Stadium at Leidos Field, Havre de Grace Decoy Museum, Susquehanna Museum at the Lock House, Swan Harbor Farm, Ma and Pa Heritage Corridor Bike and Hike Trail; and the County is located within 30 miles of regional attractions such as the Baltimore Symphony Orchestra, the Baltimore Orioles, the Baltimore Ravens, CENTERSTAGE, Hippodrome, Lyric Opera House, Smithsonian, and the Peabody Conservatory of Music.

COUNTY BUDGET POLICIES AND PROCESS

Harford County's Fiscal Policies and Budget Process were framed by the County Charter and the County Code; expanded by our Business Plan; enhanced by recommendations of the Governmental Finance Officers Association; and conform to Federal, State and local regulations as well as the requirements of the Government Accounting Standards Board.

At the core of these policies and processes is the Administration's determination to remain conservative financial managers while recognizing fluctuations in the economy, changing trends, the adoption of new laws, and the concerns of our citizens. The County realizes the need to constantly review and adapt our ways of conducting business.

HARFORD COUNTY CHARTER

The Harford County Charter, Article V, Budget and Finance sets the Fiscal, Tax and Budget year to begin on the first day of July and to end on the thirtieth day of June of the succeeding year. The Charter requires the County budget to be comprehensive in scope and to represent a complete financial plan for the County. Required elements include revenue and expense estimates, debt, debt service, contingency reserves, cash surpluses and historical spending figures. The County Council is charged with adopting the annual budget and levying taxes sufficient to balance the budget, i.e., revenues equal expenses. The Charter establishes policies concerning supplemental, emergency and unexpended appropriations, as well as transferring appropriations, limiting expenditures, defining the composition of funds, and amending the budget. The County may incur debt per the Charter, however, no debt for a term of one year or greater shall be incurred by the County to meet operating expenses. All debt for a term in excess of one year shall become due no later than 30 years after the date of issuance, except debt incurred to finance water, sewer, and wastewater facilities, which shall become due no later than 40 years after the date of issuance; and debt should be made payable within the probable useful life of the improvement or undertaking.

ANNOTATED CODE OF MARYLAND - DEBT LIMIT

Pursuant to Article 25A, 5(P) of the Annotated Code of Maryland (1998 Replacement Volume and 2001 Supplement), Harford County, as a charter county, is limited in the amount of general obligation supported debt it can issue to an amount equal to a total of 6% of the assessable base of Real Property and 15% of Personal Property.

CODE OF HARFORD COUNTY, MARYLAND - FISCAL IMPACT STATEMENTS

The Code of Harford County, Maryland, Part I Administrative Legislation, Chapter 31, Fiscal Impact, requires that all proposed legislation before the County Council be reviewed for its fiscal impact prior to a public hearing. Since any law could affect the cost of government, it is the responsibility of the County Auditor to provide to the legislative body such information as is necessary to assess the direct and indirect costs of pending legislation. Additionally, the County provides information on fiscal impacts to the State government for any State legislation under consideration which would affect Harford County.

COUNTY BUDGET POLICIES AND PROCESS

CORNERSTONES OF HARFORD COUNTY'S BUSINESS PLAN

Harford County's Business Plan addresses the areas of financial and strategic planning, debt and cash management, revenues, operating and capital budget policies to ensure that the County is capable of adequately funding and providing those local government services needed by the community.

Financial Planning

A six point plan was designed to address economic cycles and maintain the existing property tax rate.

1. Expenditures will be reviewed and approved based on real versus perceived need.
2. Each function, service, project, and expenditure will be reviewed as to its affordability.
3. New sources of revenue will be identified and advanced.
4. We will prepare and integrate through planning, and maintain conservative annual operating budgets and multi-year spending plans.
5. We will plan for and preserve a prescribed year-end fund balance to maintain our credit rating, and to provide for emergency needs.
6. We will develop and implement a Ten Year Capital Program based on affordability and sound debt management practices.

Strategic Planning

The Business Plan also incorporates ten principles of sound financial management.

1. The planning system in the County will continue as a dynamic process which is synchronized with the Capital Improvement Program and Operating budget. The County's Land Use Plan shall not be allowed to become static. There will continue to be a periodic review of the plan at least every five years.
2. Harford County must continue to diversify its economic base by encouraging commercial employment and associated revenues in order to increase the assessable base within the County.
3. Annual budgets shall continue to show fiscal restraint. It is imperative that a positive cash balance (surplus) be shown in the General Fund at the end of the fiscal year. A managed operational (contingency) reserve shall be maintained in the General Fund at a level sufficient to provide temporary financing of unforeseen needs of an emergency nature. The reserve will be maintained at a level not to exceed 3% of the General Fund, and any other fund, in any given fiscal year per Section 506(6) of the County Charter. A managed reserve shall also be maintained as part of the General Fund. The reserve shall be maintained at a level not less than 5% of the total General Fund disbursements in any given fiscal year.
4. If a deficit appears to be forthcoming, the County Executive shall direct that a freeze be placed on personnel hiring and new capital expenditures.
5. Harford County's cash management system must continue to receive full support and cooperation from all County agencies. Such a system is an indication of the soundness and professionalism of the County's financial management process.

6. All efforts must be made to improve the productivity of the County's programs and its employees. The County's productivity analysis process is a dynamic part of the administration.
7. Continuing effort must be made to reduce duplicative functions within the County government and the autonomous agencies, particularly those which receive appropriations from the General Fund.
8. The County's debt ratios shall be maintained at the following levels:
    a. Net Bonded Debt is to be maintained at a level no more than 2.3% of the full case value of assessable property in the County.
    b. Bonded debt and its resulting debt service are to be kept at a level not higher than 10% of the General Fund Budget.
9. Self liquidating bonds will only be issued after a careful analysis is performed to ensure that revenue sources are properly in place in order to protect the fiscal soundness of the County.
10. The County has, and will continue to maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) through the following practices:
    a. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB, NCGA, AICPA and FASB).
    b. Regular monthly financial reports and annual financial statements will present a summary of financial activity by governmental funds and all funds respectively.
    c. An independent firm of certified public accountants will perform an annual financial and compliance audit, and will publicly issue an opinion which will be incorporated into the Comprehensive Annual Financial Report (CAFR).
    d. Annually, the county will seek the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
    e. The County will regularly report to the National Federation of Municipal Analysts on the activities occurring in the County.
    f. Interim Financial Statements will be prepared as of December 31st of each year and furnished to the Electronic Municipal Market Access System (EMMA) and to the rating agencies.

Debt Management

Debt burden is a measurement of the relationship between the debt of the County and its property tax base and population. The most general measure of wealth in the community is the assessed value of all taxable property. Additionally, debt can be compared with population to determine a level of per capital debt burden. The County makes this comparison each time it offers bonds for sale. These comparisons are included in the official statements that are distributed to prospective investors.

Cash Management

Cash Management achieves the most productive use of cash, minimizes operating costs, and provides maximum flexibility. To do this, the County must:

a. pool cash from the different funds for investment purposes;
b. invest 100% of its idle cash on a continuous basis;

c. make a cash flow analysis of all funds on a regular basis - disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability;
d. analyze market conditions and investment securities daily to determine the best possible return on all cash investments; and,
e. make arrangements with a bank on a contractual basis for a specified period of time and with specified fees for each service rendered.

Revenue Policies

Harford County calls for a diversified and stable revenue system to shelter the County from short-run fluctuations in any one revenue source.

Revenue Estimating and Long Range Forecasts

a. The County will estimate its annual revenues by an objective, analytical process.
b. Annually, the County will update revenue projections for three consecutive years. As part of this annual process each existing and potential revenue source will be re-examined.
c. The Treasurer shall make all checks necessary to assure that property appraisal and assessment procedures are fair and accurate (although typically these are State functions).
d. The Treasurer and Director of Planning and Zoning shall check property classifications to ensure that zoned land carries the proper appraisal.
e. The County will follow an aggressive policy of collecting property tax revenues; the annual level of uncollected property taxes shall not exceed 1.0%.
f. The County will maintain all user charges and fees at a level related to the cost of providing the service. A review of the user charge and fees will be completed annually to determine the impact of inflation, and/or changes in activity, and determine if adjustments in the rate are necessary.
g. The County will set the fees and user charges of enterprise funds - such as water and sewer, at a level that fully supports the total direct and indirect cost of the activity; including the cost of annual depreciation of capital assets.

Operating Budget Policies

Expenditures

The county will pay for all current expenditures with current revenues. The County will avoid budgetary procedures that balance current appropriations at the expense of meeting future years' obligations. The County will not postpone expenditures, accrue future years' revenues, or roll over short-term debt.

COUNTY BUDGET POLICIES AND PROCESS

Maintenance of Capital Plant and Equipment

The budget will provide for adequate maintenance of capital plant and equipment and for their orderly replacement based on the schedule prepared under the capital improvement budget policy.

Pension Plans

The County will provide for adequate funding of the Volunteer Firemen's Pension program and the Sheriff's Pension Plan by establishing an actuarial reserve. Pay-as-you-go pensions will not be established. Actuarial analysis on the pension systems will be performed at least biannually.

Budgetary Control

The County will maintain a budgetary control system to assist in adhering to the enacted budgets of various operating funds. In addition to this the County will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.

Three Year Expenditure Plan

Annually, the County will update a three year expenditure plan. Projections include estimated operating costs of future capital improvements that are included in the Capital budget.

Fiscal Impact Statements

Fiscal Impact Statements shall be prepared for all legislative proposals and resolutions in accordance with local law. Statements shall also be prepared on any new administrative policy, procedure, or program; as well as to determine the future financial impact of subdivision approvals. The fiscal impact shall be assessed on both the expenditure and revenue side of the budget.

Capital Budget Policies

All capital improvements and various related projects must be made in accordance with the Approved Capital Improvement Program. Departments and Agencies will propose a capital improvement program to the Planning Advisory Board for their consideration. After their review, the Director of Planning and Zoning will transmit these recommendations to the County Executive. The County shall then coordinate the Capital Improvement budget with the Operating budget. Debt service operating costs will be projected and included in the operating budget forecasts. Debt service and approved capital projects must follow the standard debt policies of the County.

COUNTY BUDGET POLICIES AND PROCESS

Five Year Capital Improvement Program

In accordance with the Harford County Charter, the County will adopt a five-year Capital Improvement Plan and update it annually. All capital projects must be funded in accordance with the adopted County debt policy; utilizing the least costly method of financing all new projects. The County will identify the estimated costs and potential funding sources for each capital project before the Capital Improvement Plan is submitted for approval to the County Council.

Harford County's Strategic Plan

Strategic planning is not just a function of budgeting, but a multi-faceted approach to resource management designed to maintain the County's quality of life, while preparing for our future. The County's Master Plan and the Administration's goals are the basis for which performance measurement and budgets are built.

The Master Plan

1969 - The County's first comprehensive land use plans were developed.

1972 - With the adoption of the Harford County Charter, Article VII calls for the Department of Planning and Zoning to prepare and propose Master Plans. These plans can be initiated by order of the County Executive or by legislative act of the County Council. The Master Plan provides direction for addressing future growth, revitalization, the provision of adequate public facilities, economic development, and the preservation and protection of natural resources, agricultural lands, and historic resources.

1977 - The County's second comprehensive plan was prepared, marking the beginning of comprehensive planning under the new charter form of government. The "Development Envelope" concept was introduced in the 1977 Master Plan, defining a geographic area for planned development. This concept allowed the County to begin staging and directing more intense growth into a specific area, namely the corridors defined by I-95/US Route 40 and the MD Route 24 corridor north to Bel Air.

1988 - An alternative approach to a single Master Plan was introduced requiring the inclusion of elements which further advanced the purposes of the Master Plan. The following is a brief description of the elements introduced for the 1988 Master Plan.

A "Land Use Element Plan" (viewed as the core of the Master Plan) will show proposals for public, private, residential, commercial, industrial, agricultural and recreational uses of land. This plan shows the most appropriate and desirable patterns for the general location, character, extent, and the manner in which the community should use its public and private land at specified times as is reasonable.

The "Transportation Plan" covers all types of highways or streets, airways, waterways and railways. The plan should again detail the most appropriate and desirable pattern for circulating persons and goods at specific times as far into the future as is reasonable.

The “Water and Sewer Master Plan” sets the foundation for timing and planning of public water and sewer facilities in appropriately zoned areas.

The “Chesapeake Bay Critical Area Program” is designed to manage land use within 1,000 feet of tidal waters and tidal wetlands. Its goal is to protect water quality and natural habitat, and to accommodate future growth based on environmentally sensitive areas.

The “Rural Element Plan” addresses preservation of the County’s rural character and the promotion of agriculture as the primary economic enterprise in the rural areas.

The “Land Preservation and Recreation Plan” addresses the County’s need for open space and recreational areas, and considers these areas as part of a larger system of preserved lands. It also explores the relationships between land used for recreation, in the broader context of preservation, and appropriate use of natural resources.

Additional implementation tools were added, such as the “Adequate Public Facilities Program” (APF) to help manage growth more effectively in the Development Envelope. APF states that the existing public facilities for water, sewer, schools and roads must be adequate to support planned land development.

1992 - The State enacted the Maryland Economic Growth, Resource Protection and Planning Act that required that certain “visions” be incorporated into County and municipal master plans. These visions included development in concentrated suitable areas; protection of sensitive areas; protection of rural areas and resources; stewardship of the Chesapeake Bay; conservation of resources; economic growth; and addressing funding mechanisms.

1996 - The Master Plan and the Land Use Element Plan were combined to strengthen the core of the planning process. The Development Envelope concept was maintained, concluding that there was sufficient capacity within the Envelope to support projected growth for approximately 18 years. Development of the 1996 plan was largely based on a community planning process involving ten Community Planning Councils whose common issues - balanced with each community’s individuality - provided guidance for a Countywide vision on land use. Additional elements were added to the 1996 Master Plan, brief descriptions of these elements follow below.

“A Natural Resources Element Plan” includes methods for protecting environmental resources, including streams and their buffers, steep slopes, floodplains, and the habitats of threatened and endangered species.

“A Historic Preservation Plan” explains how historic structures and archaeological sites can further an awareness of the importance of the County’s heritage among the citizens.

“An Edgewood Community Plan” is a comprehensive revitalization strategy to improve physical, social, and economic conditions within the Edgewood community, which strives to guide future growth and sustain the community’s character and values.

"A Joppa/Joppatowne Community Plan" is a community level master plan that serves as a blueprint for the physical development and redevelopment of the community.

1997 - Five pieces of legislation collectively known as "Smart Growth" were passed by the State General Assembly. This legislation directed the State to target programs and funding to support established communities and locally designated growth areas and to protect rural areas.

2004 - The 2004 Master Plan incorporated the Visions of the Maryland Planning Act and Smart Growth initiatives, including Priority Funding Areas and implementation of a Rural Legacy Program. Building on these State programs, Harford County developed a series of guiding principles that formed the foundation for the Land Use Element Plan, and in effect provided the County's vision for growth management and resource protection. These guiding principles include *Quality of Life, Stewardship of our Resources, Growth Management, Redevelopment and Revitalization, Commitment to Communities, Coordination among Agencies, and a Sound, Balanced and Diversified Local Economy.* Also included for the 2004 Master Plan were the following elements.

"A Community Facilities Plan Element" includes proposals for parks and recreation areas, schools, and other educational and cultural facilities.

"A Consolidated Plan" that outlines how the County will use Federal, State and Local funds to address the housing and community development needs of low to moderate income families in the community.

"Designated Growth Areas" are also included in the 2004 Master Plan. While the Development Envelope is included in these growth areas, other pockets of the County will be developed as well.

2008 - The Preservation Priority Plan is introduced defining a specific area of the County for Agriculture Preservation. This Plan complemented the objectives and strategies in the Rural Element Plan. The Zoning Code and Subdivision Regulations were also overhauled and enhanced to coincide with 21st century design standards.

2009 - The Transportation Plan was updated and enhanced to include bicycle, pedestrian and air quality strategies. In addition to this, the Natural Resource Element Plan was updated to include the Water Resources element that assessed the County public and private water demand.

2010 - The Historic Preservation Plan was updated.

2012 - The 2012 Master Plan and Land Use Element Plan are signed into law by the County Executive. The Land Use Element Plan identifies general areas in Harford County where agricultural, residential, commercial, industrial and open space uses will be allowed. This Plan serves as a policy document to ensure a compatible pattern of land uses throughout the County.

2016 - HarfordNEXT, a Master Plan for the Next Generation, is signed into law by the County Executive. The document unifies the separate element plans into a cohesive, streamlined plan. Focus areas include land use, mobility and connectivity, environmental stewardship,

agricultural and historic preservation, economic vitality, and healthy communities. Community input considered throughout the development phase of the plan was facilitated by unprecedented levels of public outreach, including a variety of online engagement tools. Big ideas introduced in HarfordNEXT include holistic transportation planning that emphasizes livability over simple vehicle mobility. Other ideas include green infrastructure planning, a renewed emphasis on preservation, and “form based” zoning that considers the design and operation of a proposed development.

Long Range Fiscal Goals

Innovation. Technology. Efficiency.

These initiatives dominate the concept for the future of Harford County. It is the County Executive’s goal to move Harford County forward as Maryland’s new center of opportunity for economic success. This was initiated by the relocation of the Office of Economic Development (OED) to the U.S. Route 40 corridor, five minutes from the MD 22 gate of Aberdeen Proving Ground and co-located with an incubator, a collaborative tech workspace, a myriad of on-site small business resources and more tools than ever to support small business development.

Strategic Relocation

This move was strategically oriented to capitalize on innovations happening at Aberdeen Proving Ground (APG) while at the same time provide support for all types of companies from concept to commercialization. As the County continues to strengthen its mass transit infrastructure, this relocation along the Route 40 corridor will emphasize transit oriented and tech cluster development within a close proximity of APG.

Small Business Development

A synchronized hub creates a convenient and attractive workspace for a small business to begin their economic gardening, supporting all stages of business development, ultimately reaching for the goal of making Harford County the place for entrepreneurs to relocate and launch their ideas. Having resources on hand is imperative to this success. The Small Business Resource Office houses the Business Navigator, serving as the first point of assessment and referral for small business needs. Additionally, partnerships with the Small Business Development Center (SBDC), the Procurement Technical Assistance Program (PTAP), the Army Alliance, the Regional Additive Manufacturing Authority (RAMP MD), the Northeastern MD Technology Council (NMTC), Harford’s Business Edge (HBE) and the North Eastern Maryland University Research Park (NEMD URP) are all available to small businesses in their early stages of development. With these collaborative partnerships also comes an incubator space available by lease for start-up companies, integrated with a suite of services including the GroundFloor urban industrial workspace and the Corporate Commons Area.

Financial Support and Future Growth

The Office of Economic Development also houses financial support for business development and works closely with the community to obtain financing and assistance in venturing capital, local, state and federal loans. Specific financing programs include the Industrial Revenue Bonds for Manufacturers; the Economic Development Opportunity Fund; the Community Development Block Grant for Economic Development; and the Workforce Technical Training Grants program, a competitive investment grant program designed for accelerating technical training.
All of these opportunities, both new and existing are stimulating economic growth and advancing Harford County to become more productive and competitive in the ever evolving small business community.

Enriching the Economy

In January, 2015 Bill 14-035 was passed by the County Council, allowing revenue collection from overnight hotel stays. Half of the revenue generated will go directly to Harford County Government for reinvestment in tourism related activities, through a competitive grant process. The other half of the revenue will go back to the three Harford County municipalities where the hotels are located (Aberdeen, Bel Air, Havre de Grace). This revenue coincides with the privatization of tourism (Executive Order 14-10), with the anticipation that a destination marketing organization will boost tourism and businesses that flourish with visitors. Capitalizing on this type of revenue opportunity is imperative to improving the County's economy.

Redirecting the Focus and Leveraging Opportunities

While the overall economy makes some improvements, it is critical for Harford County to streamline operations and defer large amounts of additional future debt. This balanced, sustainable approach was recognized by the three major investor bond rating services by giving Harford County the highest possible Triple-A ratings. In order to maintain this level of rating the County plans to focus on existing capital projects rather than new ones, to outsource services and consolidate office space where possible, and to use technology to improve resources to our citizens.

This can be viable with leveraging other funding opportunities instead of burdening County citizens with unfair fees such as the rain tax. With the help of the County Council this tax was repealed with Bill 14-036 and the Administration was able to redirect a portion of existing recordation tax to fund stormwater remediation projects.

Through resourceful actions such as redirecting funding opportunities the Administration is laying the groundwork for future endeavors that will bring technological and agricultural prospects to the County, both of which are essential to its growing local economy. Harford County has fully implemented the Harford Metro Area Network (HMAN) allowing government agencies, fire companies, law enforcement, schools and municipalities to connect on a common platform. The County is now poised to provide this dark fiber connectivity to private industries and residents, formulating a potential business plan for a sustainable and scalable project. The Administration is also looking towards alternative funding opportunities through State bonds to build an agricultural research and exposition facility that would provide federal, state

and local agricultural agencies to be housed in one location. This could have a potentially large impact on the strong County agricultural community as well as the overwhelmingly successful Science, Technology, Engineering and Mathematics (STEM) movement for farmers.

Performance Measure Management

In 1996, Harford County instituted Performance Based Management through all levels of County Government. In addition to current and future basic operational obligations we must also recognize expenses that work towards meeting the Administration's short term objectives and long term goals. It is imperative that department/agency strategic plans, budgets, and performance measures align with the Countywide Mission, Vision, Goals and Objectives. This includes outside agencies that are funded by Harford County. In addition, departments and agencies have established short-term objectives to meet their goals. Performance Measures will then quantify their success or failure in meeting these objectives and goals.

Harford County's Administrative Fiscal Policies

Long Term Financing Techniques

General Obligation Bonds - are also known as *full faith and credit bonds*. Their quality and payment is based on the general credit and taxing power of the County. The County must take whatever actions are necessary to assure repayment. Such bonds are typically used to finance the capital portion of tax supported, general public purpose governmental activities with schools, libraries, and public safety buildings.

Revenue Bonds - are payable solely from identified sources of revenue that may be derived from rates, fees, or charges for service imposed on users of the financed project, tax increment, or specified General Fund non ad valorem tax revenues. Typically, these bonds are used for the County owned water and sewer system activities of treatment, collection, production, and distribution.

Special Assessment Bonds - are bonds secured solely by the properties in the district, with revenues generated by a special assessment or tax on the properties. Under law the County may establish assessment districts and issue bonds for infrastructure improvements.

Lease Purchase/Certificates of Participation - are obligations of the public entity secured by an installment sale or leaseback arrangement with a public entity lease. The lease generally pledges general operating revenues to cover the lease payments, which may or may not be reimbursed by revenues from the projects. These obligations do not constitute indebtedness under Maryland constitutional debt limitation. Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated.

COUNTY BUDGET POLICIES AND PROCESS

Interaction of Federal, State and County Governments

All enacted laws and regulations imposed by Federal and State legislation must be carefully monitored by County Government to determine the eventual consequence on local expenditure requirements. Although Harford County actively pursues available intergovernmental financing to supplement funding of its programs, it is County policy to review the long-term financial impacts of all such programs to avoid eventual dependence on outside funding sources. It would not be prudent for County government to rely on continued grant funding of programs that influence the welfare and safety of the community.

Sharing Financial Responsibility

In an effort to provide and finance all desirable, but discretionary services to our citizens, Harford County Government analyzes its role in the provision of each service and determines the equitable financial burden of payment among taxpayers and users of those services. Harford County Government subsidizes individual consumers to alleviate emergency financial needs, and private providers to ensure the availability of facilities or services in the community. For example, the County provides (through the Emergency Assistance Program) direct payments to clients in need. County Government also provides supplemental payments to the Harford Center, Inc. and the ARC - Northern Chesapeake Region, Inc. to compensate for any shortfalls between State funding and the actual costs of providing care to the severely mentally retarded, and multiple handicapped residents in the community.

Alternate Service Delivery

Harford County encourages and supports participation by private markets in public service delivery as long as all Government objectives are met, and the economic benefits to the community surpass direct Government involvement. Currently, many services are contracted through the private sector to provide specific programs and activities on behalf of County Government. These include medical and dental consultant services, topographic mapping services, and water quality analysis. Additional contracts have been established for electrical and air conditioning/heating improvements and/or repairs to County buildings. This approach to alternate service delivery eliminates Government replication of services and reduces funding requirements for County programs and activities. Capital project contract management and engineering services have been established as requirement contracts.

Private Investments

Under certain circumstances, County Government encourages private investments in the form of partial or total financial participation (or matching funds) to support programs or projects that would otherwise not be implemented for the public good alone. Examples of this would include developer participation in road construction, water and sewer lines, and lateral extensions. When the costs of public investment are directly related to a private benefit, such as infrastructure in residential developments, County Government will seek to determine equitable limits to cost sharing.

Direct Matching Grants

County Government can also provide public funds to private and nonprofit organizations to support activities that are directly beneficial to the community. An example of such a grant would be the County Government's direct grant to the Harford County Historical Society for support of historic preservation efforts. County Government provides this type of grant assistance if private activity enhances or promotes public welfare, interest, and concern throughout the community.

Public Investment Supporting Private Initiatives

In carefully controlled situations, County Government utilizes public funds to promote private enterprise initiatives. If, after thorough analysis and assessment, such investment is deemed beneficial to the social, economic, or environmental climate of the community, direct financing is made available by County Government.

Participation in Industrial Revenue Bonds

Harford County Government is authorized (under provisions of the Internal Revenue Code and the Maryland Economic Development Act) to issue Industrial Revenue Bonds and to participate in financing through the Maryland Industrial Development Financing Authority. Although significant restrictions to such bond issues are imposed, County government endorses applications for issuance of Industrial Revenue Bonds when development proposals demonstrate positive economic, social, and fiscal advantages to the County's future. Harford County cannot pledge credit or taxing power to the payment of principal, interest, or other costs of such bonds.

Multiple Use of Facilities

County government requires planning coordination among its departments and agencies (including outside agencies) and private organizations (when appropriate) to ensure the functional lifetimes of all buildings and facilities extend well beyond the current generation. An example of a multiple use facility would be when the Board of Education builds a new elementary school. The County provides funds to enlarge the school's gym; the enlarged gym is then shared by the school and various Parks and Recreation community groups. Other examples would be the joint Norrisville Library/Community Center and the McFaul Senior/Youth Center.

Coordinated Interdepartmental Procurement

Many operating necessities, such as office automation, computerization, and telecommunications are common to all departments and agencies of County Government. Current policy requires interdepartmental coordination and review of procurement requests to ensure compatibility of equipment, reduce duplications, and achieve the greatest cost savings prior to actual purchase. The Procurement Department has furnished pre-qualification policies and procedures for construction contracts for capital projects. The County works on joint bids with the Board of Education, Harford Community College, the Harford County Library System, and other governmental agencies when practicable.

Retirement Plans

County Government - employees participate in one of two plans. Both plans are administered by the State of Maryland under provisions of Article 73B of the Annotated Code of Maryland. The two plans are described as follows:

- The Employees' Retirement System of the State of Maryland established on October 1, 1941. Harford County joined this Plan March 1, 1948. Plan members contribute up to 7% of their covered salary, while Harford County Government is required to contribute at an actuarially determined rate.
- The Employees' Pension System of the State of Maryland established on January 1, 1980. Harford County joined this Plan on July 1, 1999. Plan members contribute 7% of their covered salary, while Harford County Government is required to contribute at an actuarially determined rate.

The Harford County Sheriff's Office Pension System - is a single employer defined benefit pension trust plan established by Harford County effective July 1, 1997 for certain law enforcement and correctional employees of the Office of Sheriff of Harford County. Plan members are required to contribute 7% of their annual covered salary. The County is required to contribute at an actuarially determined rate. The system provides retirement, disability and death benefits to plan members and their beneficiaries. Effective July 1, 2005, per Bill 05-22, a Cost of Living increase of the CPE-U is limited to 3% applied each July 1. Harford County Bill No. 97-20 assigns the authority to establish and amend the benefit provisions of the plan to Harford County Government by County ordinance. The Harford County Council adopted resolution number 20-06 on June 6, 2006 to approve participation in the law enforcement officers' pension system (LEOPS) effective July 1, 2006. Harford County Deputy Sheriff's who are sworn, certified law enforcement officers are eligible for LEOPS. The plan is administered by the State Retirement and Pension System of Maryland. Plan members contribute 4% of their covered salary while Harford County Government is required to contribute at an actuarially determined rate.

The Volunteer Firemen's Pension System - was instituted by Harford County Government on January 31, 1975 and is a single employer defined benefit Length of Service Award Program (LOSAP). Based on County statutes, firemen and ambulance personnel are eligible to participate upon accumulating "50 (fifty) points", which are determined in accordance with a specific point system. Benefits vest upon 25 years of service credit and are payable at 55 years of age. The County must provide annual contributions sufficient to satisfy the actuarially determined contribution requirements. Additional periodic County contributions are determined by an actuarially determined rate. Since there are no "Salaries", the rate cannot be expressed as a percentage of covered payrolls. There are no participant financed benefits in this plan. Administrative costs are financed through investment earnings. The plan generally provides $5,000 burial benefits and other benefits for disability. Regular benefits are calculated at $12 per month for each of the first 25 years of service, plus $6 per month for each year in excess of 25. The maximum benefit is $450 per month.

Post Retirement Benefit Plans - The County offers post-retirement medical and life insurance benefits to Harford County retirees. These benefits are referred to as Other Post Employment Benefits (OPEB). During Fiscal Year 2008, the County established a trust to act as the funding mechanism for the OPEB Plan. Funding for retiree benefits is not required by law other than pay-as-you-go amounts

necessary to provide current benefits. Contributions to the OPEB Trust Fund may be made annually as appropriated by the County Council. The County's annual OPEB cost is actuarially determined in accordance with Governmental Accounting Standards Board (GASB) Statement 45. Plan benefits are accounted for on an accrual basis.

Post Employment Health Plan - The County offers a tax-exempt health reimbursement arrangement that Harford County set up in accordance with the Internal Revenue Code Section 501(c)(9). This is a defined contribution benefit. Employees hired on or after July 1, 2010 are enrolled in the Post Employment Health Plan (PEHP) in lieu of the traditional defined-benefit retiree healthcare program. The County will negotiate with Union representatives each year to determine the amount of money to be placed in PEHP.

Self Insurance and Risk Management

Harford County has been self insured for Workers' Compensation, General, and Automobile liability claims since July 1, 1982. The Self Insurance Program is administered by a Risk Manager, as required by County Code (Part 1, Chapter 9, Article XXII, Risk Management, Safety and Accident Review Board). The County implemented a policy of combining commercially purchased insurance with the retention of higher deductible levels, the use of selective self-insurance programs, and the implementation of a risk management program that includes a countywide safety program.

Workers' Compensation - Harford County carries excess commercial coverage with a $2,500,000 retention level for claims. The County also maintains reserve funds of $750,000 for workers' compensation claims.

General and Automobile Liability - Since September 5, 1991, the County has carried excess commercial coverage with a $350,000 or $500,000 retention for claims.

Property Damage - The County carries commercial property insurance coverage with varying deductibles on real and personal property, and a $25,000 deductible for physical damage to County owned vehicles.

Harford County's Accounting Policies

Basic Financial Statements

Government-Wide Financial Statements - The government-wide financial statements are designed to provide readers a broad overview of Harford County Government's finances, in a manner similar to a private sector business. As a general rule, the effect of interfund activity is eliminated from these statements. Exceptions would include payments in lieu of taxes and other charges between the water and sewer function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

The Statement of Net Assets presents information on all of Harford County Government's assets and liabilities, with the difference between the two reported as Net Assets.

The Statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Both of these statements distinguish functions of Harford County Government that are principally supported by taxes and intergovernmental revenues (governmental activities including general government, public safety, highways & streets, solid waste, economic development, agricultural land preservation and parks & recreation) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business type activities including water and sewer operations).

The government-wide financial statements include not only Harford County Government itself (known as the primary government), but also legally separate component units including Harford County Board of Education, Harford Community College, Harford County Public Libraries, and the Harford Center, Inc.

Fund Financial Statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Harford County Government, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. All of the funds of Harford County Government can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Fund Categories

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Harford County Government maintains eight individual governmental funds. A brief description of each follows below.

"The General Fund" is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. For the County, the General Fund includes such activities as public safety, education and recreation services.

"The Highways Operating Fund" accounts for dedicated revenues that are legally restricted to the maintenance, care and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County. This fund also includes Traffic Safety and County related transportation expenses.

"The Grants Fund" accounts for the receipt, appropriation, and expenditure of federal, state, and private monies in accordance with Harford County Charter, Article V, Budget and Finance.

"The Agricultural Land Preservation Fund" accounts for dedicated transfer tax revenues and provides for easement purchases of County agricultural land.

"The Capital Project Fund" accounts for financial resources to be used for the acquisition or construction of major capital facilities of all major and non-major governmental funds.

"The Parks and Recreation Fund" is a non-major fund which accounts for the receipts and expenditures of the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils, and/or the Oakington Peninsula.

"The Tax Increment Financing Fund" is a special fund for deposit of a certain portion of the real property tax collected in a development district and used to finance or reimburse the cost of special obligation bonds for certain public improvements relating to the district without constituting a general obligation of the County.

"The Stormwater Management Fund" is required to adopt and implement local laws necessary to establish a watershed protection and restoration program through a stormwater remediation fee.

Proprietary Funds - Harford County Government maintains two different types of proprietary funds. These include:

"Enterprise Funds" that are used to report the same functions presented as business type activities in the government wide financial statements. Harford County Government uses an enterprise fund to account for Water and Sewer activities.

"Internal Service Funds" are an accounting device used to accumulate and allocate costs internally among Harford County Government's various functions. Harford County Government uses an internal service fund to account for risk management. This service predominantly benefits governmental rather than business-type functions and has been included within governmental activities in the government-wide financial statements.

Fiduciary Funds (includes LOSAP, OPEB and PEHP) - Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support Harford County Government's own programs. The accounting used for fiduciary funds is similar to that used for proprietary funds.

Pension Trust Funds are a type of Fiduciary fund. The Sheriff's Office Pension Trust Fund was established to account for the pension of certain law enforcement and correctional employees of the Office of the Sheriff of Harford County. The Firemen's Length of Service Awards Program (LOSAP) was established to account for the pension system for the volunteer fire personnel serving the various independent volunteer fire companies in the County.

Private Purpose Trust Funds account for resources legally held in a trustee capacity. These would include Revolving Loan Funds (accounts that provide loans to credit worthy businesses unable to obtain financing through traditional sources due to limited equity, collateral, or marginal cash flow); BVL Cooperating Parties Group (private purpose trust funds used to account for revenues collected from potentially responsible parties for the purpose of undertaking the design and construction for the Bush Valley Landfill Site); and the Bar Library Trust Fund (established to account for all expenditures associated with the operations of the Bar Library of the Circuit Court of Harford County).

Agency Funds are also categorized under Fiduciary funds. Agency funds include Pass-Through Grants (accounts for financial assistance received from other governments and transferred to another government, individual, not-for-profit or other organization) in which Harford County Government serves as an agent with little or no discretion in determining how the assistance will be used; and the Harford County Public Entities Healthcare Consortium (accounts for a rate stabilization reserve fund created for Harford County Public Entities Consortium) in which Harford County Government serves as an agent with little or no discretion in determining how the funding will be directed.

Basis of Accounting

Government-wide, proprietary and fiduciary fund financial statements are reported using an economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of cash flow. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered available when they are collectible within the current period, or soon enough thereafter to pay liabilities of the current period. For this purpose the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims and judgments are recorded only when payments are due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financing sources. Property taxes, income taxes, state shared tax revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and therefore have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable items are considered to be measurable and available only when cash is received by the government.

COUNTY BUDGET POLICIES AND PROCESS

Basis of Budgeting

Annual budgets are adopted for the General Fund, Highways Fund, Agricultural Preservation Fund, Stormwater Management Fund, Tax Increment Financing Fund, Parks and Recreation Fund, Capital Projects Fund, W& S Enterprise Fund, Internal Service Fund, Firemen's LOSAP Fund, and the Sheriff's Office Pension Trust Fund. Budgets are not adopted for the remaining private purpose trust funds due to their nature. The Internal Service Fund and the Pension Fund budgets are for management control only. Encumbrances are treated as expenditures for budgetary accounting purposes; payroll is accrued for financial statement purposes only; and interfund reimbursements are eliminated for financial statement purposes. The capital budget reflects appropriations at the individual project level. Expenditures and encumbrances may not legally exceed appropriations at that level; and, the County Council and the County Executive must approve all transfers of appropriations between projects. Statements of revenues, expenditures, encumbrances, changes in fund balances, and budget (non-GAAP vs. actual) are prepared for each governmental fund with an annual budget.

Harford County Budget Policies

Harford County Charter, Article V, Budget and Finance, Section 503 establishes the "Comprehensive Scope of Budget". The section states that "The County budget shall consist of the current expense budget, the capital budget and the capital program, and the budget message. It shall represent a complete financial plan for the County reflecting all receipts and disbursements from all sources, including all revenues, all expenditures, and the surplus or deficit in the general fund and all special funds of the County government".

Fund Structure

The current expense budget is the County's Annual Operating Budget; it is a work plan for each fiscal year. Harford County has established various "Funds" to record the receipt and application of resources used to conduct government operations. These funds are appropriated, spent and recorded separately based on legal requirements, their source, or the nature of the program they provide for.

Operating Funds

The Operating Funds include the General Fund, Highways Fund, Stormwater Management Fund and the Tax Increment Financing Fund. Below is a brief description of these funds.

The General Fund - is the principal operating fund for Harford County Government and encompasses all financial resources and activities not required by law or County policy to be maintained in another specific fund. Charter section 523(b) also states that "no general fund revenue or receipt shall be dedicated to, expended for, or used to supplement appropriations from a special fund except as a loan to a special fund".

The Highways Fund - covers dedicated revenues derived from specific taxes, or earmarked by their source, to be used for the maintenance, care, and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County; traffic safety; County-related transportation expenses; and the County's fleet maintenance.

The Stormwater Management Fund - Harford County is required to adopt and implement local laws necessary to establish a watershed protection and restoration program. Resolution 05-15 dedicated a portion of the revenue from the Recordation Tax for local watershed protection and restoration projects.

The Tax Increment Financing Fund - was authorized by Bill No. 10-10 and Bill No. 12-35. These Bills established both development districts and special taxing districts. The Bills also pledge the real property taxes collected with respect to the tax increment of properties in the districts to payment of the bonds to be issued and also authorizes the imposition of a special tax on properties within the districts to the extent the tax increment received is insufficient to pay debt service on the bonds and other allowable costs and expenses.

Two additional funds were established by Harford County on July 1, 2001 in response to the Governmental Accounting Standards Board (GASB) Statement No. 34, which requires certain accounts the County previously treated as Trust & Agency funds be included in the operating budget as Special Revenue Funds. These funds are the State Agricultural Preservation Fund and the County Agricultural Preservation Fund, a brief description follows below.

The State Agricultural Preservation Fund - is used to purchase easement rights on agricultural land. Revenue for this fund is derived from a State Agricultural Land Transfer Tax and County matching funds.

The County Agricultural Preservation Fund - is used to purchase easement rights on agricultural land. Revenue for this fund is derived from Harford County's Transfer Tax, Investment Income, and the proceeds from installment loan funds in the County's Agricultural Land Preservation Program.

The Parks and Recreation Special Revenue Fund was also established by Harford County in response to the Governmental Accounting Standards Board (GASB) Statement No. 34, which requires certain self-sustaining accounts to be included in a local government's operating budget beginning July 1, 2001. This fund generates revenues from fees and rents charged by the Department of Parks and Recreation for activities of a self-sustaining nature.

Enterprise Funds

Enterprise funds include the Water and Sewer Fund and Water and Sewer Debt Service Fund.

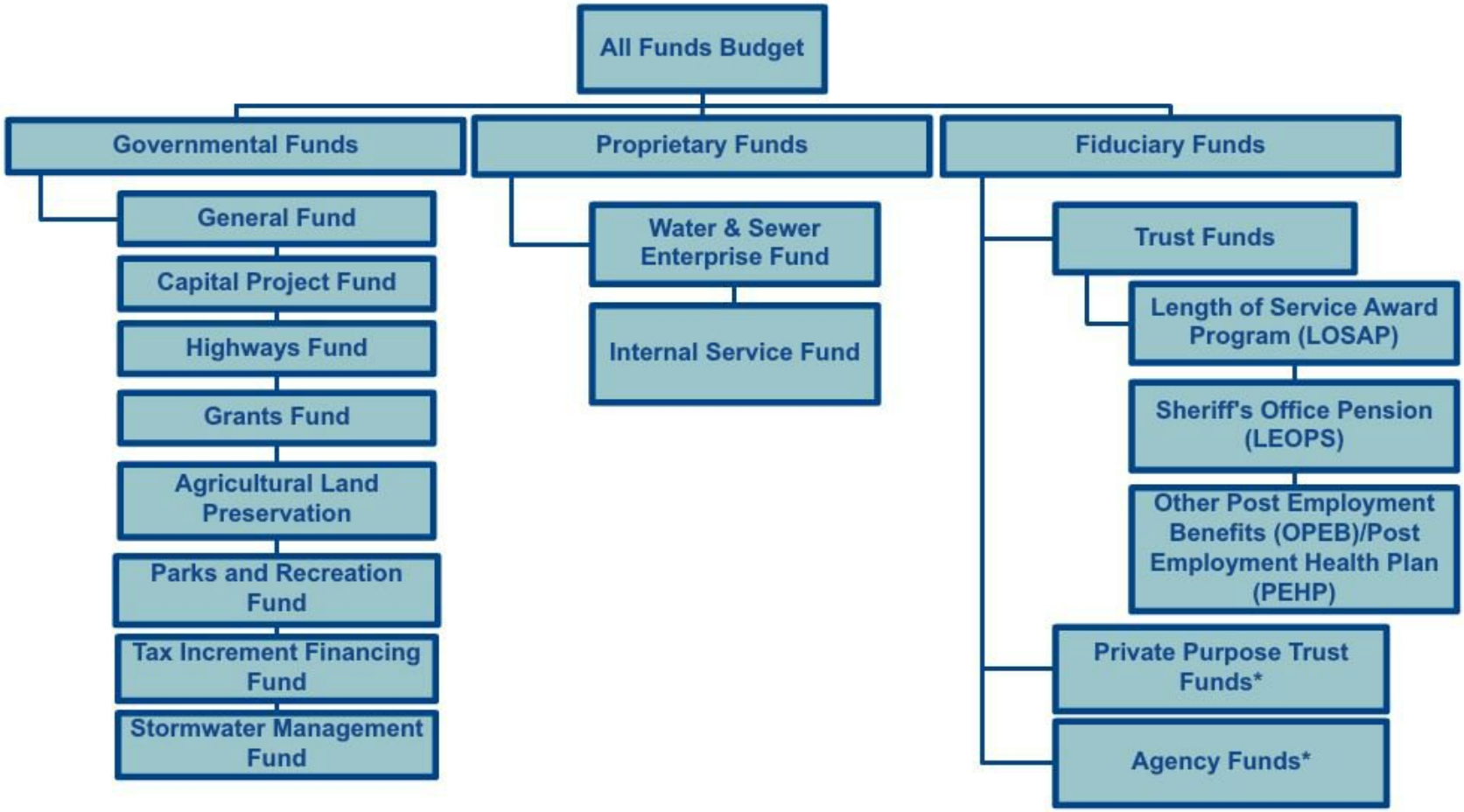
The Water and Sewer Fund - requires a "separate budget for each utility shall be included in the current expense and capital budget".

The fund provides for the operations of the County's water and sewer systems. The systems are financed primarily through charges to customers for services provided.

The Water and Sewer Debt Service Fund - includes the payment of principal and interest on long-term water and sewer bonds and loans. The debt provides funding for Water and Sewer capital projects. User fees and surtaxes generate the revenue for this fund.

COUNTY BUDGET POLICIES AND PROCESS

Harford County Fund Structure



*Harford County does not appropriate for Private Purpose Trust Funds or Agency Funds. These are included in the audited financial statements.

COUNTY BUDGET POLICIES AND PROCESS

Capital Budget and Capital Improvement Program

Harford County Charter, Section 507, Contents of the Capital Budget and Capital Program, calls for a "statement of the receipts anticipated during the ensuing fiscal year from all borrowing and from other sources of capital projects." Harford County's Capital Improvement Program provides the details for each capital project the County has planned for the current fiscal year and the following five years. The projects are divided into different project "types" based on the nature of the project or the funding source. These project types include General Projects, Highways Projects, Solid Waste Projects, Parks and Recreation Projects, Water Projects, and Sewer Projects.

The various funding sources used to record the receipt and application of resources for these projects are appropriated, spent and recorded separately based on legal requirements, the source or nature of the project they provide for. A brief description of the various funding sources is listed below.

Pay-As-You-Go (Paygo) - In accordance with the County's Five Year Business Plan and Debt Management policies, Paygo will continue to be used for minor renovation and repair projects which have an asset life of less than ten years.

General Obligation Bonds - Also known as full faith and credit bonds, quality and payment is based on the general credit and taxing power of the County. The County must take whatever actions are necessary to assure repayment. Bonds are typically used to finance the capital portion of tax supported general public purpose governmental activities with schools, libraries, and public safety buildings being the most common uses of bond proceeds.

Lease Finance - Arrangements to secure short-term funding for certain renovation/repair projects and equipment purchases.

Reappropriated - These funds are reallocated from one project to another.

Program Open Space - These funds are to support recreational opportunities and come from the State of Maryland through a collection of State Transfer Tax on real property.

State Aid - State funding to assist Harford County in the financing of various capital projects.

Recordation Tax - A tax imposed on every instrument of writing recorded or offered for record with the Clerk of Circuit Court (i.e. liens, deeds, mortgages, etc.). They are assessed at the rate of $6.60 per $1,000 value of the recorded instruments filed with the Clerk of the Circuit Court for Harford County. Of this assessed amount, $4.40 is dedicated for school debt service first, then new construction or major capital improvements to existing school facilities; additionally $1.10 is dedicated to an open space land and recreational fund for the purchase of park lands and development of parks and recreation facilities. The remaining $1.10 is dedicated for local watershed protection and restoration projects.

Transfer Tax - A 1% Transfer Tax on any instrument of writing that conveys title to, or a leasehold interest in, real property. The proceeds are distributed 50% to the County's Agricultural Land Program, and 50% to fund school site acquisition, school construction, or school debt service.

Impact Fee - The Impact Fee was imposed in 2004 via House Bill 965. The bill stated that the County Council could impose the collection of a development impact fee not to exceed $10,000 for new construction or development. The revenues from this funding source can only be used for school site acquisition, school construction, school renovation, school debt reduction, or school capital expense. Local legislation followed the enactment of this bill, lowering the impact fee charge in order to provide an economic stimulus to the local housing market during the economic recession. The impact fee charges resulted in $6,000 for a single family detached, $4,200 for a townhouse/ duplex, and $1,200 for all other residential (including mobile homes). Exemptions were made for elderly housing and Continuing Care Retirement Communities.

Developer Contributions - Developer contributions are applied to projects that provide facilities in approved subdivisions and represent the developer's portion of the cost of the project.

Other - There are various "other" funding sources which may become available. An example would be a contribution from a Homeowner's Association.

Operating Funding Sources

General Fund - The General Fund is the principal operating fund for Harford County Government, and encompasses all financial resources and activities, not required by law or County policy, to be maintained in another specific fund. General fund appropriations are used primarily to finance the administrative activities of the County Government to provide services to its citizens. In addition, allocations of County funds in support of the Board of Education, the Library System, Harford Community College, the Health Department, some State agencies, and certain non-profit and/or community programs are made from the General Fund. General fund revenues are primarily derived from the following sources:

- Property Tax - properties in Maryland are assessed by the State on a triennial system to establish the value of a property for taxing purposes. For Corporate and Personal property the tax rate is $2.6049 per $100 of assessed value of properties outside of the towns ($2.2342 plus a $0.3707 "differential" that is dedicated to the Highways Fund). For Real Property the tax rate is $1.0421 per $100 of assessed value for properties outside of the towns ($0.8937 plus a $0.1483 "differential" dedicated to the Highways Fund).
- Tax Credits
    - The Homestead Tax Credit Program - a tax relief program that requires counties and municipalities of the State to impose a property tax assessment cap. Harford County has set the Homestead Credit Percentage at 5%. This credit is automatically processed and applied to the real property tax bill once the homeowner proves principal residence.

- The Community Association Tax Credit - exempts any real property utilized as a public park, playground, or scenic area, which is owned by a qualifying community or development association.
- Agricultural Preservation Tax Incentive - is a tax credit given to land owners in return for their commitment not to develop their farm land for a period of time.
- Solar Energy Tax Credit - is a one-time per property credit allowed when a solar or geothermal qualifying energy conservation device is installed.
- Enterprise Zone Tax Credit - is granted to properties located within the enterprise zone on the property's qualified assessment.
- County Supplemental Homeowner Tax Credit - provides a credit on real property taxes for homeowners of all ages who qualify on the basis of gross household income.
- Landfill Proximity Tax Credit - is provided for residential properties located in close proximity to a County-owned landfill.
- Real Property Tax Credit - available under specific circumstances for the surviving spouse of a fire, rescue, law enforcement or emergency medical service personnel who died in active service.
- Taxpayer Discounts - Harford County offers discounts to its taxpayers for early remittance of property taxes. Although property taxes are due and payable on October 1 of each year, discounts of 1% on July payments and 0.5% on August payments are granted, while interest is charged on all delinquent taxes beginning October 1 at a rate of 1.5% per month until paid. In addition, a 6% penalty for non-payment of taxes by October 1 is also imposed.

- Income Tax - Maryland counties determine their own income tax rate that is a percentage of the taxable net income disclosed after additions and subtractions to the Federal adjusted gross income. Maryland collects all income taxes then distributes to each local subdivision its share of the annual revenues. Although income taxes are imposed and collected on a calendar year basis, the State distributes the funds to the counties over a 9 month period, distributing Harford County's receipts over three fiscal years.
- Licenses and Permits - are issued for businesses, construction, renovations, cable TV, pets, and marriages. County policy requires an annual review of the cost of issuance incurred *vs.* the revenue generated. These reviews determine whether the fee imposed needs to be adjusted to be more "cost neutral".
- State Shared Revenues - include jury compensation; a civil defense rebate and a differential for Police Services (determined by the County and Town's assessable base percentage numbers).
- Appropriated Fund Balance - any excess unappropriated fund balance realized at the end of a fiscal year (above the 5% unappropriated fund balance required by County policy) is appropriated into the next fiscal year's budget. This is treated as "one time" funding for that fiscal year.
- Interfund Reimbursement - Portions of revenue and/or expenses incurred by one program but attributable to another program are transferred via Interfund Reimbursements.

Highways Fund - The Highways Fund is a separate budgetary/accounting entity as required by County Code. It accounts for dedicated revenues that are legally restricted to expenses relating to highways operations and maintenance, traffic safety, and

County related transportation expenses. The Highways Fund principal sources of revenue are a County Property Tax differential, State Shared Highways User's Tax Revenue, charges for service and Intra-County revenues. Below is a brief description of these primary sources of revenue.

- Property Tax Revenues - Properties in Maryland are assessed by the State on a triennial system to establish the value of a property for taxing purposes. Each $100 of this value, multiplied by a County's tax rate, determines the amount of taxes due. In addition, the Harford County Code requires the County Council to levy an additional tax, or "differential" on property outside the city and incorporated towns. The Property Tax Differential for Corporate and Personal Property is $0.371per $100 of assessed value for properties outside the towns. The Property Tax Differential for Real Property is $0.148 per $100 of assessed value for properties outside the towns.
- State Highways Users Tax - The State of Maryland designates motor vehicle tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax as Highways Users Revenues. The distribution to the subdivisions is determined by a formula based on locally maintained road mileage and vehicle registrations.
- Charges for Service - These revenues include charges to developers for inspections, technical review of design and construction drawings of proposed utility installations, review of all proposed County road access, signs and line striping.
- Intra-County Revenues - This category covers reimbursements from County departments for costs incurred from First Vehicle Services for work on the County's fleet, as well as for fuel from County pumps for County-owned vehicles.

Water and Sewer Operating Fund - The Water and Sewer Operating Fund was established to account for services provided by the Harford County Government owned Water and Sewer systems. The County is authorized to make various service charges for water, sewer, drainage service, usage, late fees and unpaid bills. These charges secure revenue to maintain, repair and operate its water supply, sewerage or drainage systems, depreciation allowances, bond interest, etc. Below is a brief description of these revenues.

- User Charges - A base water and sewer charge is imposed on customers to recoup a portion of water and sewer operating fixed costs. A charge is also placed on all customers when the County's system purchases water from other sources; as well as for sewer customers when the County secures services from other systems. Septic users and haulers are also charged a fee, and developers must pay for some pump station operations.
- Service Charges - These include tests and inspections; miscellaneous services (design review, hydrant charges, etc.); job/shop repair orders; meter installations; and Miss Utility (a charge to contractors and developers for the location of water and sewer lines).
- Other Charges - include Industrial Waste Permits and Interest and Penalty charges.
- General Government Charges - include bad check fees; publications; reproductions; tax lien certificates; sales of plans and specs; depreciation
- Unrestricted net assets (surplus funds from prior years); interest income and miscellaneous revenue.

Water and Sewer Debt Service Fund - The Water and Sewer Debt Service fund provides appropriation authority for the payment of principal and interest on long-term water and sewer bonds and loans. All County debt incurred to finance water, sewer, and wastewater facilities must be paid no later than 40 years after the date of issuance. Revenues for the Water and Sewer Debt Service Fund are derived primarily from the sources listed below.

- System Capital Charges - These include connection charges, surcharges and development charges.
- Assessments - Included in assessments are Benefit Assessments and User Benefit Assessments.
- Biological Nutrient Removal Fee/Enhanced Nutrient Removal Fee - were added to cover the debt payment that the County incurred on capital construction costs to install the nutrient removal process at the Sod Run Wastewater Treatment Plant.
- Sanitation Permit - Fees derived from permits to install septic systems (this revenue is divided between the Water & Sewer Debt Service Fund and the General Fund - Health Department account).
- Capital Surcharges - This account is issued to record surcharges for a limited number of specific projects as well as any future capital surcharges to be set.
- Investment Income - This account records interest earned on the investment of all idle cash in the Water & Sewer Debt Service fund.
- Interest & Penalties - Penalty assessments on late payment of water & sewer bills, as well as turn on/turn off fees.

County Agricultural Preservation Program - Harford County can enter into installment contracts to purchase easements for agricultural land preservation purposes. These purchases are to be primarily funded with Transfer Tax. The Harford County Agricultural Land Preservation Program allows land owners to preserve productive farmland for future generations through the use of conservation easements; in addition, the land owner receives payment for selling their development rights and/or a tax credit. The Harford County Agricultural Land Preservation Program (HALPP) was established to preserve productive agricultural land and woodland which provides for the continued production of food and fiber for the citizens of the County. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Advisory Board. Revenue for this program is derived from the sources listed below.

- County Transfer Tax - Harford County imposed a 1% Transfer Tax on any instrument of writing that conveys title to, or a leasehold interest in real property, effective July 1, 1993. The proceeds are to be distributed 50% to the County's Agricultural Land preservation program and 50% to fund school site acquisition, construction, etc.
- Proceeds from Installment Loans - Proceeds from Installment Loans are an accounting requirement when the County enters into an Installment Purchase Agreement (IPA) with a land owner. IPA's are from 20 years with interest and a small portion of principal being paid each year.
- Other - Includes investment income and fund balance appropriated.

State Agricultural Preservation Program - The Maryland Agricultural Land Preservation Foundation (MALPF) was created to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. Revenue for MALPF is derived from the following sources:

- Maryland State Property Transfer Tax - Harford County receives a portion of this tax assessed on all real property transfers.
- Maryland State Agricultural Land Transfer Tax - Maryland imposes a State Agricultural Land Transfer Tax on all transfers of title on agricultural land taken out of production. Maryland counties without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. Counties retain one third for agricultural land preservation purposes. Counties with Certified Local Agricultural Land Preservation Programs may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation. Harford County does have a certified program.

Parks and Recreation Special Fund - A special revenue fund was established March 20, 2001 to cover revenues and expenses related to the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils, and/or the Oakington Peninsula. A breakdown of the revenues for this fund follows below.

- Charges for Service - Include fees, rentals, contributions, camps, tournaments, etc.
- Other - Includes Fund Balance Appropriated, Capital Project Debt Service Payment and Miscellaneous Revenue.

Harford County's Budget Process

The Budget Process includes elements of the County's Five-Year Business Plan. These elements are broken down as follows:

Determining Current and Future Resources and Expenses - Revenue estimates are made annually by objective, analytical processes that are appropriate to fund type. Revenue projections for the next three years are updated annually. Additionally, a Spending Affordability Committee is appointed each year by the County Executive. This Committee estimates projected growth in Income and Property Taxes for the upcoming fiscal year.

Three-Year Expenditure Plan - Operating and Capital expenditure projections (in three year increments) are updated annually. Projections also cover the estimated operating impact of future capital improvements that are scheduled in the Capital Improvement Program. These estimates include the applicable debt service. Harford County is committed to the conservative policy of spending only what we can afford.

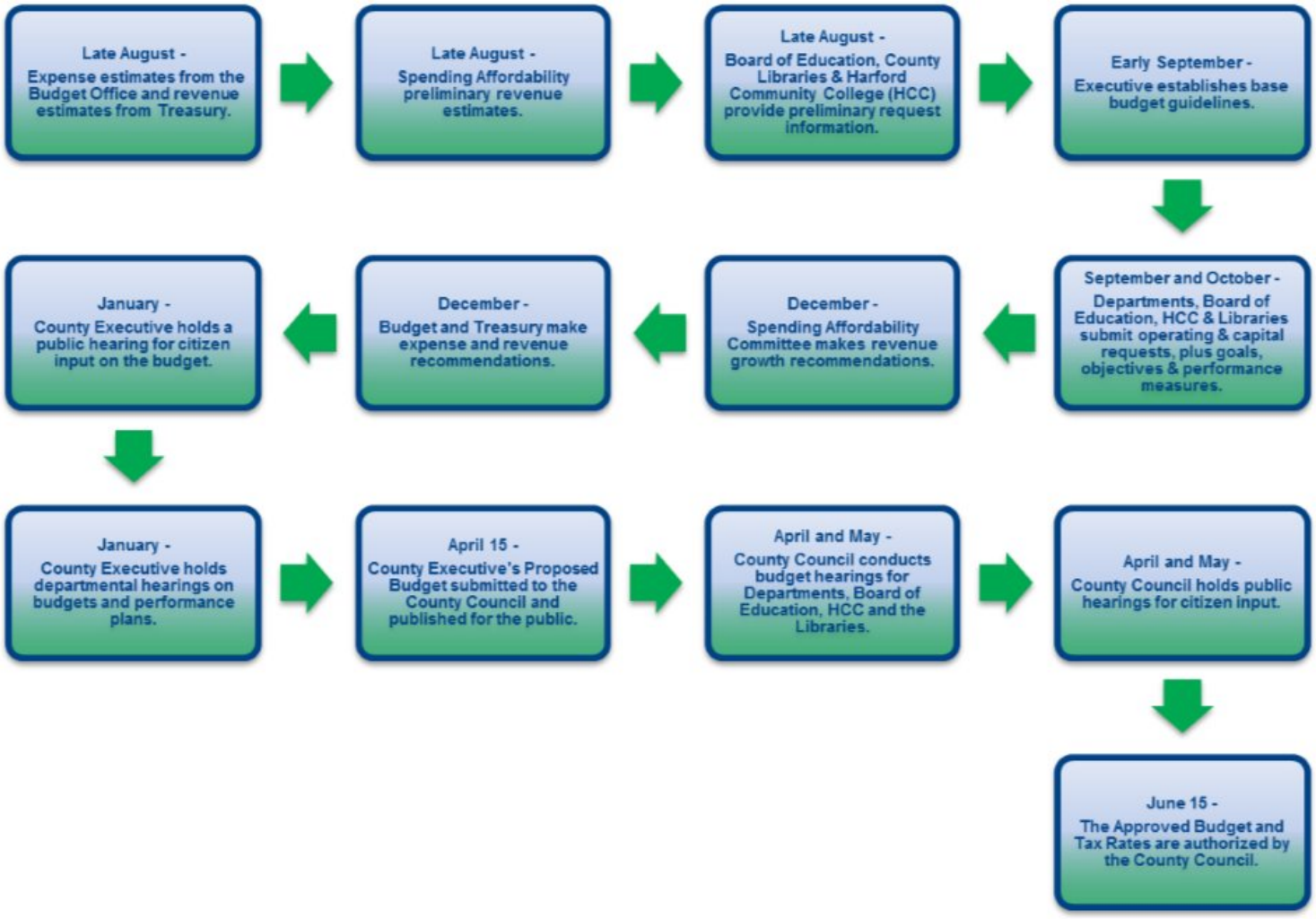
Incorporating the Strategic Plan - Harford County asks that every department and agency that receives County funding develop their own Mission Statement and Goals that support the County's overall Vision, Mission and Goals. In addition, these departments and agencies

must establish short term objectives to meet their goals. Review of these goals and objectives takes place during the annual budget process.

Development of the Budget

The annual budget process is based on the strategic plans, fiscal policies and management techniques adopted by the Administration. The following is a monthly breakdown of the budget process.

COUNTY BUDGET POLICIES AND PROCESS



COUNTY BUDGET POLICIES AND PROCESS

Developing the County Executive's Proposed Budget

January thru Mid-March - Departments meet with the County Executive, Budget Office and County Treasurer to discuss Operating and Capital budget requests; as well as the status of available revenues and expense estimates. A public hearing is also scheduled to allow citizens to address the County Executive with their concerns and budget priorities. Additionally, the Spending Affordability Committee concludes analysis and makes final recommendations to the County Executive as to their estimated growth of Property and Income Tax revenues.

April and May - The County Executive must submit a Proposed Budget to the County Council by April 15. Following this submittal the Council will conduct hearings with departments and agencies to gather information to make funding decisions. By County Charter the County Council cannot change the form of the budget as submitted by the County Executive, nor can they alter the revenue estimates except to correct mathematical errors, nor can they increase any expenditure recommended by the County Executive for current expense or capital purposes. The County Council can, however, decrease or delete other items in the budget and appropriate the equivalent revenue to the Board of Education.

June 15th - The budget must be adopted by the County Council by June 15th with the affirmative vote of at least four of the seven Council members. If the Council fails to pass the budget accordingly, the proposed current expense budget, as submitted by the County Executive and as may have been amended by the Council shall stand adopted.

Transfer of Appropriations

Appropriations in the Approved budget may be transferred, but at varying levels of authorization (based on fund structure).

- *Within the same fund and within the same agency* - County Executive authorization required
- *Within the same fund but between County Government Agencies* - Recommended by the County Executive and approved by the County Council.
- *Inter-project transfers between capital projects* - Requested by the County Executive and authorized by legislative act of the Council.
- *Inter-fund cash borrowing to meet temporary cash requirements* - Requested by the County Executive and authorized by legislative act of the Council.

The County Executive has delegated responsibility for authorizing fund transfers within the same fund and within the same agency to the Budget Office. Transfers within the same fund but between County Government agencies may be made only during the last quarter of the fiscal year.

COUNTY BUDGET POLICIES AND PROCESS

Supplemental Appropriations

According to Harford County Charter, Section 517, "During fiscal year, the Council, upon the recommendation of the County Executive may, by law, make additional or supplemental appropriations from unexpended and unencumbered funds set aside for contingencies in the County budget, from revenues received from anticipated sources but in excess of budget estimates therefore or from revenues received from sources not anticipated in the budget, provided that the Treasurer shall first certify in writing that such funds are available for such appropriations. No supplemental appropriation shall exceed the amount of funds so certified."

Emergency Appropriations

In the case of a public emergency affecting life, health, or property, upon recommendation of the County Executive, the County Council may by law provide emergency appropriations from contingent funds in the budget; revenue received from anticipated sources but in excess of budget estimates; or revenue received from sources not anticipated in the budget for the current fiscal year. If such funds are not available, the Council may, by law, authorize the issuance of emergency notes which may be renewed from time to time. Such notes and renewals have to be paid no later than the last day of the next fiscal year in which the emergency appropriation was made.

Unexpended Appropriations

All unexpended and unencumbered current budget year general fund operating appropriations revert into the County general fund. Capital project appropriations do not lapse until the purpose for which the appropriation was made has been accomplished or abandoned. If three fiscal years pass without any expenditure or encumbrance of project appropriations, that project is then considered to be abandoned. Credit balances from completed and/or abandoned projects are available for appropriation in subsequent capital budgets.

Amending the Adopted Capital Budget

Harford County Charter, Section 521 states that "No obligations of the County shall be authorized in any fiscal year for or on account of any capital project not included in the County budget as finally adopted for such year, provided that upon receipt of a recommendation in writing from the County Executive, the Council may after a public hearing and with the affirmative vote of at least five of its members amend the County budget. The Council may increase the total amount of appropriations for a County capital budget only if the increased appropriations are to be funded from revenues received from anticipated sources but in excess of budget estimates therefore, or from revenues received from sources not anticipated in the budget."

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Vision

Maryland's New Center of Opportunity

Mission

Harford County Government will be fiscally prudent in providing efficient, transparent and responsive services to strengthen families and communities, to support excellence in public safety and public education, and to promote economic vitality.

Goals and Objectives

I. Fiscal Balance and Efficiency

To limit debt to fiscally responsible and sustainable levels, and use revenues wisely by operating efficiently.

- Limiting the tax burden on our citizens and businesses with reasonable tax rates.
- Keeping debt at sustainable levels and prioritizing large capital projects based on need and consistency with our mission.
- Reducing borrowing costs through prudent fiscal policies and planning, and by retaining the County's AAA rating from all three major bond rating agencies.
- Identifying efficiencies within operations and making recommendations to streamline processes and reduce costs.
- Improving citizen engagement and customer service by maximizing the use of technology.

II. Investing in Our Workforce

To invest in employees who deliver vital government services.

- Attracting and retaining a talented and dedicated workforce
- Providing training and certification opportunities for employee advancement
- Enhancing employee productivity by maintaining and upgrading technology in the workplace
- Supporting a safe and healthy work environment by implementing related policies, procedures and programs
- Building strong working relationships by providing employees with timely and transparent communications

Goals and Objectives

III. Strengthen Our Communities

To enhance our communities by investing in and promoting our community services and public safety.

- Providing resources and guidance to promote healthy lifestyle choices
- Strengthening families and communities by promoting awareness about threats to public health and safety
- Empowering citizens with educational programs and information on emergency preparedness, emergency procedures and safety measures
- Enhancing the health of our natural environment
- Maintaining safe parks and recreation facilities
- Ensuring reliable emergency services by maintaining and upgrading equipment and facilities
- Keeping roads and bridges safe by investing in necessary maintenance and repairs
- Supporting our volunteer first-responders by sharing County resources and offering opportunities for advanced training
- Attracting and retaining talented and dedicated public safety professionals

IV. Investing in Education

To prepare our youth to thrive in the global, knowledge-based economy.

- *Making education a priority with funding to provide equal opportunities for all students to learn*
- *Attracting and retaining effective teachers*
- *Advancing 21st century skills for students with investments in technology*
- *Ensuring safe learning and teaching environments*
- *Supporting equal access to higher education*
- *Collaborating productively with the public education system through regular dialogue and open communications*

Goals and Objectives

V. Building Economic Vitality

To maximize opportunities for economic prosperity.

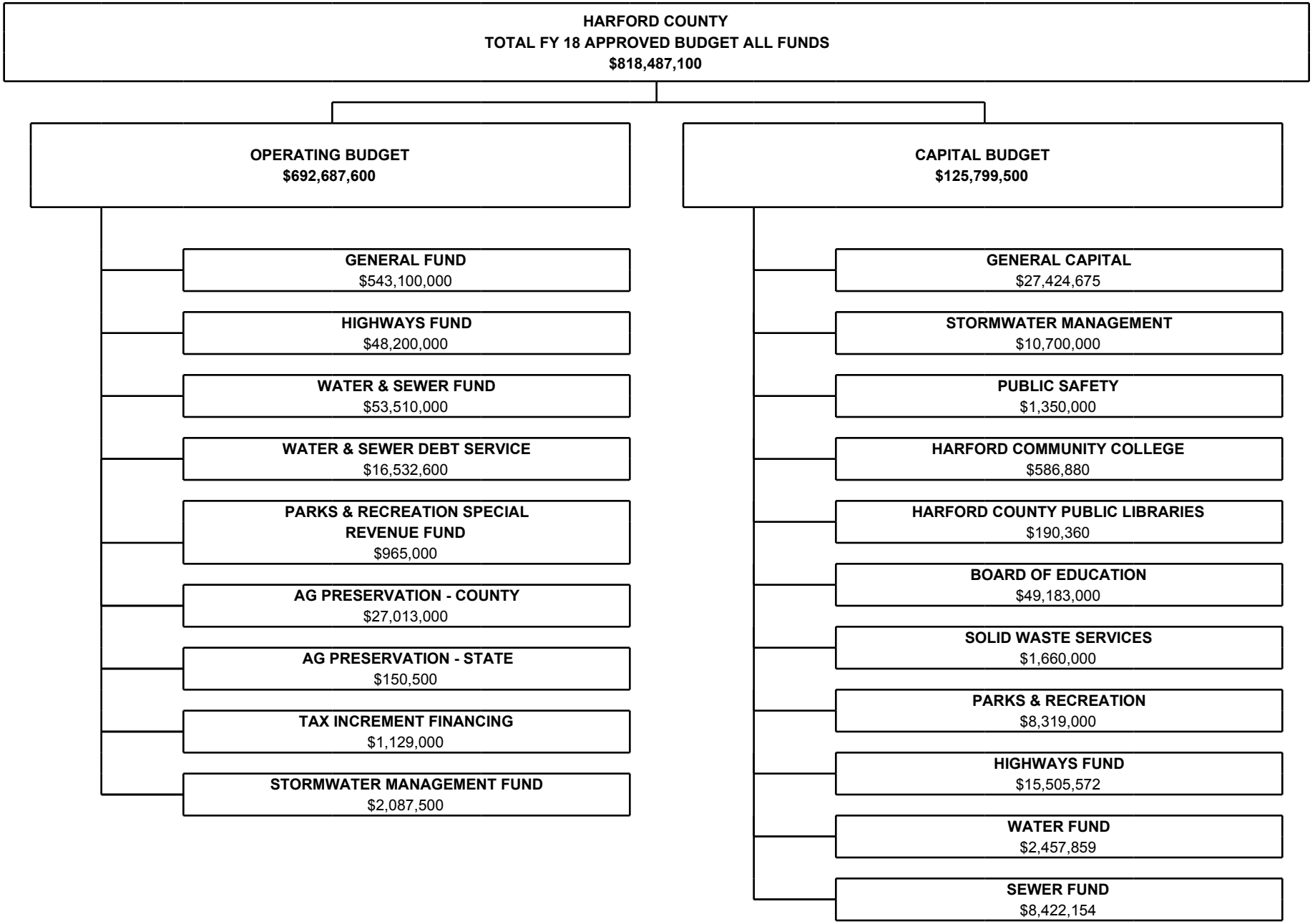
- Promoting and streamlining County services that support businesses and entrepreneurs
- Fostering economic activity by offering business-friendly resources and opportunities
- Enabling business development by facilitating access to state and federal grants, programs, and related resources
- Promoting business activity with competitive grant funding for tourism-related activities
- Maximizing the use of technology to deliver County services for businesses

Matrix of Primary County Goals by Department

The following table reflects which departments are responsible for supporting the FY 18 County goals. Please refer to the Budget details of each department to see specific goals and objectives.

Department	I. Fiscal Balance and Efficiency	II. Investing in Our Workforce	III. Strengthen Our Communities	IV. Investing in Education	V. Building Economic Vitality	Department	I. Fiscal Balance and Efficiency	II. Investing in Our Workforce	III. Strengthen Our Communities	IV. Investing in Education	V. Building Economic Vitality
Administration	X		X			Emergency Services	X	X	X		
Procurement	X					Inspections, Licenses & Permits	X		X		
Treasury	X		X			DPW - Highways			X		
Law	X					DPW - Construction Management	X		X		
Planning & Zoning	X		X		X	DPW - Water & Sewer	X		X		
Human Resources		X				State's Attorney	X		X		
Handicapped Care Centers			X			Parks & Recreation		X	X		
Housing	X	X	X	X		Conservation of Natural Resources			X		
Information & Comm Technology	X					Economic Development					X
Community Services	X		X	X	X	Harford County Public Libraries			X	X	
Sheriff			X								

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HARFORD COUNTY
TOTAL FY 18 APPROVED BUDGET ALL FUNDS
$818,487,100
OPERATING BUDGET
$692,687,600
GENERAL FUND
$543,100,000
HIGHWAYS FUND
$48,200,000
WATER & SEWER FUND
$53,510,000
WATER & SEWER DEBT SERVICE
$16,532,600
PARKS & RECREATION SPECIAL REVENUE FUND
$965,000
AG PRESERVATION - COUNTY
$27,013,000
AG PRESERVATION - STATE
$150,500
TAX INCREMENT FINANCING
$1,129,000
STORMWATER MANAGEMENT FUND
$2,087,500
CAPITAL BUDGET
$125,799,500
GENERAL CAPITAL
$27,424,675
STORMWATER MANAGEMENT
$10,700,000
PUBLIC SAFETY
$1,350,000
HARFORD COMMUNITY COLLEGE
$586,880
HARFORD COUNTY PUBLIC LIBRARIES
$190,360
BOARD OF EDUCATION
$49,183,000
SOLID WASTE SERVICES
$1,660,000
PARKS & RECREATION
$8,319,000
HIGHWAYS FUND
$15,505,572
WATER FUND
$2,457,859
SEWER FUND
$8,422,154

While the Administration follows the standardized Annual Budget Process, the development of each fiscal year's budget is unique. Consideration must be given to the current and projected economic conditions, the changing wants and needs of our citizens, and our operational requirements, all of which must be weighed against the fiscal policies and management techniques adopted by the Administration.

In developing our Fiscal Year 2018 Operating and Capital Budgets we continued to lead the way forward on our chosen path toward balance and fiscal responsibility for our citizens and employees. We continue to eliminate annual increases in the county's debt burden, rightsizing the county workforce, and reinvesting in the people who provide valuable services for our citizens.

This budget is sensibly balanced to provide record funding for public safety and education without raising taxes or increasing spending overall. The county's funding for Harford County Public Schools is $5,447,307 over the required Maintenance of Effort level. The allocation for schools includes an increase of $5 million to support our teachers salaries. Similarly, funding for a 4% merit-based salary increases was provided for county employees as well as employees of the Harford County Public Library, State's Attorney's Office, EMS Foundation, Sheriff's Office civilian personnel and Circuit Court system. In addition, $2.2 million was allocated to fully fund the first year phase-in of Sheriff's Office Pay study for Law Enforcement and Corrections personnel. Additional operating funding was also provided for Harford Community College at $850,000 and we increased our funds to $250,000 for prevention of heroin addiction and related support services. A new Emergency Medical Services (EMS) division under the Department of Emergency Services consisting of 16 paramedic positions and a medical director was established.

HARFORD COUNTY MARYLAND
FISCAL YEAR 2018 BUDGET SUMMARY

REVENUES

ALL FUNDS

FY 18 Approved Budget	692,687,600
FY 17 Approved Budget	655,121,900
$ increase	37,565,700
% increase	5.73%

FUNDING SOURCE	
GENERAL	543,100,000
HIGHWAYS	48,200,000
PARKS AND RECREATION	965,000
AG PRESERVATION - COUNTY	27,013,000
AG PRESERVATION - STATE	150,500
TAX INCREMENT FINANCING	1,129,000
WATER & SEWER OPERATING	53,510,000
WATER & SEWER DEBT SERVICE	16,532,600
STORMWATER MANAGEMENT FUND	2,087,500
FY 18 TOTAL ALL FUNDS	**692,687,600**

REVENUE SOURCE	
PROPERTY TAXES	313,483,500
INCOME TAXES	219,000,000
W & S USER CHARGES	47,321,500
W & S DEBT SERVICE	16,076,800
INTERGOVERNMENTAL/STATE-SHARED	32,832,810
INVESTMENT INCOME	9,407,508
FUND BAL APPROP/UNRESTRICTED NET POSITION	20,208,000
OTHER REVENUE	34,357,482
FY 18 TOTAL ALL REVENUES	**692,687,600**

REVENUES

A more in depth discussion of individual revenue streams can be found in each "Fund" Section of the document.

For Fiscal Year 2018, Property and Income tax revenues are estimated to generate 77% of the total of all revenue.

Property Taxes

FY 18 Approved Budget	313,483,500	45.26% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	302,586,000	46.19% of the Total All Funds FY 17 Operating Budget
$ increase	10,897,500	
% increase	3.60%	

Property Tax revenue estimates are based on a thorough analysis of lien sheet activity, deed activity, building permit data, residential sales, Transfer Tax transaction data, and Maryland State Department of Assessments and Taxation Distribution Tracking Information.

Maryland State law provides that all property is subject to the property tax. Properties are reassessed by law once every three years and property owners are notified by the Maryland State Department of Assessments and Taxation of any change in their assessment. Properties are required to be assessed at their current market value so that each property owner pays their fair share of local property taxes.

For FY 18, the total Property Tax rate was unchanged. Real property is assessed at 100% of market value with a tax rate of $1.042 per one hundred dollars of full value and $2.60 for corporate and personal property.

Income Taxes

FY 18 Approved Budget	219,000,000	31.60% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	213,000,000	32.51% of the Total All Funds FY 17 Operating Budget
$ increase	6,000,000	
% increase	2.82%	

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. We estimated the FY 17 actual amount to be what we originally budgeted $213,000,000. FY 18 is expected to grow to $219,000,000 or approximately 3%.

Recordation Tax

FY 18 Approved Budget	9,500,000	1.37% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	9,800,000	1.50% of the Total All Funds FY 17 Operating Budget
$ decrease	(300,000)	
% decrease	(3.06)%	

State law imposes a tax on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.), at the rate of $6.60 per $1,000 of the actual consideration to be paid for property transferred, or of the principal amount of the debt secured. Harford County splits the proceeds from this tax: 2/3 to fund school debt and/or school construction; 1/6 to fund Parks and Recreation capital projects; and 1/6 to fund local watershed protection and restoration projects.

Fund Balance/Unrestricted Net Position

FY 18 Approved Budget	20,208,000	2.92% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	17,993,050	2.75% of the Total All Funds FY 17 Operating Budget
$ increase	2,214,950	
% increase	12.31%	

Fund Balance has been appropriated in the General Fund at $4,600,000 This funding will be utilized for Paygo for FY 18 capital projects. Parks and Recreation Special Revenue Fund Balance of $110,000 will also be used to support improvements at our Swan Harbor Farm facility. The Agricultural Preservation Special Revenue Fund - County will use $10,613,000 of Fund Balance. Funded Depreciation-Contributed Capital for Water and Sewer Enterprise fund is appropriated at $4,885,000.

EXPENDITURES

General Fund

FY 18 Approved Budget	543,100,000	78.40% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	524,570,000	80.07% of the Total All Funds FY 17 Operating Budget
$ increase	18,530,000	
% increase	3.53%	

This increase is the net result of the following: a 4% merit increase for all general government employees to include State's Attorneys Office, Circuit Court and Sheriff's Office civilian staff: first year phase in of the Sheriff's Office pay study for law enforcement and corrections personnel; increased funding for the Libraries provides for wage parity with County employees; Additional funds for the Harford Community College is provided to continue to restore funding levels from previous fiscal year reductions; established a new EMS division under the Department of Emergency Services; increased funding for the Board of Education to support teachers salaries and student transportation bus contracts; debt service adjusted for principal and interest payments on outstanding debt; and paygo funds in support of the FY 18 Approved Capital budget increases over FY 17.

Highways Fund

FY 18 Approved Budget	48,200,000	6.96% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	47,510,000	7.25% of the Total All Funds FY 17 Operating Budget
$ increase	690,000	
% increase	1.45%	

The increase in the Highways Fund is the net result of: a 4% merit increase for all eligible employees; additional funds for contractual services for road repairs and grounds maintenance; additional funds provided for road supplies to stabilize earth roads; new cooperative agreement with Harford County Public Schools for fuel purchase; elimination of Highways Fund support for Board of Education transportation and the Sheriff's traffic safety unit; increased Paygo funds in support of the FY 18 Approved Highways Capital Budget increase as well as Pro Rata charges provided to the General Fund.

Water & Sewer Fund

FY 18 Approved Budget	53,510,000	7.72% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	50,715,000	7.74% of the Total All Funds FY 17 Operating Budget
$ increase	2,795,000	
% increase	5.51%	

The Water & Sewer Operating Fund was established as a self-sustaining utility account for water and sewer services provided by Harford County Government. Water & Sewer appropriations for FY 18 are more than the FY 17 budget as a result of the following: a 4% merit increase for all eligible employees; additional funds provided for routine repairs to facilities; increased contractual funds for lab analysis, preventative maintenance programs, emergency pump outs and engineering services; additional funds for annual replacement of pumps, saws, blowers and installation of storage facility; and Pro Rata charges provided to the General Fund increase for FY 18.

Water & Sewer Debt Service

FY 18 Approved Budget	16,532,600	2.39% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	14,350,000	2.19% of the Total All Funds FY 17 Operating Budget
$ increase	2,182,600	
% increase	15.21%	

The Water & Sewer Debt Service Fund provides appropriation authority for the payment of principal and interest of long-term water and sewer bonds and loans used to finance the capital projects of the County-owned water and sewer system. The increase in funding for FY 18 is a result of the principal and interest payments adjusted to amounts due on outstanding debt.

Parks and Recreation Special Revenue Fund

FY 18 Approved Budget	965,000	0.14% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	974,000	0.15% of the Total All Funds FY 17 Operating Budget
$ decrease	(9,000)	
% decrease	(0.92%)	

In FY 18, operating expenses for the Parks and Recreation Special Fund realize a decrease as a result of the following: reduction in funding appropriated in the FY 18 Approved Capital Budget for improvements at Swan Harbor Farm. Offset by slight increases for: 4% employee merit increase; additional funds for event workers/attendants; and increase in pro-rata charges for reimbursement of General Fund administrative support.

Ag Preservation - County

FY 18 Approved Budget	27,013,000	3.90% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	13,672,000	2.09% of the Total All Funds FY 17 Operating Budget
$ increase	13,341,000	
% increase	97.58%	

Harford County is committed to Agricultural Land Preservation. An allocation increase is provided for purchases of Ag Preservation intangibles and land purchases made under the State program. Increase is primarily the result of principal and interest payments on installment contracts for agricultural easements.

Ag Preservation - State

FY 18 Approved Budget	150,500	0.02% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	150,500	0.02% of the Total All Funds FY 17 Operating Budget
$ no change	0	
% no change	0.00%	

Harford County's Agricultural Program is Certified. Therefore, the Program can retain 75% of the Agricultural Transfer Tax collected. For FY 18, it is projected that the County's share of the State Agricultural Tax will be $150,000.

The County will use $30,000 of this revenue to offset the salary and benefits of a Planner III, who serves as Harford County's Program Administrator. Harford County's match to Maryland Agricultural Preservation Foundation (MALPF) for easement purchases the foundation makes on the County's behalf will be $120,500.

Tax Increment Financing

FY 18 Approved Budget	1,129,000	0.16% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	1,100,000	0.17% of the Total All Funds FY 17 Operating Budget
$ increase	29,000	
% increase	2.64%	

The Beechcreek Estates Tax Increment Fund is a special fund authorized by Bill 10-10. The Bill provided that the County could not issue more than $14 million for Beechcreek Estates in special obligation bonds to finance or reimburse the cost of the public improvements benefiting the district. The Bill also pledged the real property taxes collected with respect to the tax increment of properties in the district to payment of the bonds to be issued and also authorizes the imposition of a special tax on properties within the district to the extent the tax increment received is insufficient to pay debt service on the bonds and other allowable costs and expenses. The bonds are not an indebtedness of the County for which the County is obligated to levy or pledge, or had levied or pledged, ad valorem taxes or special taxes of the County other than the real property taxes representing the levy of the tax increment on properties located in the development district or the special taxes. The bonds shall be a special obligation of the County and will not constitute a general obligation debt of the County or pledge of the County's full faith and credit or taxing power.

Stormwater Management Fund

FY 18 Approved Budget	2,087,500	0.30% of the Total All Funds FY 18 Operating Budget
FY 17 Approved Budget	2,080,400	0.32% of the Total All Funds FY 17 Operating Budget
$ increase	7,100	
% increase	0.34%	

For FY 18, this fund is a special account for deposit of a certain portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

HARFORD COUNTY, MARYLAND

FY 2018 TAXABLE ASSESSABLE BASE

GENERAL FUND

	Fiscal Year 2015-2016		Fiscal Year 2016-2017		Fiscal Year 2017-2018	
	Taxable Assessable Base	Actual Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
REAL PROPERTY		@ $0.8937		@ $0.8937		@ $0.8937
Full Year Levy	25,716,794,114	229,830,989	26,183,282,981	234,000,000	27,078,437,955	242,000,000
Partial Year Levy	56,223,901	502,473	89,515,497	800,000	70,493,454	630,000
Real Property Subtotal	25,773,018,015	230,333,462	26,272,798,478	234,800,000	27,148,931,409	242,630,000
PERSONAL PROPERTY		@ $2.2342		@ $2.2342		@ $2.2342
Unincorporated Business	11,912,094	266,140	17,232,119	385,000	12,263,898	274,000
Railroads and Public Utilities	544,420,777	12,163,449	523,677,379	11,700,000	543,147,435	12,135,000
Corporate Property	594,561,588	13,283,695	546,056,754	12,200,000	581,863,754	13,000,000
Personal Property Subtotal	1,150,894,458	25,713,284	1,086,966,252	24,285,000	1,137,275,087	25,409,000
Grand Total	26,923,912,473	256,046,746	27,359,764,730	259,085,000	28,286,206,496	268,039,000
ADDITIONS AND SUBTRACTIONS						
Interest, Discounts and Other Credits		(1,734,226)		(3,085,000)		(2,793,000)
NET TAXES		254,312,520		256,000,000		265,246,000

HARFORD COUNTY, MARYLAND

FY 2018 TAXABLE ASSESSABLE BASE

HIGHWAYS FUND

	Fiscal Year 2015-2016		Fiscal Year 2016-2017		Fiscal Year 2017-2018	
	Taxable Assessable Base	Actual Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
REAL PROPERTY		@ $0.1483		@ $0.1483		@ $0.1483
Full Year Levy	21,619,296,022	32,061,416	21,982,467,970	32,600,000	22,819,959,541	33,842,000
Partial Year Levy	29,438,301	43,657	84,288,604	125,000	72,825,354	108,000
Real Property Subtotal	21,648,734,322	32,105,073	22,066,756,575	32,725,000	22,892,784,895	33,950,000
PERSONAL PROPERTY		@ $0.3707		@ $0.3707		@ $0.3707
Unincorporated Business	10,002,428	37,079	13,622,876	50,500	13,757,756	51,000
Railroads and Public Utilities	476,313,731	1,765,695	445,103,858	1,650,000	445,103,858	1,650,000
Corporate Property	491,588,077	1,822,317	445,103,858	1,650,000	445,103,858	1,650,000
Personal Property Subtotal	977,904,235	3,625,091	903,830,591	3,350,500	903,965,471	3,351,000
Grand Total	22,626,638,558	35,730,164	22,970,587,165	36,075,500	23,796,750,366	37,301,000
ADDITIONS AND SUBTRACTIONS						
Interest, Discounts and Other Credits		174,711		(114,500)		(265,500)
NET TAXES		35,904,875		35,961,000		37,035,500

Debt Requirements for Fiscal Year 2017-2018
HARFORD COUNTY, MARYLAND

LONG TERM DEBT REQUIREMENTS:

	PRINCIPAL	INTEREST	TOTAL
General Obligation Bonds	11,578,972	6,105,829	17,684,801
Public School Bonds	20,512,378	11,313,847	31,826,225
Community College Bonds	2,264,028	1,020,170	3,284,198
Highway Bonds	595,144	387,106	982,250
Agricultural Preservation Loans	18,312,000	2,090,000	20,402,000
Water & Sewer Bonds	8,316,131	4,786,993	13,103,124
Water & Sewer Loans	290,163	7,315	297,478
Notes General Fund	701	74,750	75,451
TIF	30,000	1,049,000	1,079,000
Stormwater Management	127,000	116,000	243,000
TOTALS	62,026,517	26,951,010	88,977,527

HARFORD COUNTY, MARYLAND
ESTIMATED STATEMENT OF LEGAL DEBT MARGIN

MARYLAND LAW AS IT STOOD FOR FISCAL YEAR 2001 AND PRIOR FISCAL YEARS

Pursuant to Article 25A, 5(P) of the Annotated Code of Maryland (1990 Replacement Volume, 1993 Supplement), the County, as a charter county, is limited in the amount of general obligation supported debt that it can issue to an amount equal to 15% of the assessed value of the property in the County.

AMENDED MARYLAND LAW FOR FISCAL YEAR 2002 AND THOSE FORWARD

Pursuant to Article 25A, 5(P) of the Annotated Code of Maryland (1998 Replacement Volume, 2000 Supplement), the County, as a charter county, is limited in the amount of general obligation supported debt that it can issue to an amount equal to a total of 6% of the assessable base of Real Property and 15% of Personal Property.

	REAL PROPERTY	PERSONAL PROPERTY	TOTAL
ESTIMATED VALUE OF NET ASSESSED PROPERTY	**27,148,931,409**	**1,137,275,087**	**LEGAL**
APPLICABLE GENERAL OBLIGATION DEBT % RATE	**6%**	**15%**	**DEBIT LIMIT**
ESTIMATED LEGAL DEBT LIMIT	**1,628,935,885**	**170,591,263**	**1,799,527,148**

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2017

ESTIMATED LONG TERM DEBT:		
	General Obligation	139,114,216
	Solid Waste	12,634,260
	Community College	27,931,535
	Public Schools	264,700,449
	Highways	10,210,999
	Stormwater	2,494,897
	TOTAL ESTIMATED LONG TERM DEBT	**457,086,356**
ESTIMATED SELF SUSTAINING DEBT:		
	Water & Sewer Bonds and Loans Plus Premium	115,705,561
	Tax Increment Financing	14,000,000
	Agricultural Preservation Debt	46,621,431
	TOTAL ESTIMATED SELF SUSTAINING DEBT	**176,326,992**
ESTIMATED TOTAL BONDED DEBT		**633,413,348**
LESS:	**Estimated Self Sustaining Debt**	**176,326,992**
ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT		**457,086,356**
ESTIMATED TOTAL LEGAL DEBT LIMIT		**1,799,527,148**
LESS:	Estimated Total Debt Applicable to Legal Debt Limit	457,086,356
ESTIMATED LEGAL DEBT MARGIN		**1,342,440,792**

BUSINESS PLAN

DEBT BURDEN ANALYSIS

Fiscal Years 2016-2023

	Actual 2016	Original Budget 2017	Original Budget 2018	Projection 2019	Projection 2020	Projection 2021	Projection 2022	Projection 2023
Expenditures [1] [2]								
County Council	$2,460,745	$2,881,204	$2,979,531	$3,068,917	$3,160,984	$3,255,814	$3,353,488	$3,454,093
General Government	$47,250,400	$53,256,611	$54,447,891	$56,081,328	$57,763,768	$59,496,681	$61,281,581	$63,120,028
Education	$243,470,583	$249,096,116	$255,127,257	$262,781,075	$270,664,507	$278,784,442	$287,147,975	$295,762,415
Harford Center	$693,036	$553,036	$553,036	$569,627	$586,716	$604,317	$622,447	$641,120
Judicial	$8,162,552	$9,066,081	$9,615,326	$9,903,786	$10,200,899	$10,506,926	$10,822,134	$11,146,798
Libraries	$16,279,546	$16,632,974	$17,100,985	$17,614,015	$18,142,435	$18,686,708	$19,247,309	$19,824,729
Parks and Recreation	$9,240,779	$10,022,296	$10,067,602	$10,369,630	$10,680,719	$11,001,141	$11,331,175	$11,671,110
Public Safety	$92,879,086	$98,009,783	$101,239,275	$104,276,453	$107,404,747	$110,626,889	$113,945,696	$117,364,067
Public Works	$51,696,679	$54,015,905	$54,604,226	$56,242,353	$57,929,623	$59,667,512	$61,457,537	$63,301,264
Social Services	$9,983,024	$11,544,350	$11,738,372	$12,090,523	$12,453,239	$12,826,836	$13,211,641	$13,607,990
Other Financing Uses	$19,285,295	$14,114,178	$19,303,574	$19,882,681	$20,479,162	$21,093,537	$21,726,343	$22,378,133
Debt Service [3]								
General Obligation Debt	$51,403,248	$52,217,466	$53,852,925	$57,054,823	$60,994,259	$61,780,643	$63,613,465	$63,959,307
Other Debt Expenses	$220,632	$670,000	$670,000	$670,000	$670,000	$670,000	$670,000	$670,000
Total Expenditures	$553,025,605	$572,080,000	$591,300,000	$610,605,210	$631,131,058	$649,001,446	$668,430,792	$686,901,054
Capital Plan								
General Fund Bonds	$26,850,000	$16,500,000	$46,010,000	$43,613,672	$23,451,400	$11,125,000	$18,175,000	$16,400,000
Highway Fund Bonds	$505,000	$5,195,000	$3,895,000	$5,715,000	$1,649,000	$1,015,000	$1,825,000	$2,180,000
Water and Sewer Bonds	$6,000,000	$1,100,000	$7,580,000	$10,230,000	$3,650,000	$7,200,000	$14,800,000	$5,550,000
Pay-as-you-go								
General Fund	$9,275,000	$6,251,575	$10,130,335	$5,535,000	$4,475,000	$4,475,000	$3,975,000	$3,950,000
Highway Fund	$6,666,250	$8,162,603	$9,698,239	$9,870,000	$9,890,000	$10,765,000	$9,940,000	$9,790,000
Water and Sewer Fund	$1,896,250	$1,801,621	$3,300,013	$7,550,000	$6,450,000	$8,750,000	$3,000,000	$2,750,000
Other Sources (All Funds)	$40,141,053	$41,260,776	$45,185,913	$47,103,328	$29,265,600	$30,585,000	$27,355,000	$27,500,000
Total Capital Plan	$91,333,553	$80,271,575	$125,799,500	$129,617,000	$78,831,000	$73,915,000	$79,070,000	$68,120,000

BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2016-2023

	Actual 2016	Original Budget 2017	Original Budget 2018	Projection 2019	Projection 2020	Projection 2021	Projection 2022	Projection 2023
General Obligation Outstanding July 1	$481,916,560	$473,822,233	$483,112,656	$490,779,631	$507,721,398	$522,729,439	$534,930,060	$534,430,060
Additions	$29,709,366	$53,177,000	$40,000,000	$50,000,000	$50,000,000	$50,000,000	$40,000,000	$40,000,000
Less Principal Repayments & Reductions	$37,803,693	$33,689,650	$32,333,025	$33,058,233	$34,991,959	$37,799,379	$40,500,000	$42,500,000
General Obligation Outstanding June 30	$473,822,233	$483,112,656	$490,779,631	$507,721,398	$522,729,439	$534,930,060	$534,430,060	$531,930,060
Population [4]	251,480	252,525	253,995	256,535	259,100	261,691	264,308	266,951
Taxable Property Value [5]								
Taxable Assessed Valuation (000 omitted)	$27,181,291	$27,359,764	$28,286,204	$28,851,928	$29,428,967	$30,017,546	$30,617,897	$31,230,255
Debt Ratios								
General Obligation Debt Service as % of Expenditures	9.3%	9.1%	9.1%	9.3%	9.7%	9.5%	9.5%	9.3%
General Obligation Debt Per Capita	$1,884	$1,894	$1,932	$1,979	$2,017	$2,044	$2,022	$1,993
General Obligation Debt as % of Assessed Valuation	1.7%	1.8%	1.7%	1.8%	1.8%	1.8%	1.7%	1.7%
Policy Ratios								
General Obligation Debt Service as % of Expenditures	10%	10%	10%	10%	10%	10%	10%	10%
General Obligation Debt Per Capita	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500
General Obligation Debt as % of Assessed Valuation	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%

[1] Growth for departments is 3% for all years beyond that.

[2] These expenditures include General & Highway Funds only.

[3] Includes principal and interest

[4] Estimated at the compound annual growth rate of 1% for future periods

[5] Estimated at the compound annual growth rate of 2% for all years beyond that.

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNASSIGNED FUND BALANCE
GENERAL FUND

	GENERAL FUND
TOTAL FUND BALANCE AT JUNE 30, 2016	**81,921,493**
2017 Revenue - Estimated	525,520,000
2017 Expenditures - Estimated	(515,306,383)
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**92,135,110**
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**92,135,110**
LESS: Nonspendable Fund Balance	
Loan Receivables	(95,000)
LESS: Restricted Fund Balance	
Dedicated Revenues - Detention Center	(550,000)
Dedicated Revenues - Hotel Tax	(2,000,000)
Bond Premium	(4,400,000)
LESS: Assigned Fund Balance	
Reserve for Credit Rating Purposes [1]	(27,155,000)
Encumbrances	(2,700,000)
OPEB	(4,850,000)
Income Tax	(1,570,000)
Designated for WTE Plant Closure	(8,600,000)
Health Care Consortium	(2,170,000)
Stormwater Management	(10,000,000)
Designated for Landfill Closure	(10,000,000)

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNASSIGNED FUND BALANCE
GENERAL FUND

	GENERAL FUND
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**18,045,110**
Fiscal Year 2018 Estimated Revenues	538,500,000
Less Fiscal Year 2018 Estimated Expenditures	(543,100,000)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**13,445,110**
Reserve for Credit Rating Purposes [(1)]	**27,155,000**
Estimated Reserve for Credit Rating as a Percentage of Total Estimated Expenditures	**5%**

(1) The 5% Reserve for Credit Rating Purposes in the General Fund is necessary to maintain the high credit rating obtained from the Credit Rating agencies. The high bond rating allows the County to sell long-term debt at a lower interest cost thereby saving interest expenses each year. This policy was established in the County's Five Year Business Plan.

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
HIGHWAYS FUND

	HIGHWAYS FUND
TOTAL FUND BALANCE AT JUNE 30, 2016	**13,295,107**
Fiscal Year 2017 Estimated Revenues	**46,740,000**
Less Fiscal Year 2017 Estimated Expenditures	**(45,042,271)**
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**14,992,836**
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**14,992,836**
LESS: Nonspendable Fund Balance	
Inventory	(1,960,000)
LESS: Restricted Fund Balance	
Bond Proceeds	(130,000)
Highways-PILOT	(230,000)
Less: Assigned Fund Balance	
Reserve for Credit Rating Purposes	(2,410,000)
Encumbrances	(400,000)
OPEB	(700,000)
Health Care Consortium	(270,000)
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**8,892,836**
Fiscal Year 2018 Estimated Revenues	48,200,000
Less Fiscal Year 2018 Estimated Expenditures	(48,200,000)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**8,892,836**
Reserve for Credit Rating Purposes	**2,410,000**
Estimated Reserve for Credit Rating as a Percentage of Total Expenditures	**5%**

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
PARKS AND RECREATION FUND

	PARKS AND RECREATION FUND
TOTAL FUND BALANCE AT JUNE 30, 2016	**276,286**
Fiscal Year 2017 Estimated Revenues	857,000
Less Fiscal Year 2017 Estimated Expenditures	(925,000)
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**208,286**
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**208,286**
LESS: Assigned Fund Balance	
Encumbrances	(5,000)
OPEB	(7,000)
Health Care Consortium	(6,800)
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**189,486**
Fiscal Year 2016 Estimated Revenues	855,000
Less Fiscal Year 2016 Estimated Expenditures	(965,000)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**79,486**

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
AGRICULTURAL LAND PRESERVATION - COUNTY

	AGRICULTURAL LAND PRESERVATION COUNTY
TOTAL FUND BALANCE AT JUNE 30, 2016	**56,293,257**
Fiscal Year 2017 Estimated Revenues	12,560,000
Less Fiscal Year 2017 Estimated Expenditures	(13,087,000)
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**55,766,257**
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**55,766,257**
LESS: Unreserved Fund Balance	
Designated for Other Purposes	(34,818,964)
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**20,947,293**
Fiscal Year 2018 Estimated Revenues	16,400,000
Less Fiscal Year 2018 Estimated Expenditures	(27,013,000)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**10,334,293**

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
AGRICULTURAL LAND PRESERVATION - STATE

	AGRICULTURAL LAND PRESERVATION STATE
TOTAL FUND BALANCE AT JUNE 30, 2016	**0**
Fiscal Year 2017 Estimated Revenues	150,500
Less Fiscal Year 2017 Estimated Expenditures	(150,500)
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**0**
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	
LESS: Unreserved Fund Balance	
Designated for Other Purposes	
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**0**
Fiscal Year 2018 Estimated Revenues	150,500
Less Fiscal Year 2018 Estimated Expenditures	(150,500)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**0**

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
STORMWATER MANAGEMENT FUND

	STORMWATER MANAGEMENT FUND
TOTAL FUND BALANCE AT JUNE 30, 2016	**2,295,295**
Fiscal Year 2017 Estimated Revenues	2,087,500
Less Fiscal Year 2017 Estimated Expenditures	(296,500)
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**4,086,295**
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**4,086,295**
Fiscal Year 2018 Estimated Revenues	2,087,500
Less Fiscal Year 2018 Estimated Expenditures	(2,087,500)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**4,086,295**

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
TAX INCREMENT FINANCING DEBT SERVICE FUND

	TIF DEBT SERVICE FUND
TOTAL FUND BALANCE AT JUNE 30, 2016	**2,180,643**
Fiscal Year 2017 Estimated Revenues	1,052,000
Less Fiscal Year 2017 Estimated Expenditures	(1,100,000)
TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2017	**2,132,643**
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	
ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2017	**2,132,643**
Fiscal Year 2018 Estimated Revenues	1,129,000
Less Fiscal Year 2018 Estimated Expenditures	(1,129,000)
ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2019 & FUTURE YEARS	**2,132,643**

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNRESTRICTED NET POSITION
WATER & SEWER OPERATING FUND AND WATER & SEWER DEBT SERVICE FUND

	WATER & SEWER OPERATING FUND	WATER & SEWER DEBT SERVICE FUND [1]
TOTAL NET ASSETS AT JUNE 30, 2016	**426,110,997**	**0**
Less Invested in Capital Assets, Net of Related Debt	(323,409,167)	0
Net Assets Available for Appropriation at June 30, 2016 Unrestricted Net Position	102,701,830	0
2017 Estimated Revenues	52,485,000	14,970,000
Less 2017 Estimated Expenditures	(52,447,210)	(14,350,000)
Net Assets Available for Appropriation at June 30, 2017 Unrestricted Net Position	**102,739,620**	**620,000**
Fiscal Year 2018 Estimated Revenues	53,510,000	16,532,600
Less Fiscal Year 2018 Estimated Expenditures	(53,510,000)	(16,532,600)
Net Assets Available for Appropriation at June 30, 2018 Unrestricted Net Position	**102,739,620**	**620,000**

(1) It should be noted that while budget policy defines Water & Sewer Debt Service Fund as an individual account for management purposes, the County's financial statements consider it part of the Water & Sewer Fund.

HARFORD COUNTY, MARYLAND
STATEMENT OF CONTINGENCY RESERVE

The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.41 percent of the Highways Fund, have been included in the Approved Fiscal Year 2017-2018 Operating Budget.

GENERAL FUND	**$100,000**
HIGHWAYS FUND	**$200,000**

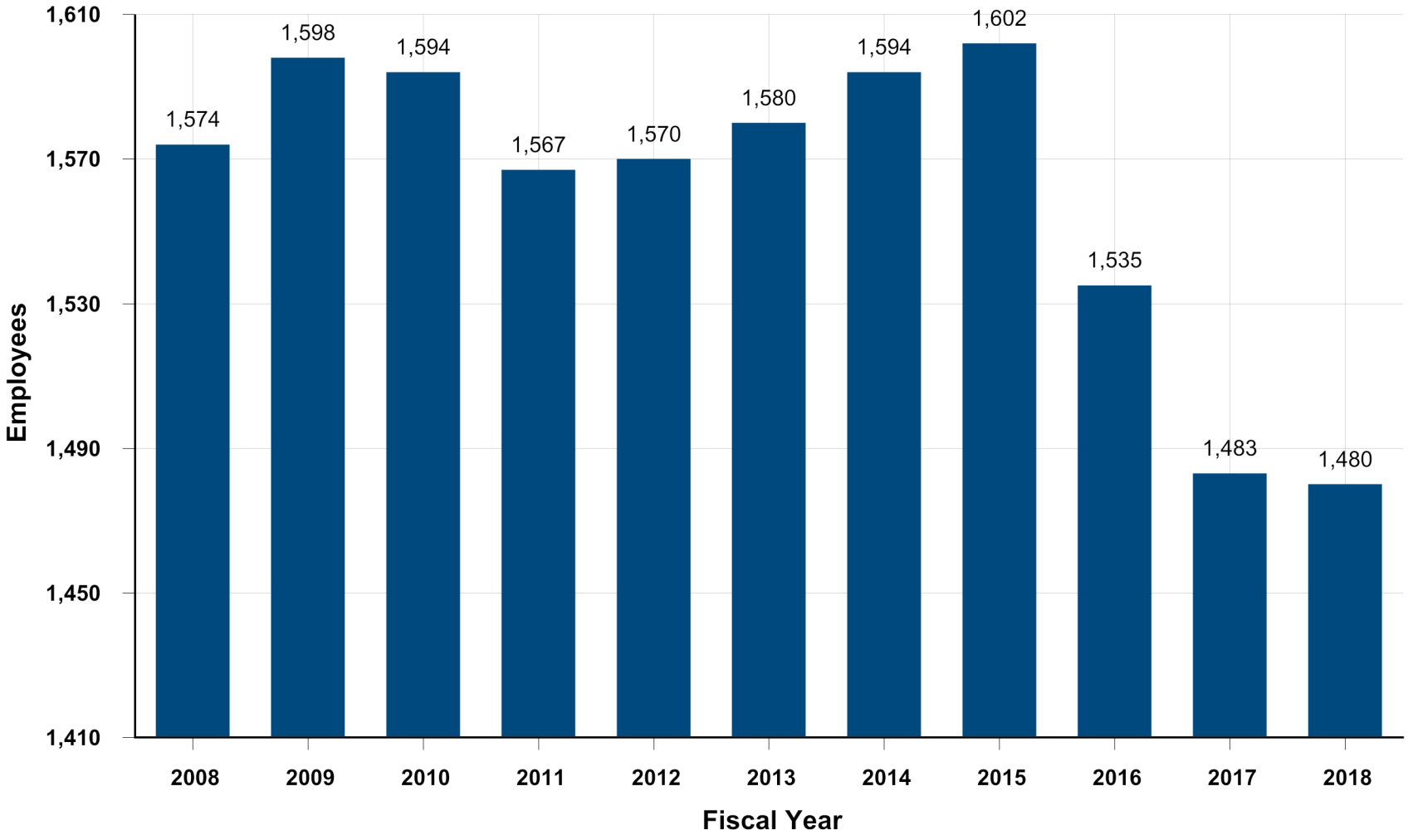
HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY

	ENACTED FY 16				ENACTED FY 17				ENACTED FY 18			
	FULL TIME		PART TIME		FULL TIME		PART TIME		FULL TIME		PART TIME	
	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries
GENERAL FUND												
County Executive	4.00	320,465			4.00	333,009			4.00	347,413		
Administration	49.00	2,520,821			49.00	2,579,190			50.00	2,817,369		
Procurement	14.00	795,212			11.00	730,181			8.00	489,624		
Treasury	33.00	2,033,550			33.00	2,082,179			32.00	2,149,998		
Law	16.00	1,479,069			15.00	1,405,622			15.00	1,447,347		
Planning & Zoning	38.00	2,132,528			37.00	2,204,153			36.00	2,196,071		
Human Resources	9.00	606,052			8.00	558,771			8.00	595,819		
Community Services	25.00	1,621,504			25.00	1,546,581			25.00	1,610,203		
Office of Gov't & Community Relations	4.00	341,483			6.00	455,692			6.00	462,951		
Housing Agency	9.00	390,209			8.00	392,903			8.00	410,290		
Information & Communication Tech	24.00	1,479,690			23.00	1,591,220			23.00	1,653,700		
Sheriff's Office	529.00	31,650,375	6.35	196,672	529.00	32,199,691	6.35	205,967	529.00	34,152,956	6.35	214,009
Emergency Services	91.00	4,342,093			90.00	4,512,789			106.00	4,781,001		
Inspections, Licenses & Permits	29.00	1,720,893			30.00	1,793,640			31.00	1,867,068		
Public Works	30.00	1,840,991			14.00	1,041,487			20.00	1,534,592		
County Council	27.00	1,443,760			27.00	1,471,867			27.00	1,527,822		
Judicial	30.00	1,721,450			30.00	1,729,941			32.00	1,893,322		
State's Attorney	59.00	3,693,530			59.00	3,808,395			59.00	3,919,273		
Parks & Recreation	93.50	4,477,889			92.00	4,545,817			84.00	4,297,097		
Conservation of Natural Resources	5.00	291,115			5.00	297,788			5.00	308,362		
Economic Development	22.00	1,261,817			20.00	1,254,248			14.00	961,798		
TOTAL GENERAL FUND	**1,140.50**	**66,164,496**	**6.35**	**196,672**	**1,115.00**	**66,535,164**	**6.35**	**205,967**	**1,122.00**	**69,424,076**	**6.35**	**214,009**
SOLID WASTE SERVICES												
Public Works	23.00	1,122,088	0.00	0	0.00	0			0.00	0		
TOTAL SOLID WASTE SERVICES	**23.00**	**1,122,088**	**0.00**	**0**	**0.00**	**0**	**0.00**	**0**	**0.00**	**0**	**0.00**	**0**

HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY

	ENACTED FY 16				ENACTED FY 17				ENACTED FY 18			
	FULL TIME		PART TIME		FULL TIME		PART TIME		FULL TIME		PART TIME	
	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries
HIGHWAYS FUND												
Procurement	2.00	133,024			2.00	134,294			2.00	139,666		
Public Works	188.00	9,332,345			185.00	9,557,867			175.00	9,360,198		
TOTAL HIGHWAYS FUND	**190.00**	**9,465,369**	**0.00**	**0**	**187.00**	**9,692,161**	**0.00**	**0**	**177.00**	**9,499,864**	**0.00**	**0**
WATER & SEWER FUND												
Treasury	9.00	509,102			9.00	507,483			9.00	526,784		
Public Works	170.00	9,133,073			170.00	9,445,221			170.00	9,793,423		
TOTAL WATER & SEWER FUND	**179.00**	**9,642,175**	**0.00**	**0**	**179.00**	**9,952,704**	**0.00**	**0**	**179.00**	**10,320,207**	**0.00**	**0**
PARKS & RECREATION SPECIAL REVENUE FUND												
Parks and Recreation	2.50	146,366			2.00	118,318			2.00	123,050		
TOTAL P & R SPECIAL REVENUE FUND	**2.50**	**146,366**	**0.00**	**0**	**2.00**	**118,318**	**0.00**	**0**	**2.00**	**123,050**	**0.00**	**0**
AG PRESERVATION FUNDS												
Ag Preservation - State		30,000				30,000			0.00	30,000		
Ag Preservation - County	0.00	0			0.00	0			0.00	0		
TOTAL AG PRESERVATION FUNDS	**0.00**	**30,000**	**0.00**	**0**	**0.00**	**30,000**	**0.00**	**0**	**0.00**	**30,000**	**0.00**	**0**
TOTAL ALL FUNDS	**1,535.00**	**86,570,494**	**6.35**	**196,672**	**1,483.00**	**86,328,347**	**6.35**	**205,967**	**1,480.00**	**89,397,197**	**6.35**	**214,009**

Full Time Employees



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HARFORD COUNTY

SPENDING AFFORDABILITY ADVISORY COMMITTEE

REPORT TO THE COUNTY EXECUTIVE

FOR FISCAL YEAR 2018

Members of the Committee

C. Joseph Kelly, Jr., Chair

Steven Wiseman
(Chamber of Commerce)

Glenn E. Ross

Susie Comer

Frank Hajek

Ex-Officio
Lester Guthorn

Harford County Government Staff
Robert Sandlass, Treasurer
Rick Pernas, Deputy Treasurer
Kimberly Spence, Chief, Budget & Management Research
Sharon Ballweg, Administrative Specialist

Executive Summary

The Spending Affordability Advisory Committee (“Committee”) has concluded that the continuing economic challenges have, and will continue to have, an impact on the revenues of the County. The County should expect a positive change in the Net Adjusted General Fund Budget from FY 2017 to FY 2018 as the Committee projects growth of 3.6%. The Committee has projected Income Tax revenue to increase 3.0% from FY 2017 revised budget estimates to FY 2018 after growing a projected 2.5% from FY 2016 to FY 2017. As property values are continuing to stabilize in the County, the Committee believes property tax revenues should increase 2.4% from FY 2017 to FY 2018.
It is important to note the Committee considered any significant exogenous factors in rendering its recommendations, and concluded the following could have impact on the County revenues:

- Increasing Interest Rates- The Federal Reserve has begun to move interest rates up with expected increases in the next 12 months. While this could have an impact on future bond issues, we believe the benefit derived from the increased investment income on County operating funds will be more beneficial than the incremental cost of the expected future bond issues.
- Impact, at the State and County level, of any tax reform at the Federal level.

I. Purpose

The Spending Affordability Advisory Committee ("Committee") was created by Executive Order 92-2 and further amended by Executive Order 00-04. The Executive Order charged the Committee as follows:

a. On or before February 15th of each year, the Committee shall submit a report to the County Executive with recommendations of fiscal goals for the County budget for the next fiscal year.
b. The report sh
all contain fiscal goal recommendations for the next fiscal year in the following areas:

i) Recommended level of County spending for operating funds
ii) Recommended level of new debt authorization
iii) Recommended level of unassigned fund balance or retained earnings
iv) Any other findings or recommendations the Committee considers appropriate.

In discharging its responsibilities pursuant to the Executive Order, the Committee was cognizant of the need for a Report which, when based purely upon the consensus findings and conclusions of the Committee, would be used as a tool by Harford County Government in assisting the budgeting as well as other processes. The resulting methodology is similar to that which has historically been utilized to predict anticipated revenue growth. The Committee primarily used publicly available data with realistic and recognized methodology in its analysis. The Committee had no preconceived intentions as to the findings or recommendations contained herein.

II. Methodology and Background

A. Methodology, Background and Data Studied

Since its inception in 1992, the Committee has been reporting under the County's Executive Order creating the Committee. We were very fortunate that the composition of the Committee consisted of five returning members, who worked well together to meet this task with a broad base of relevant experience. In addition, the County Treasury and Budget staffs are familiar with the Committee’s process and are able to provide relevant guidance. Therefore, we were able to focus all our efforts on our primary charges.

Over the years of operation, the Committee has formulated a methodology for adopting a guideline of the percentage increase in spending affordability for the County. The Committee again decided to follow the traditional "budget based" estimate of spending affordability. That is, estimating a level of revenue that will become available, through the collection of taxes and fees, assuming no increase in applicable rates not already enacted or announced. This approach contrasts methodologies adopted by certain other jurisdictions which are typically defined as estimating spending levels tied to citizens' ability to pay for additional services.

We also utilized information from the following sources:

- Income tax collections for Harford County, through February, 2017, provided by the Harford County Treasurer.
- Property tax collections, and estimates, for Harford County, through FY 2017 and 2018, provided by the Harford County Treasurer.
- Additional input from the County Treasurer as to the impact of the Maryland General Assembly recent actions and any pertinent information or estimates from the State Comptroller's office.
- The County Debt Management Policy dated April 13, 2010 and a debt burden analysis for years 2015-2022 as prepared by the Treasurer's office.
- The County FY 2016 CAFR.
- The County provided access to members of the Department of Planning and Zoning as well as the Department of Economic Development. These individuals provided the Committee with insight into future growth and development of the County.

B. Selected Method - Further Qualifications

The Committee reviewed, in detail, revenue estimates for the property tax and the local income tax. Collectively, property and income tax collections represent approximately 90% of total General Fund revenues to the County. The Committee reviewed historical data, developed trends, and forecasted revenues for both FY 2017 and FY 2018 from these two revenue sources.

Due to a lack of historical patterns, the Committee presumed no significant changes in other revenue sources, such as licensing, permit, investment income (note: as these are becoming more significant, the Committee does recommend future committees consider the impact of these other fees), and miscellaneous fees, or in miscellaneous State funding, such as police or law enforcement aid. The Committee also considered no increases, or decreases, in federal or state funding. The Committee specifically cites the existence of $3.0 million in appropriated fund balance from the FY 2016 audit and $2.0 million in other one-time revenues. The Committee understands the County utilizes these non-recurring sources of funds to pay for one-time expenditures and, therefore, is not included in the base year for growth calculations.

The Committee also reviewed the FY 2017 General Fund Budget as a necessary step in carrying out its charge to recommend a FY 2018 spending level. It was necessary to adjust the FY 2017 General Fund Budget to reflect the reduction of the appropriated fund balance equal to $3.0 million and a further reduction of $2.0 million for other one-time revenues. Our approach has been to estimate annual recurring revenue, therefore excluding non-recurring sources of funds. This has been an adjustment we have historically made to exclude these non-recurring sources of funds. This adjustment yielded an Adjusted FY 2017 General Fund Budget of $519.6 million.

C. Debt Authorization

The Committee has reviewed the County's Debt Management Policy dated April 13, 2010. The Debt Management Policy includes a discussion of strategic capital planning and sets overall objectives for issuance of debt and debt service loads. The Committee concurs in those objectives and the reasoning set forth in the Debt Management Policy, and considers the objectives both reasonable and conservative. The Committee seeks to offer the County some guidance on this topic, and our general impressions as to the level of debt contemplated by the plan. We do not intend to give advice to the County on the highly technical subject of debt issuance and structure. As detailed in the policy, the County will engage qualified financial advisors, bond counsel, and bond underwriters to give them advice on the issuance and structure of the County's debt.

The Committee reviewed the Debt Affordability Ratios provided by the Debt Management Policy and their impact on the expected debt level in FY 2017 Budgeted level and FY 2018 Projected:

- The County aims to maintain the per capita debt level of the County at a level below 10% of the personal income of County residents. In the County's CAFR for FY 2016 personal per capita income was estimated to be $53,919. Using this figure and the projected debt level for FY 2017 and FY 2018, this ratio would be 3.51% for FY 2017 and 3.52% for 2018. Both of these figures are well below the cap imposed by the County policy. The County should consider whether this is a relevant metric to be used. Analytically, this ratio would have some value in assessing the debt burden of the County. Unfortunately, information on personal income is delayed as much as two, or more, years.
- The County aims to maintain a level of debt not to exceed $2,500 per capita. Projected FY 2017 level is expected to be $1,894 and $1,902 for FY 2018.
- The County aims to maintain a debt level under 2.3% of the full cash value of assessable property in the County. The projected level for FY 2017 is 1.8% and 1.8% for FY 2018.
- The County aims to have debt service not exceed 10% of budgeted general fund expenditures. Projected FY 2017 level is 9.1% and 9.0% for FY 2018.

The Committee believes the proposed level of debt for Fiscal Year 2018 is reasonable. Care should be taken to revisit the guidelines periodically to make sure they are still relevant, prudent, and allow the most reasonable use of debt for proper public purposes. Since most of the County debt is publicly issued, additional consideration needs to be given to the requirements of the public debt rating agencies and bond investors. The Committee finds additional comfort in the recent reaffirmation of the County's strong public debt ratings as a testament to the sound fiscal policies employed by the County. Harford County is in a select group of government issuers with the highest ratings from the three major rating organizations. The Committee recognizes this as a significant achievement, especially in these challenging economic times, and believes this further stands as a testament to the strong fiscal policies employed by the County.

While the Committee recognizes the County's obvious strength in the management of the debt service levels with regard to the General Fund, the Committee would be remiss in ignoring potential impacts to the General Fund from other sources. The Water and Sewer Operating Fund was established as a self-sustaining utility to provide for water and sewer services for Harford County. Revenue from users covers costs of providing these services. However, the Committee is aware that the Water and Sewer Operating Fund may incur payments for debt service before repayment by consumers is realized. The General Fund must be used to satisfy any unpaid debt service in that fund should such a situation ever arise. The County is taking steps to set rates at appropriate levels to ensure the General Fund will not have to bridge any shortfall in the Water and Sewer fund.

The Committee believes that the County should continually review its Enterprise funds to ensure the enterprise is self sustaining and not dependent on the General Fund.

D. Fund Balance

The Committee reviewed the County's practice of maintaining an assigned fund balance of approximately five percent of the annual General Operating Fund Budget. The reader should note that, in practice, the County actually assigns the money and creates a "Fiscal Stabilization Fund". This reserve holds funds that could be used by the County to fund revenue shortfalls, only by legislative action. This fund balance is considered critical in maintaining an acceptable level of financial strength.

In discussions with the County Financial Advisor, and others, fiscally strong municipalities/counties are expected to maintain reserves in excess of the five percent reserve in order to maintain strong investment grade public debt ratings. These additional reserves can be in the form of assigned, and/or unassigned, as long as the assignment can be changed by legislative action. It is important for the County to communicate with the rating agencies

periodically to understand their current thoughts on the level of reserves. Based on those conversations, the County should strive to maintain the levels necessary to achieve their desired public debt rating.

The Committee endorses maintaining this practice for a number of reasons.

First, the five percent assigned balance, and additional reserves, helps to ensure healthy County operations and services during recessionary conditions or due to unexpected shortfalls in revenue. Recent years have proven to be difficult and turbulent times in which to manage County Government. The wisdom of conservatively managing expenditures and planning for the possibility of economic downturns, or other uncontrollable and unexpected economic forces in recent years, has allowed for steady and consistent operation.

Second, the fund balance contributes to Harford County's enviable bond ratings, which are especially important in this current economy. In rating the County's creditworthiness, the rating agencies will review the fund balance when assigning their debt ratings. They will view a County with strong reserves more favorably.

III. Recommendations

General Fund Budget

Based upon our review and analysis of procedures already outlined, the Committee recommends that the FY 2018 General Fund Budget increase the FY 2017 Net Adjusted General Fund Budget, of $519.6 million, by 3.60%. This represents approximately $538.5 million in ongoing revenues for FY 2018. Note, based on the current state of the economy, the Committee was concerned over the impact to property tax revenues as well as all revenue sources of the County. The County real estate values continue to improve as evidenced by recent assessments by the State. The Committee noted a projected rise in the income tax revenue of 1.7% for FY 2017 and 2.4% rise for FY 2018. The Committee expects that trend to continue as the economy strengthens.

Debt Authorization

The Committee spent time discussing the County debt authorization with the Treasurer and the County Financial Advisor, reviewing the Debt Management Policy (dated April 2010), and the expected debt levels in future years. The Policy appears to place reasonable parameters on the issuance of debt by the County. A review of expected levels of debt from FY 2015, through FY 2022, indicated the County remained comfortably within the debt metrics imposed by the Policy. Based on discussions with the Treasurer, the new debt needs of the County are very manageable. The County needs to replace one of its high school buildings which represents the biggest need in the next few years.

As the County issues new debt, the Committee strongly urges the Administration to consider potential impacts to debt service from other funds. The Committee will continue to study this process each year.

Fund Balance

The Committee recommends that the unassigned fund balance (Fiscal Stabilization Fund) be maintained at a minimum of five percent of the General Fund Operating Budget. Additional reserves should be maintained as needed to address potential needs of the County and to achieve the highest possible public debt ratings.

Additional Recommendations

The Committee believes that its recommendations and forecasts should be reviewed and tested at fiscal year-end 2017 and throughout FY 2018 as it prepares its recommendations for FY 2019. This is particularly important as there continues to be uncertainty in the economy and with the Federal

and State budgets. Revisions in revenue estimates prepared by State or County agencies, or supplemental budget authorizations occurring after the date of our report, may require adjustment to these recommendations.

Typically, this Committee's focus has been on income tax revenues and property tax revenues. We have typically assumed static balances in the other budget areas but have tried to make the County aware of any significant areas of note. The rapid drop in market interest rates has been a major help in reducing the cost of the County's debt, however, it has had a major impact on the County's investment portfolio. Cash received from revenues is invested in short term securities until it is needed during the fiscal year. Given the size of the County budget, this investment portfolio can be quite large during the year. Interest earned on the portfolio is expected to provide additional revenue to cover expenses of the County. The rapid drop in interest rates has materially impacted the investment income of the County. This situation has seen some improvement for most, or all of, FY 2017 as short term interest rates have moved up 50-75 basis points. The Federal Reserve has indicated a bias toward additional increases, and many experts believe these rates could rise 75-100 basis points through FY 2018.

County property values are continuing to increase and the Committee estimates property tax revenue will increase a projected 2.4% in FY 2018.

The Committee recognizes the County's need to utilize our forecasts in long range budget planning. Given the uncertainties cited in this report, the County should continually monitor conditions in its current budget year, and not rely upon this report beyond the fiscal year for which it is intended.

Some further recommendations of the Committee include the following:

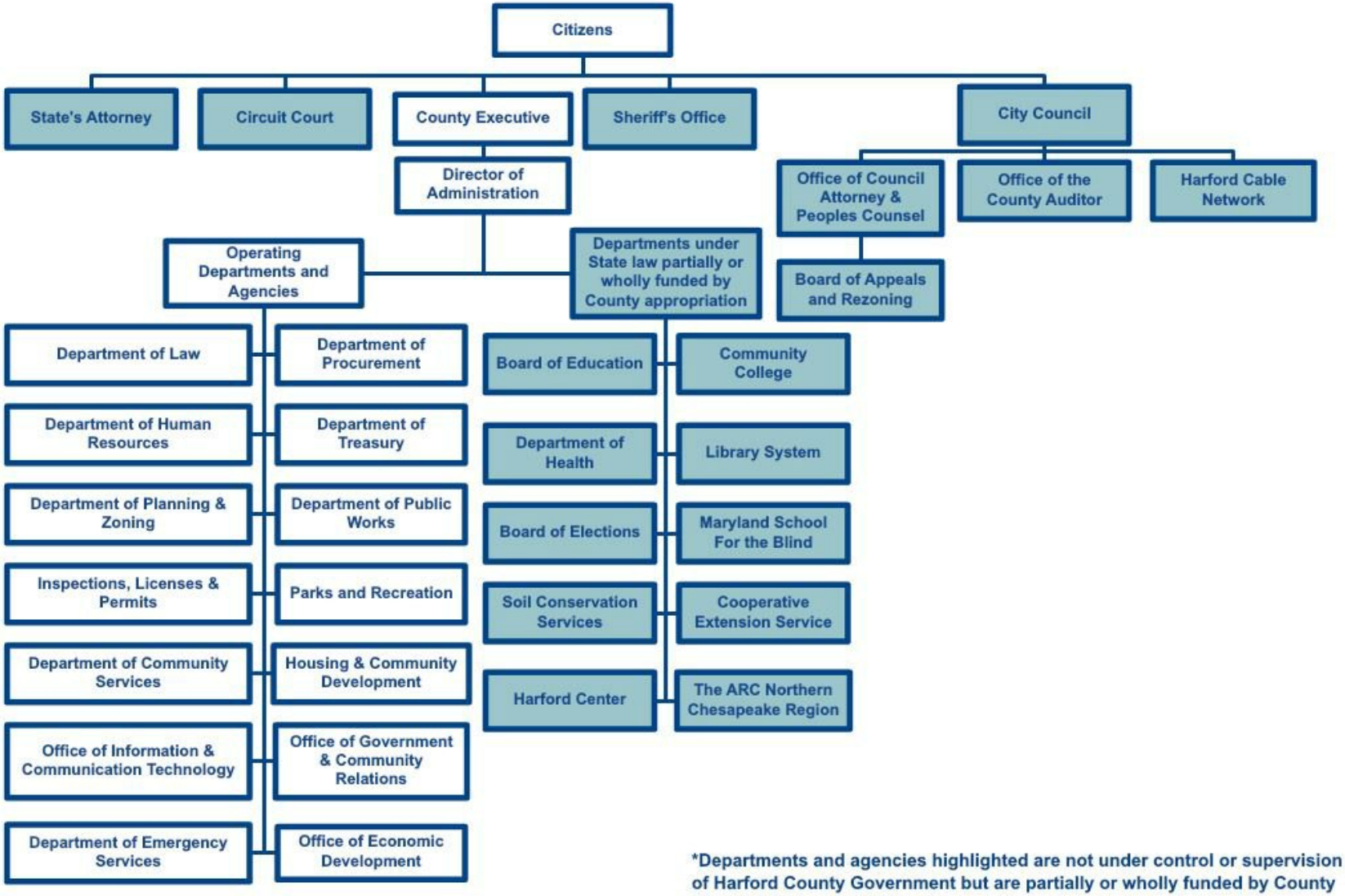
1. The County should continue to review its Enterprise funds to ensure the underlying enterprise is self supporting and not at risk of becoming dependent on funding from the General Fund.
2. The County should review its debt guidelines to assure they are set at appropriate levels and the criteria are relevant.

IV. Acknowledgments

The Committee cannot complete its task without expressing its sincere appreciation to all County employees who assisted the Committee in this endeavor. Particularly, the Committee wishes to thank Robert Sandlass, Treasurer, Rick Pernas, Deputy County Treasurer, their staff, Kimberly Spence, Chief, Budget and Management Research and her staff, for their efforts in providing estimates and historical revenue data and for their careful and detailed explanations of the County's budgeting structure. The Committee received valuable insight from Paul Lawder, Director of DILP, Brad Killian, Director of Planning and Zoning, Karen Holt, Director of Economic Development, Steve Overbay, Deputy Director of Economic Development, and Lester Guthorn, County Financial Advisor. The Committee also wishes to thank Sharon Ballweg for her efforts in coordinating the Committee's meetings and providing staff support. In addition, the Committee held meetings from January through March as it reviewed its materials.

March 30, 2017

Harford County Government Organization Chart



*Departments and agencies highlighted are not under control or supervision of Harford County Government but are partially or wholly funded by County appropriations under State law.

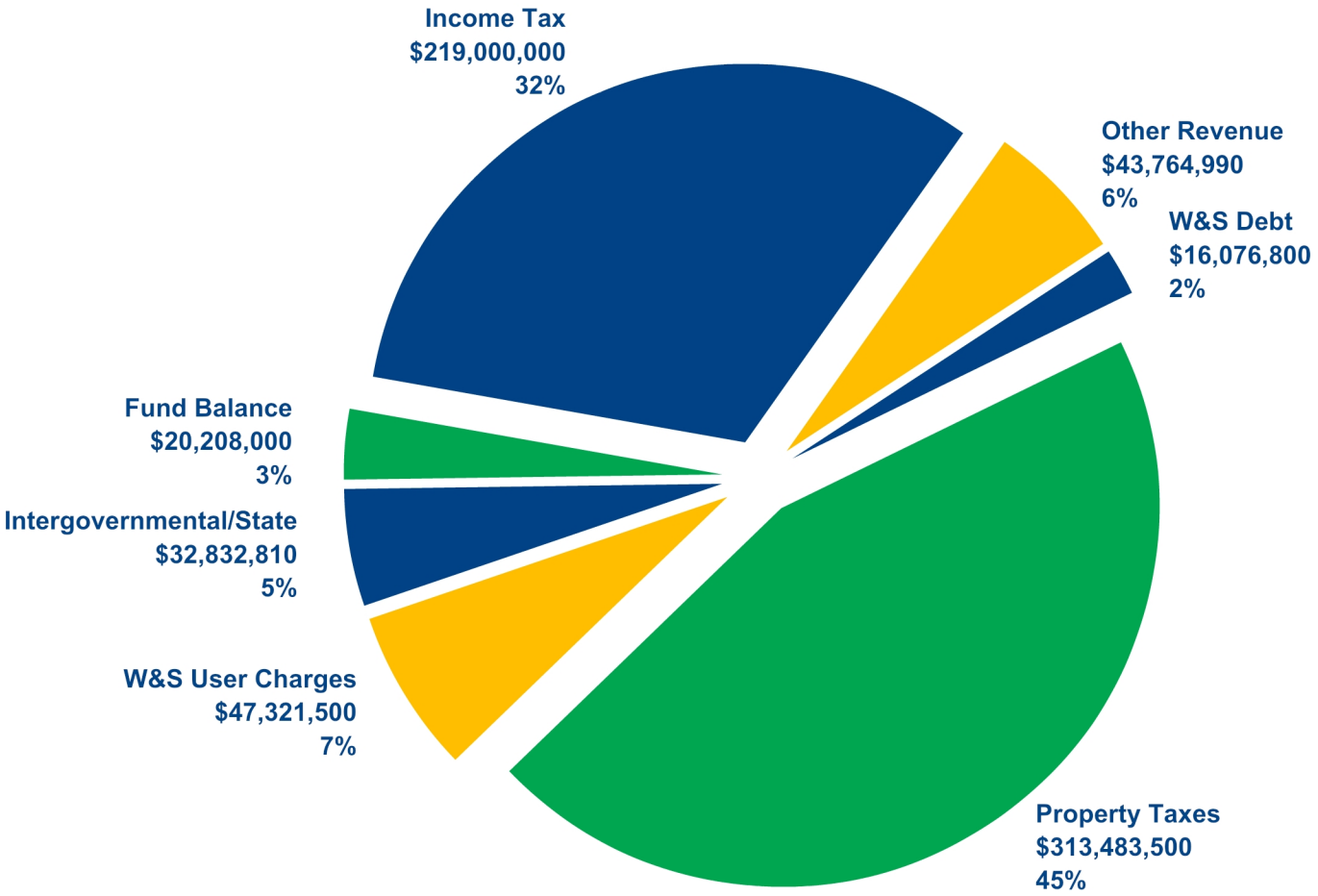
FY 18 APPROVED ALL FUNDS

REVENUE BREAKDOWN

$692,687,600

PROPERTY TAXES:	**45%**	**313,483,500**	**INCOME TAX**	**32%**	**219,000,000**
Real & Personal	307,910,000				
Transfer Tax	8,000,000		**W & S USER CHARGES**	**7%**	**47,321,500**
Special Tax	1,127,000				
Recordation Tax-Stormwater	2,075,000				
Deductions	(5,628,500)				
INTERGOVERNMENTAL/ STATE:	**5%**	**32,832,810**	**W & S DEBT SERVICE:**	**2%**	**16,076,800**
Recordation/Transfer Tax	18,000,000		Development	6,868,800	
Pro Rata	189,707		Capital Assessment	5,009,500	
Highways Users Tax	2,015,000		Capital Connections	3,912,000	
Other	12,628,103		Other	286,500	
FUND BALANCE/ UNRESTRICTED	**3%**	**20,208,000**	**OTHER REVENUE:**	**6%**	**43,764,990**
NET ASSETS:					
			Licenses/Permits	4,377,500	
General Fund Balance	4,600,000		Service Charges	4,849,750	
County - Ag Preservation	10,613,000		Fines & Forfeitures	116,000	
P&R Special Revenue	110,000		Miscellaneous	16,579,232	
Contributed Capital	4,885,000		Capital Recovery	1,150,000	
			Other Taxes	7,285,000	
			Investment Income	9,407,508	

ALL FUNDS
REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $692,687,600

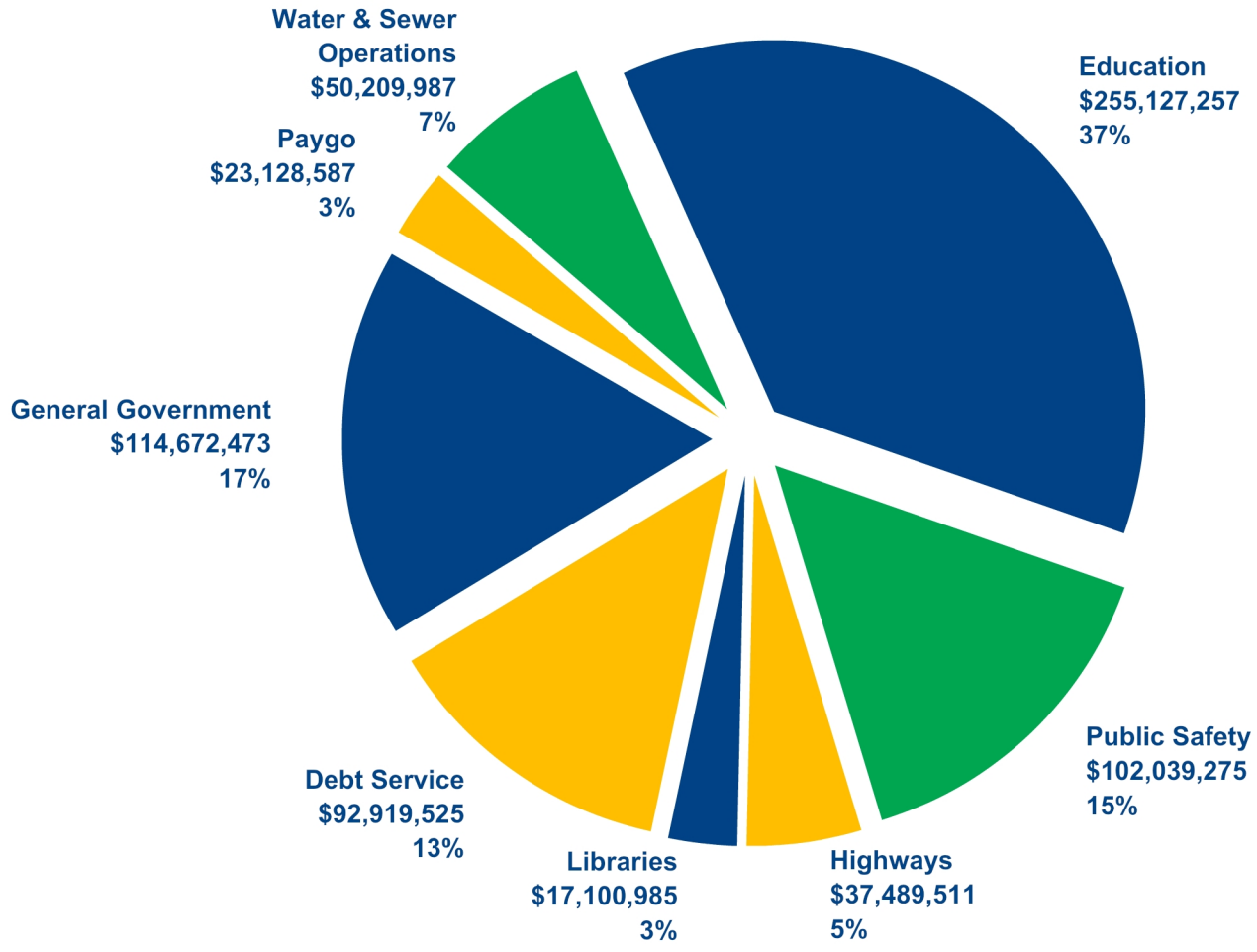


FY 18 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN
$692,687,600

GENERAL GOVERNMENT:	**17%**	**114,672,473**
County Executive	739,045	
Administration	10,398,735	
Procurement	778,209	
Treasury	3,511,997	
Law	2,073,035	
Planning & Zoning	10,317,300	
Human Resources	1,907,235	
Community Services	4,859,507	
Handicapped Care Centers	2,298,730	
Office of Gov't. & Comm. Relations	1,155,448	
Health	3,728,318	
Housing	1,404,853	
Info & Communication Technology	8,320,490	
Public Works	18,439,215	
Council	2,979,531	
Judicial	3,378,138	
State's Attorney	6,237,188	
Elections	2,401,235	
Parks & Recreation	10,229,147	
Natural Resources	728,455	
Economic Development	5,993,358	
Insurance	748,098	
Benefits	7,462,391	
Appropriation to Towns	3,312,815	
Appropriation to State	1,120,000	
Rural Legacy Program	50,000	
Contingency Reserve	100,000	
WATER & SEWER OPERATIONS:	**7%**	**50,209,987**
Treasury	1,282,690	
Personnel Matters	204,535	
Public Works	47,854,326	
Insurance	156,626	
Benefits	711,810	

EDUCATION:		**37%**	**255,127,257**
Board of Education	34%	238,715,645	
Harford Community College	2%	16,411,612	
PUBLIC SAFETY:		**15%**	**102,039,275**
Sheriff		76,529,635	
Emergency Services		11,843,083	
Volunteer Fire Companies		6,774,642	
EMS Foundation		3,056,668	
Inspections, Licenses & Permits		3,035,247	
Humane Society		800,000	
HIGHWAYS:		**5%**	**37,489,511**
Fleet Management		8,752,821	
Personnel Matters		215,271	
Public Works		26,662,696	
Insurance		178,306	
Benefits		1,480,417	
Contingency Reserve		200,000	
LIBRARIES		**3%**	**17,100,985**
PAYGO:		**3%**	**23,128,587**
General - Capital Improvements		9,555,335	
Highways - Capital Improvements		9,698,239	
Water & Sewer - Capital		3,300,013	
Parks & Recreation SR-Capital		75,000	
Stormwater Mgnt - Capital		500,000	
DEBT SERVICE:		**13%**	**92,919,525**
General		53,510,675	
AG Preservation - County		20,472,000	
Highways		1,012,250	
Water & Sewer Debt Service		16,532,600	
TIF Debt Service		1,129,000	
Stormwater Management		263,000	

ALL FUNDS
APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $692,687,600



ALL FUNDS SUMMARY

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	159,486,935	142,265,972	150,020,641	154,266,192	154,266,192
20 CONTRACTUAL SERVICES	50,891,572	57,478,277	62,700,573	66,442,371	66,442,371
30 SUPPLIES & MATERIALS	14,202,421	13,187,687	15,969,240	16,908,834	16,908,834
40 BUSINESS & TRAVEL	9,293,161	9,178,108	10,677,774	10,499,710	10,499,710
50 CAPITAL OUTLAY	6,876,273	2,776,610	4,738,122	6,502,286	6,502,286
60 DEBT SERVICE	134,226,744	76,212,356	78,651,766	92,753,486	92,753,486
70 MISCELLANEOUS	318,167,074	322,191,705	332,338,349	344,685,386	345,285,386
80 INTER-GOVERNMENTAL/INTER-FUND	20,736	18,619	25,435	29,335	29,335
GRAND TOTAL	**693,164,916**	**623,309,334**	**655,121,900**	**692,087,600**	**692,687,600**
SUMMARY BY FUND:					
11 GENERAL	557,445,997	493,932,167	524,570,000	543,100,000	543,100,000
25 HIGHWAYS	46,608,242	43,037,396	47,510,000	47,600,000	48,200,000
26 PARKS AND RECREATION	982,714	862,159	974,000	965,000	965,000
27 AG PRESERVATION - COUNTY	9,100,427	10,061,401	13,672,000	27,013,000	27,013,000
28 AG PRESERVATION - STATE	508,671	36,212	150,500	150,500	150,500
29 STORMWATER MANAGEMENT	1,316,383	0	2,080,400	2,087,500	2,087,500
31 TAX INCREMENT FINANCING	1,068,478	1,072,188	1,100,000	1,129,000	1,129,000
51 WATER & SEWER OPERATING	49,319,401	44,670,888	50,715,000	53,510,000	53,510,000
53 WATER & SEWER DEBT SERVICE	13,679,868	13,580,834	14,350,000	16,532,600	16,532,600
55 SOLID WASTE SERVICES	13,134,735	16,056,089	0	0	0
GRAND TOTAL	**693,164,916**	**623,309,334**	**655,121,900**	**692,087,600**	**692,687,600**

ALL FUNDS SUMMARY

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DEPARTMENT:						
01	COUNTY EXECUTIVE	1,842,984	521,734	661,235	739,045	739,045
02	ADMINISTRATION	7,077,692	6,095,475	6,593,133	10,398,735	10,398,735
03	PROCUREMENT	11,364,621	11,363,387	12,402,433	9,531,030	9,531,030
04	TREASURY	4,488,442	4,074,102	4,555,292	4,794,687	4,794,687
05	LAW	2,106,302	2,107,365	2,095,648	2,073,035	2,073,035
06	PLANNING AND ZONING	7,478,818	3,336,672	7,107,619	10,317,300	10,317,300
08	HUMAN RESOURCES	8,042,766	2,873,949	2,285,444	2,327,041	2,327,041
09	COMMUNITY SERVICES	7,698,751	4,109,280	4,730,851	4,859,507	4,859,507
14	HANDICAPPED CARE CENTERS	2,298,730	2,438,730	2,298,730	2,298,730	2,298,730
15	OFFICE OF GOV'T. AND COMMUNITY RELATIONS	0	473,868	1,201,932	1,155,448	1,155,448
16	HEALTH	4,352,556	3,628,317	3,703,318	3,703,318	3,728,318
17	HOUSING AGENCY	491,633	1,206,694	1,364,487	1,404,853	1,404,853
18	INFORMATION & COMMUNICATION TECHNOLOGY	6,554,148	6,749,856	7,274,004	8,320,490	8,320,490
21	SHERIFF'S OFFICE	71,044,328	69,516,898	74,550,553	76,529,635	76,529,635
22	EMERGENCY SERVICES	19,895,586	19,991,415	20,536,186	21,674,393	21,674,393
26	INSPECTIONS, LICENSES & PERMITS	3,458,263	2,656,290	2,923,044	3,035,247	3,035,247
30	PUBLIC WORKS	87,334,642	85,259,700	92,661,511	92,956,237	92,956,237
40	COUNTY COUNCIL	2,510,472	2,460,746	2,881,204	2,979,531	2,979,531
41	JUDICIAL	2,997,121	2,922,388	3,061,019	3,378,138	3,378,138
43	STATE'S ATTORNEY	5,878,003	5,699,564	6,005,062	6,237,188	6,237,188
48	ELECTIONS	1,795,565	1,723,625	2,386,903	2,401,235	2,401,235
54	BOARD OF EDUCATION	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
56	HARFORD COMMUNITY COLLEGE	14,961,612	15,261,612	15,561,612	16,411,612	16,411,612
57	MARYLAND SCHOOL FOR THE BLIND	75,023	72,702	0	0	0
58	LIBRARIES	16,137,189	16,279,546	16,632,974	17,100,985	17,100,985
59	PARKS AND RECREATION	10,763,862	9,392,265	10,147,663	10,229,147	10,229,147
63	CONSERVATION OF NATURAL RESOURCES	551,025	648,113	698,633	728,455	728,455
65	ECONOMIC DEVELOPMENT	2,475,852	5,808,660	6,509,876	5,993,358	5,993,358
66	DEBT SERVICE	134,371,316	76,338,005	78,803,766	92,919,525	92,919,525
67	INSURANCE	0	0	655,093	1,083,030	1,083,030
68	BENEFITS	7,628,304	9,058,769	9,553,304	9,654,618	9,654,618
70	PAYGO/APPROPRIATION TO TOWNS	23,822,008	23,030,636	21,444,867	27,836,402	28,411,402
90	RESERVE FOR CONTINGENCIES	0	0	300,000	300,000	300,000
	GRAND TOTAL	**693,164,916**	**623,309,334**	**655,121,900**	**692,087,600**	**692,687,600**

SUMMARY OF GRANT BUDGET

ALL FUNDS SUMMARY

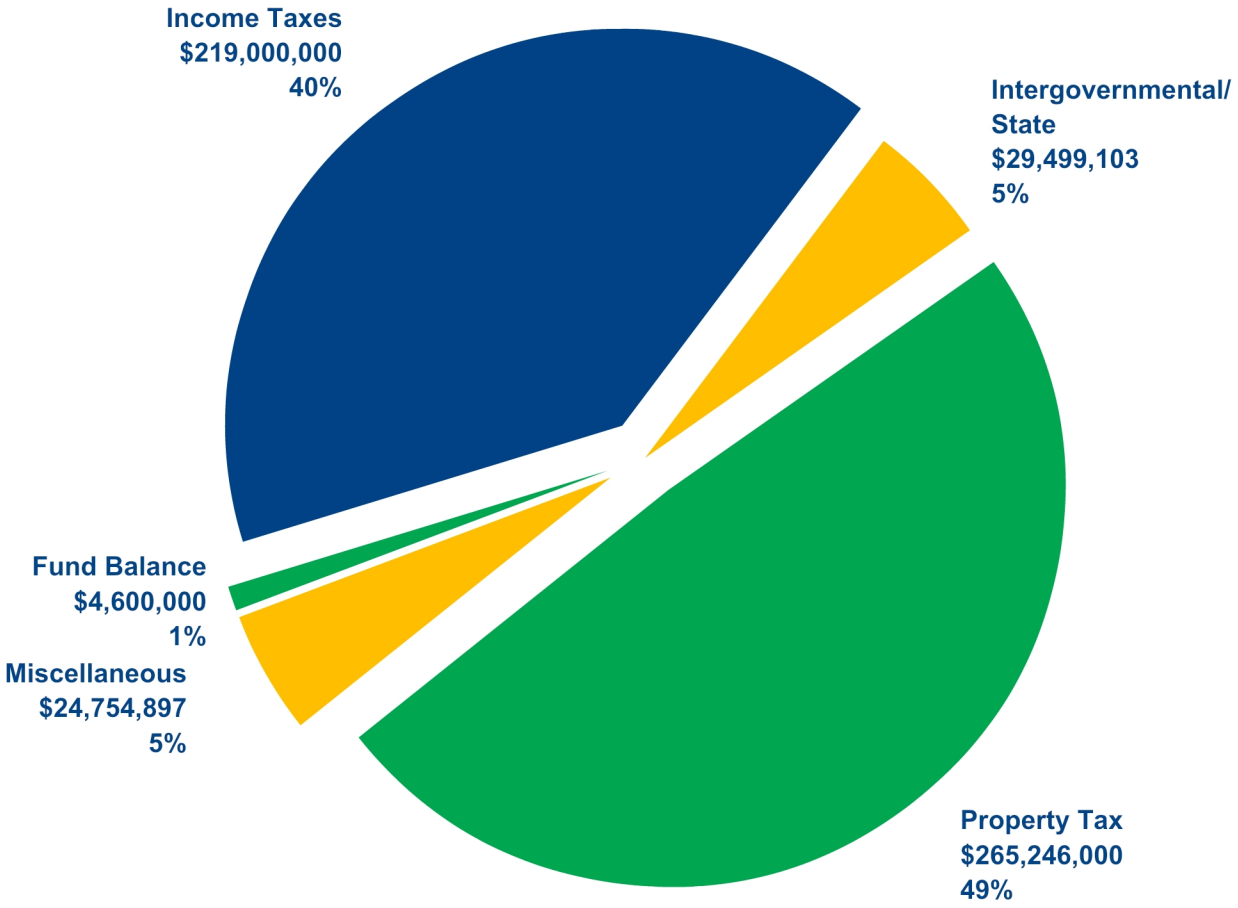
	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY REVENUE SOURCE:					
PROPERTY TAXES	296,073,581	300,761,848	302,586,000	313,483,500	313,483,500
INCOME TAXES	193,733,708	207,377,171	213,000,000	219,000,000	219,000,000
W & S USER CHARGES	27,980,955	29,946,810	37,114,100	47,321,500	47,321,500
WASTE TO ENERGY PLANT	10,137,966	6,737,071	0	0	0
W & S DEBT SERVICE	17,450,555	13,871,261	13,899,000	16,076,800	16,076,800
INTERGOVERNMENTAL/STATE-SHARED	33,326,979	30,866,420	31,613,242	32,232,810	32,832,810
INVESTMENT INCOME	1,886,306	3,498,350	5,467,300	9,407,508	9,407,508
FUND BAL APPROP/UNRESTRICTED NET POSITION	0	0	17,993,050	20,208,000	20,208,000
OTHER REVENUE	99,921,550	33,082,831	33,449,208	34,357,482	34,357,482
GRAND TOTAL	**680,511,600**	**626,141,762**	**655,121,900**	**692,087,600**	**692,687,600**

GENERAL

FY 18 APPROVED GENERAL FUND
REVENUE BREAKDOWN
$543,100,000

PROPERTY TAX:	**49%**	**265,246,000**	**INCOME TAX**	**40%**	**219,000,000**
Real & Personal	270,119,000				
Deductions	(4,873,000)		**FUND BALANCE**	**1%**	**4,600,000**
MISCELLANEOUS:	**5%**	**24,754,897**	**INTERGOVERNMENTAL/ STATE:**	**5%**	**29,499,103**
Other Taxes	7,285,000		Intergovernmental	3,688,200	
Service Charges	11,428,550		Intra-County	2,633,944	
Fines & Forfeitures	69,200		Pro Rata	5,176,959	
Miscellaneous Revenues	1,005,747		Recordation	9,500,000	
Investment Income	592,100		Transfer	8,500,000	
Licenses & Permits	4,374,300				

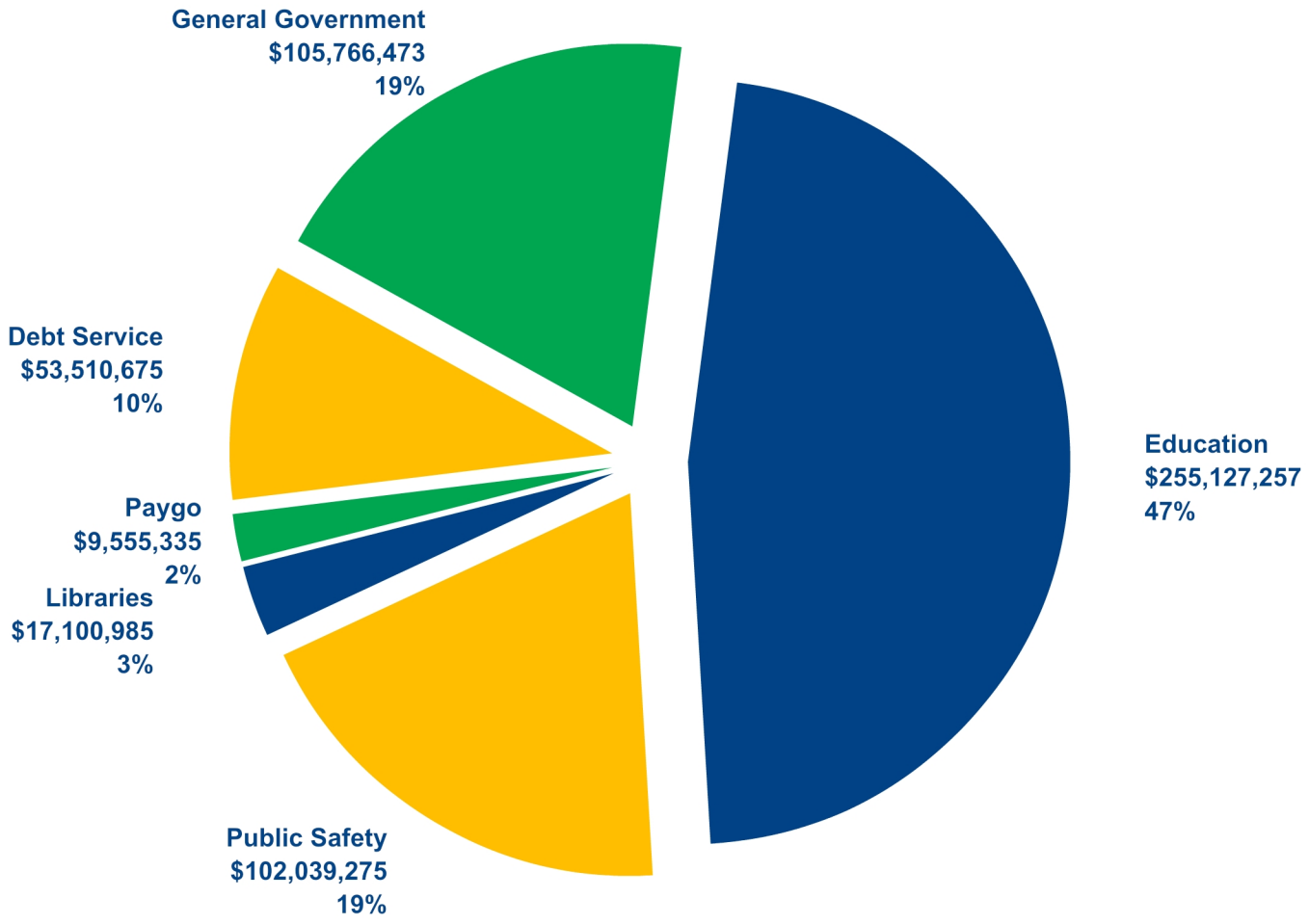
GENERAL FUND REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $543,100,000



FY 18 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN
$543,100,000

GENERAL GOVERNMENT:	**19%**	**105,766,473**	**EDUCATION:**		**47%**	**255,127,257**
County Executive	739,045		Board of Education	44%	238,715,645	
Administration	10,398,735		Harford Community College	3%	16,411,612	
Procurement	778,209					
Treasury	3,511,997					
Law	2,073,035					
Planning & Zoning	3,625,800		**PUBLIC SAFETY:**		**19%**	**102,039,275**
Human Resources	1,907,235					
Community Services	4,859,507		Sheriff		76,529,635	
Handicapped Care Centers	2,298,730		Emergency Services		11,843,083	
Office of Govt & Comm Relations	1,155,448		Volunteer Fire Companies		6,774,642	
Health	3,728,318		EMS Foundation		3,056,668	
Housing	1,404,853		Inspections, Licenses & Permits		3,035,247	
Info. & Communication Technology	8,320,490		Humane Society		800,000	
Public Works	17,114,715					
Council	2,979,531					
Judicial	3,378,138		**LIBRARIES**		**3%**	**17,100,985**
State's Attorney	6,237,188					
Elections	2,401,235					
Parks & Recreation	9,339,147		**PAYGO:**		**2%**	**9,555,335**
Natural Resources	728,455					
Economic Development	5,993,358					
Insurance	748,098					
Benefits	7,462,391		**DEBT SERVICE**		**10%**	**53,510,675**
Appropriation to Towns	3,312,815					
Appropriation to State	1,120,000					
Rural Legacy Program	50,000					
Contingency Reserve	100,000					

GENERAL FUND APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $543,100,000



GENERAL FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502(b) defines the term "County funds" to mean "any money appropriated or approved by the Council to which the County may at any time have legal or equitable title."

The General Fund is the principal operating fund for Harford County Government and encompasses all financial resources and activities, not required by law or County policy, to be maintained in another specific fund. General Fund appropriations are used primarily to finance the administrative activities of County Government to provide services to its citizens. In addition, the allocation of County funds in support of the Board of Education, the Library system, Harford Community College, the Health Department, some State agencies, and certain non-profit and/or community programs, is made from the General Fund.

Charter Section 523 (b) also states "No general fund revenues or receipts shall be dedicated to, expended for, or used to supplement appropriations from a special fund except as a loan to such special fund."

Property Taxes are the largest source of General Fund revenue, followed by Income Taxes. Other sources include licenses, permits, fines, forfeitures, investments, rental income, sales, services and charges to user agencies, other local taxes, and State shared revenue. Any excess unappropriated fund balance realized at the end of a fiscal year, above the 5% Unappropriated General Fund Balance maintained by County policy, is appropriated into the next fiscal year's budget and treated as one-time funding for that fiscal year.

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	122,951,548	112,025,174	117,368,104	121,643,719	121,643,719
20	CONTRACTUAL SERVICES	27,041,338	28,498,034	46,791,101	49,344,106	49,344,106
30	SUPPLIES & MATERIALS	4,511,093	4,358,111	4,948,388	4,968,986	4,968,986
40	BUSINESS & TRAVEL	3,134,341	3,113,603	4,049,182	3,724,938	3,724,938
50	CAPITAL OUTLAY	2,396,580	1,827,467	489,572	566,922	566,922
60	DEBT SERVICE	113,025,671	50,664,467	51,839,380	53,470,675	53,470,675
70	MISCELLANEOUS	284,367,842	293,428,640	299,063,688	309,355,769	309,355,769
80	INTER-GOVERNMENTAL/INTER-FUND	17,584	16,671	20,585	24,885	24,885
	GRAND TOTAL	**557,445,997**	**493,932,167**	**524,570,000**	**543,100,000**	**543,100,000**

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DEPARTMENT:						
01	COUNTY EXECUTIVE	1,842,984	521,734	661,235	739,045	739,045
02	ADMINISTRATION	7,077,692	6,095,475	6,593,133	10,398,735	10,398,735
03	PROCUREMENT	4,251,538	4,328,034	4,533,677	778,209	778,209
04	TREASURY	3,542,875	3,140,289	3,309,122	3,511,997	3,511,997
05	LAW	2,106,302	2,107,365	2,095,648	2,073,035	2,073,035
06	PLANNING & ZONING	3,734,912	3,300,160	3,654,919	3,625,800	3,625,800
08	HUMAN RESOURCES	6,447,786	2,563,393	1,865,638	1,907,235	1,907,235
09	COMMUNITY SERVICES	7,698,751	4,109,280	4,730,851	4,859,507	4,859,507
14	HANDICAPPED CARE CENTERS	2,298,730	2,438,730	2,298,730	2,298,730	2,298,730
15	OFFICE OF GOV'T. & COMM. RELATIONS	0	473,868	1,201,932	1,155,448	1,155,448
16	HEALTH	4,352,556	3,628,317	3,703,318	3,703,318	3,728,318
17	HOUSING AGENCY	491,633	1,206,694	1,364,487	1,404,853	1,404,853
18	INFORMATION & COMM TECHNOLOGY	6,554,148	6,749,856	7,274,004	8,320,490	8,320,490
21	SHERIFF'S OFFICE	71,044,328	69,516,898	74,550,553	76,529,635	76,529,635
22	EMERGENCY SERVICES	19,895,586	19,991,415	20,536,186	21,674,393	21,674,393
26	INSPECTIONS, LICENSES & PERMITS	3,458,263	2,656,290	2,923,044	3,035,247	3,035,247
30	PUBLIC WORKS	2,344,479	1,980,567	15,676,594	17,114,715	17,114,715
40	COUNTY COUNCIL	2,510,472	2,460,746	2,881,204	2,979,531	2,979,531
41	JUDICIAL	2,997,121	2,922,388	3,061,019	3,378,138	3,378,138
43	STATE'S ATTORNEY	5,878,003	5,699,564	6,005,062	6,237,188	6,237,188
48	ELECTIONS	1,795,565	1,723,625	2,386,903	2,401,235	2,401,235
54	BOARD OF EDUCATION	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
56	HARFORD COMMUNITY COLLEGE	14,961,612	15,261,612	15,561,612	16,411,612	16,411,612
57	MARYLAND SCHOOL FOR THE BLIND	75,023	72,702	0	0	0
58	LIBRARIES	16,137,189	16,279,546	16,644,574	17,100,985	17,100,985
59	PARKS & RECREATION	9,931,148	8,660,106	9,312,063	9,339,147	9,339,147
63	CONSERVATION OF NAT'L RESOURCES	551,025	648,113	698,633	728,455	728,455
65	ECONOMIC DEVELOPMENT	2,475,852	5,808,660	6,509,876	5,993,358	5,993,358

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DEPARTMENT (CONT'D):						
66	DEBT SERVICE	113,070,646	50,690,825	51,879,380	53,510,675	53,510,675
67	INSURANCE	0	0	471,846	748,098	748,098
68	BENEFITS	5,740,468	6,938,808	7,419,610	7,462,391	7,462,391
70	MISCELLANEOUS	10,512,008	13,748,136	11,130,643	14,863,150	14,838,150
90	RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
	GRAND TOTAL	**557,445,997**	**493,932,167**	**524,570,000**	**543,100,000**	**543,100,000**
SUMMARY BY REVENUE SOURCE:						
	PROPERTY TAXES	250,790,678	254,312,532	256,000,000	265,246,000	265,246,000
	INCOME TAXES	193,733,708	207,377,171	213,000,000	219,000,000	219,000,000
	LICENSES & PERMITS	4,631,294	4,531,648	4,650,500	4,374,300	4,374,300
	INTERGOVERNMENTAL	3,725,778	3,722,730	3,672,700	3,688,200	3,688,200
	SERVICE CHARGES	2,017,904	2,057,452	10,936,730	11,428,550	11,428,550
	FINES & FORFEITURES	98,660	117,581	67,500	69,200	69,200
	INVESTMENT INCOME	297,627	472,336	381,100	592,100	592,100
	MISCELLANEOUS REVENUES	76,182,863	11,136,600	7,599,896	8,290,747	8,290,747
	RECORDATION/TRANSFER TAX	14,260,492	16,600,000	17,800,000	18,000,000	18,000,000
	INTRA-COUNTY TRANSFERS	10,440,424	6,853,201	7,461,574	7,810,903	7,810,903
	FUND BALANCE APPROPRIATION	0	0	3,000,000	4,600,000	4,600,000
	GRAND TOTAL	**556,179,428**	**507,181,251**	**524,570,000**	**543,100,000**	**543,100,000**

FINANCIAL NOTES:

FY 18 Approved Budget	543,100,000
FY 17 Approved Budget	524,570,000
$ increase	18,530,000
% increase	3.53%

FY 17	FY 18	CHANGE
256,000,000	265,246,000	9,246,000

EXPLANATION OF INCREASE/DECREASE - REVENUES

PROPERTY TAXES:

FY 18 Approved Budget	265,246,000	48.84 % of the FY 18 General Fund
FY 17 Approved Budget	256,000,000	48.80 % of the FY 17 General Fund
$ increase	9,246,000	
% increase	3.61%	

Maryland State law provides that all real property is subject to the property tax. Property owners receive a property tax bill each year, which is effective as of July 1st.

Properties are reassessed by law once every three years and property owners are notified by the Maryland Department of Assessments and Taxation of any change in their assessment. Assessments are certified to the County where they are converted into property tax bills by applying the appropriate property tax rate.

Each year the State reassesses one group, resulting in a complete reassessment of the County every three years. Decreased assessments, regardless of the property type, are fully applied in the first year. The total of the assessed values of local property is the County's assessable base, which can change through reassessment and the loss or gain of building and personal property.

The County's property tax rate for FY 18 is $0.8937 per $100 of assessed value for properties. There was no change in the property tax rate from FY 17. We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT). They provide assessment estimates in November and March for the current, and next two upcoming tax years. The second source of information is building permit activity reports, and real estate sales information.

FY 16	FY 17	CHANGE

EXPLANATION OF INCREASE/DECREASE - REVENUES

These reports along with prior year data are reviewed in order to properly complete a trend analysis. The 3.61% increase in property tax revenue for FY 18 is due to the properties being reassessed, having the largest increase in real property value since 2008 statewide. Residential assessments increased by 5.4% and commercial assessments increased by 8.8% since their last assessment in December of 2013. This is the fifth year of positive assessment growth in Harford County.



FINANCIAL NOTES:

FY 17	FY 18	CHANGE
213,000,000	219,000,000	6,000,000

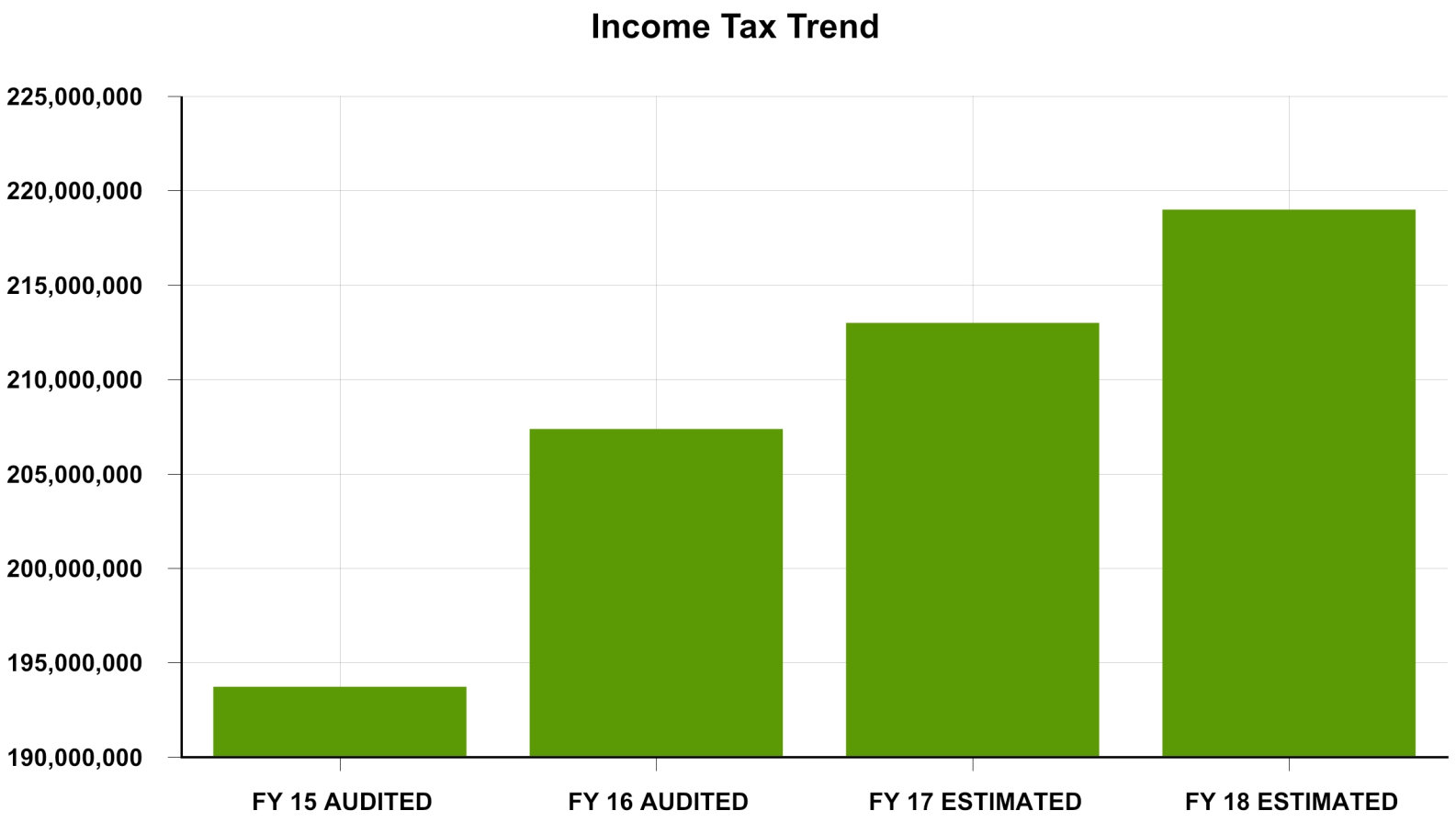
EXPLANATION OF INCREASE/DECREASE - REVENUES

INCOME TAXES

FY 18 Approved Budget	219,000,000	40.32% of the FY 18 General Fund
FY 17 Approved Budget	213,000,000	40.47% of the FY 17 General Fund
$ increase	6,000,000	
% increase	2.82%	

Each jurisdiction in Maryland is required to set a local Income Tax rate to be applied to the net taxable personal income on an annual basis. Harford County's rate is 3.06% which was established in calendar year 2001. The State of Maryland collects all Income Taxes and distributes to each local subdivision its share of the annual revenues. Although Income Taxes are imposed and collected on a calendar year basis, the State distributes the funds to the counties over a 21 month period, spreading Harford County's receipts over three fiscal years. We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments.

FY 18 is expected to grow to $219,000,000 or approximately 3% over FY 17 estimated budgeted amount. The increase in quarterly revenue is largely due to an improving economy and lower unemployment. FY 18 will be our seventh year of positive growth in income tax.


Income Tax Trend
225,000,000
220,000,000
215,000,000
210,000,000
205,000,000
200,000,000
195,000,000
190,000,000
FY 15 AUDITED
FY 16 AUDITED
FY 17 ESTIMATED
FY 18 ESTIMATED

FINANCIAL NOTES:

FY 17	FY 18	CHANGE
55,570,000	58,854,000	3,284,000

EXPLANATION OF INCREASE/DECREASE - REVENUES

OTHER REVENUES

FY 18 Approved Budget	58,854,000	10.84% of the FY 18 General Fund
FY 17 Approved Budget	55,570,000	10.59% of the FY 17 General Fund
$ increase	3,284,000	
% increase	5.91%	

The elements mainly responsible for the net change in "Other" revenues are:

Investment Income	FY 17	FY 18	Change
	381,100	592,100	211,000

Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 18 a projected slight increase is anticipated, based on actual investment earnings in FY 17.

Fund Balance Appropriated	FY 17	FY 18	Change
	3,000,000	4,600,000	1,600,000

Excess unappropriated fund balance at the end of a fiscal year, above the 5% reserve designated for credit rating purposes, maintained by County policy, is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year.

PSDS Recordation/Transfer Taxes	FY 17	FY 18	Change
	17,800,000	18,000,000	200,000

FY 18 includes the anticipated transfer of $1,700,000 of accumulated recordation and transfer taxes which is a decrease of $300,000. New Recordation and Transfer tax is estimated at $16,300,000. This revenue comes initially into the County's Capital Revenue Fund. It is expensed from the Capital Budget as a general project called School Debt Service. This expense becomes an Operating General Fund Revenue and it is dedicated to the payment of School Debt Service.

FINANCIAL NOTES:

EXPLANATION OF INCREASE/DECREASE - REVENUES

Service Charges	FY 17	FY 18	Change
	10,936,730	11,428,500	491,770

Prior to FY 17 services charges include fees and charges for tax sale, sheriff, false alarm, health and sanitation, recreation, etc. and audited revenues average approximately $2 million each year. In FY 18, with the elimination of the Solid Waste Services account, we incorporated the revenues associated with Sanitation and Waste Removal i.e., tipping fee, into the General Fund which accounts for the majority of the service charges @ $8,841,100. In addition, for FY 18 a new revenue was incorporated for EMS- Ambulance Billing for 6 months @ $300,000.

All "Other" Revenues combined	FY 17	FY 18	Change
	23,452,170	24,233,400	781,230

These include: Licenses and Permit sales, State Shared Revenues, Interest Income, etc.

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
117,368,104	121,643,719	4,275,615	PERSONAL SERVICES The increase is the result of the FY 18 merit salary increase of 4% for eligible county employees; first year phase-in of the Sheriff's Office Pay Study for Law Enforcement and Corrections personnel; and increased costs for health benefits, pension expenses, overtime and temporary salaries. These increases are offset slightly by a reduction in personnel services due to the abolishment of five positions due to outsourcing/rightsizing of parks and recreation grounds maintenance.
46,791,101	49,344,106	2,553,005	CONTRACTUAL SERVICES The increase is mainly the result of contract with Baltimore County for the Transfer Station agreement. As well as adjustments to funds appropriated for Self-Insurance (General, Auto and Property); increased appropriation to the Town of Bel Air for a lighting retrofit project for the parking garage; additional funds provided for software and hardware maintenance contracts based on actual expense history; appropriation to the Emergency Services Foundation increased to provide for merit salary increases equivalent to county employees; and based on actual expense history additional funds provided for contractual snow removal for County facilities.
4,948,388	4,968,986	20,598	SUPPLIES AND MATERIALS Increase is the result of additional funds provided for safety equipment and weapons and ammunition for the Sheriff's Office based on actual expense history. Funds provided to purchase uniforms for new paramedic positions within the Department of Emergency Services. Additional funds are provided for equipment repair parts based on actual expense history. The increase is offset slightly by a reduction in Elections computer software due to a reallocation of funds.

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
4,049,182	3,724,938	(324,244)	BUSINESS AND TRAVEL Decrease is the result of a reduction in fuel expenses and maintenance on County owned vehicles based on actual expense history. This decrease is offset slightly due to our continued commitment to reinvest in the County workforce additional funds are provided for in-house training.
489,572	566,922	77,350	CAPITAL OUTLAY Funding provides continued support of a new voting system, audio visual equipment, mobile and portable radios, police car packages and a commercial lawn tractor.
51,839,380	53,470,675	1,631,295	DEBT SERVICE Principal and Interest payments on existing debt, and new debt to be issued in accordance with the FY 18 Approved Capital Budget.
299,063,688	309,355,769	10,292,081	MISCELLANEOUS Increase is mainly the result of additional funds provided to the Board of Education to support teachers' salaries and contractual bus services; full funding of the Harford Community College operating budget request; and an increase in Paygo funding to support the FY 18 Approved Capital Budget;

SOLID WASTE SERVICES

SOLID WASTE SERVICES

ORIGIN/PURPOSE:

The Solid Waste Services account records direct revenues and expenses pertaining to the County's management of the disposal of solid waste. Chapter 109, of the Harford County Code, Environmental Control, establishes laws concerning the County solid waste and recycling programs, including the manner in which waste and recyclables are collected and disposed.

The Department of Public Works, Environmental Services Division manages the Harford Waste Disposal Center (HWDC), as well as Tollgate Yard Waste drop-off facility. The HWDC includes a subtitle D landfill, a homeowner drop-off facility, a maintenance shop, a yard waste drop-off facility which produces mulch and compost, and a recycling transfer station. Personnel and the ancillary expenses required to operate the facility are funded with revenue from the Solid Waste Services account. The department is also responsible for the annual operating budget associated with the Harford Waste-to-Energy Facility (HWTEF).

The Northeast Maryland Waste Disposal Authority (NMWDA), under its revenue bond financing authority, developed the HWTEF to process most of the County's solid waste. Through a contractual arrangement with the NMWDA, more than 110,000 tons per year of the County's waste is burned to produce energy which is purchased by the United States Army's Aberdeen Proving Ground. This contract covers the operation and maintenance of the plant as well as its repair, insurance, a management fee, ash transportation, the Northeast Maryland Waste Disposal Authority's fee, and a site lease to Aberdeen Proving Ground. Contract expense is funded with Solid Waste Service revenue. When the original owner of the plant offered the facility for sale, the County contracted with the Northeast Maryland Waste Disposal Authority to make the purchase on the County's behalf. Under the terms of the contract, the NMWDA issued bonds. The County will pay the lease purchase debt service and own the plant at the end of the term of the bonds for a purchase price of $1.00. These debt expenses were also funded with Solid Waste Services revenue. In 2014, it is projected the County will meet its debt obligations for the HWTEF.

The Charter establishes the County's authority to set and collect fees and other revenue to support solid waste management. Chapter 157 of the County Code Licenses and Permits, establishes the solid waste fees for the disposal of solid waste by either commercial haulers or private citizens. There are revenues from the disposal of tires, batteries, scrap metal, and other items; plus fees for mulch and compost produced by recycling yard waste. The HWTEF generates revenue from a tipping fee and fees for burning permitted or recovered
materials, plus fees for tire disposal. The plant also generates revenue from the sale of steam to the Army which it produces from the incineration of solid waste. The County sells refuse licenses and imposes interest payments on invoices. The collection of revenue from solid waste fees is in large part based on the quantity of materials received. Due to the wide fluctuation in solid waste generation which is dependent upon market and economic conditions, General Fund support is required.

It should be noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund. This account was eliminated for FY 17 and all costs associated with Solid Waste are included in the General Fund.

SOLID WASTE SERVICES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,522,641	406,891	0	0	0
20	CONTRACTUAL SERVICES	10,110,473	15,264,550	0	0	0
30	SUPPLIES AND MATERIALS	127,197	17,014	0	0	0
40	BUSINESS AND TRAVEL	374,074	339,889	0	0	0
50	CAPITAL OUTLAY	0	27,597	0	0	0
60	DEBT SERVICE	0	0	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	350	148	0	0	0
	GRAND TOTAL	**13,134,735**	**16,056,089**	**0**	**0**	**0**
SUMMARY BY DEPARTMENT:						
30	PUBLIC WORKS	13,134,735	16,056,089	0	0	0
66	DEBT SERVICE	0	0	0	0	0
	GRAND TOTAL	**13,134,735**	**16,056,089**	**0**	**0**	**0**
SUMMARY BY REVENUE SOURCE:						
	LICENSES & PERMITS	5,850	7,650	0	0	0
	MISCELLANEOUS SERVICE FEES	657,376	546,738	0	0	0
	MISCELLANEOUS REVENUES	0	0	0	0	0
	LANDFILL TIPPING FEE	2,836,045	5,184,282	0	0	0
	WASTE TO ENERGY PLANT	10,137,966	6,737,071	0	0	0
	INVESTMENT INCOME	(293)	4,580	0	0	0
	INTRA-COUNTY	0	0	0	0	0
	GRAND TOTAL	**13,636,944**	**12,480,321**	**0**	**0**	**0**

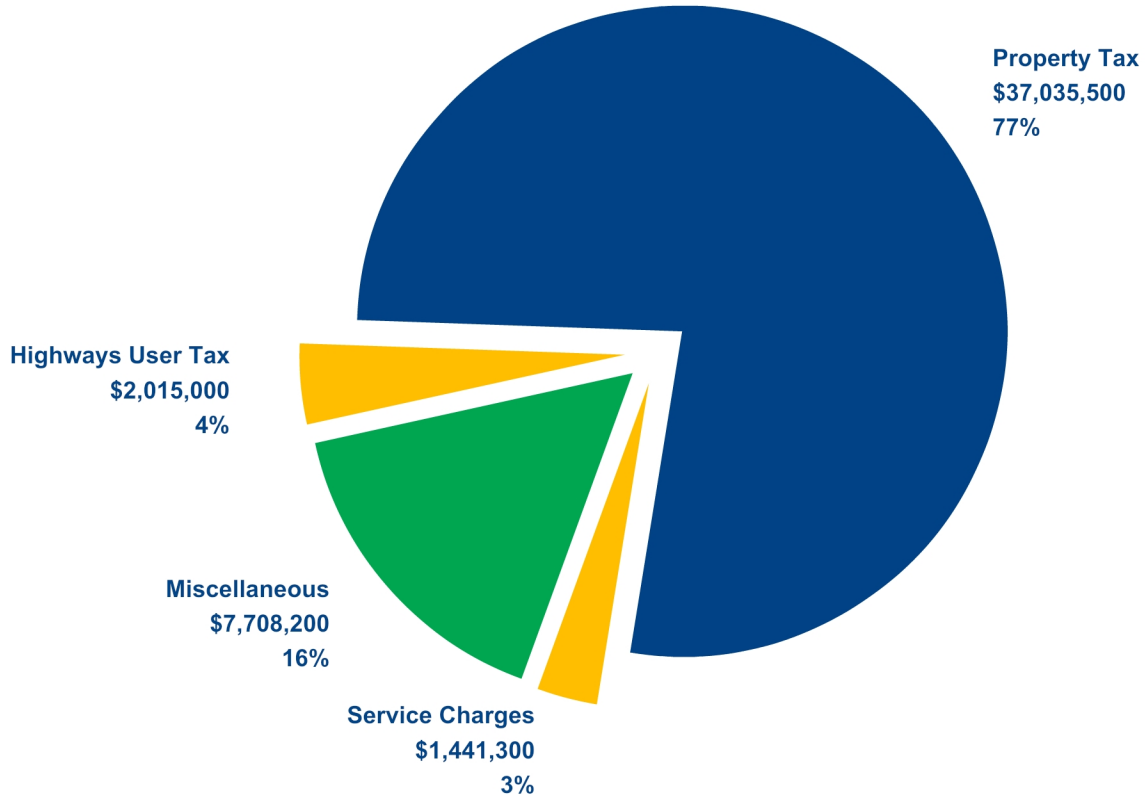
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HIGHWAYS

FY 18 APPROVED HIGHWAYS FUND
REVENUE BREAKDOWN
$48,200,000

PROPERTY TAX:	**77%**	**37,035,500**	**HIGHWAYS USERS TAX**	**4%**	**2,015,000**
Real & Personal	37,791,000				
Deductions	(755,500)				
			SERVICE CHARGES	**3%**	**1,441,300**
MISCELLANEOUS:	**16%**	**7,708,200**			
Pro Rata	189,707				
Capital Recovery	1,000,000				
Miscellaneous	6,319,493				
Investment Income	49,000				
BRAC Zone Incentive	150,000				

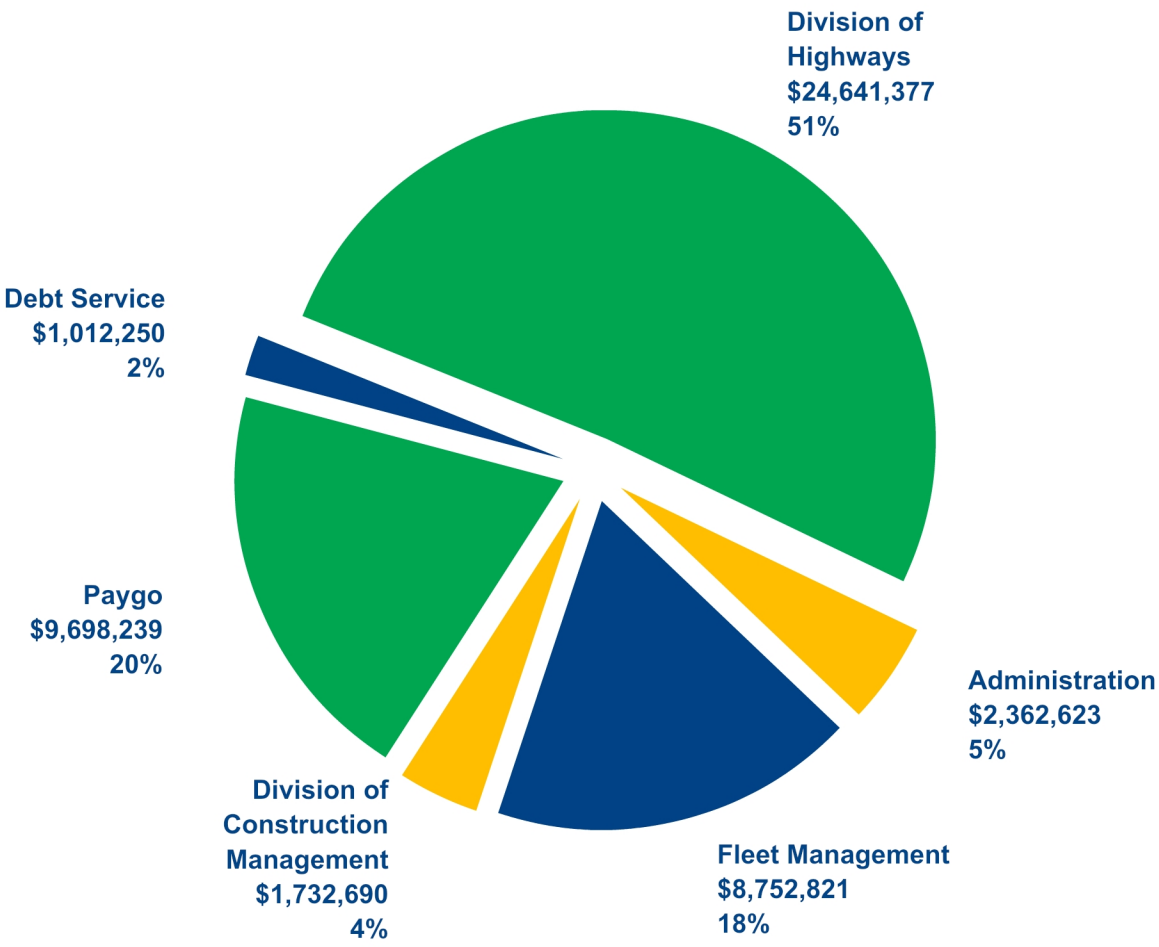
HIGHWAYS FUND REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $48,200,000



FY 18 APPROVED HIGHWAYS FUND
APPROPRIATIONS BREAKDOWN
$48,200,000

ADMINISTRATION:		**5%**	**2,362,623**	**DIVISION OF HIGHWAYS:**		**51**	**24,641,377**
Personnel Matters	215,271			Bureau of Highways Engineering	2,320,064		
Director	288,629			Bureau of Highways Maintenance	20,046,425		
Benefits	1,480,417			Snow Removal	2,274,888		
Insurance	178,306						
Contingency Reserve	200,000						
FLEET MANAGEMENT		**18%**	**8,752,821**	**DIVISION OF CONSTRUCTION MANAGEMENT:**		**4%**	**1,732,690**
					1,732,690		
DEBT SERVICE		**2%**	**1,012,250**	**PAYGO**		**20%**	**9,698,239**

HIGHWAYS FUND APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $48,200,000



HIGHWAYS FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any money appropriated or approved by the County Council or to which the County may at any time have legal or equitable title."

The Highways Fund is a separate budgetary/accounting entity as required by County Code, Chapter 123 Finance and Taxation Section 16 B, to account for dedicated revenues that are legally restricted to expenses relating to the maintenance, care and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County; traffic patrol and highway safety; and County related transportation expenses.

The Highways Fund's principal sources of revenue are a County Property Tax differential, State Shared Highways Users Tax revenues, charges for services and Intra-County revenues.

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	16,939,231	15,068,041	15,714,017	15,362,927	15,362,927
20	CONTRACTUAL SERVICES	5,021,172	5,464,235	5,499,867	5,824,683	5,824,683
30	SUPPLIES & MATERIALS	6,024,744	5,475,633	6,647,720	7,481,120	7,481,120
40	BUSINESS & TRAVEL	5,147,421	5,075,508	5,865,267	5,976,322	5,976,322
50	CAPITAL OUTLAY	233,780	265,930	14,000	14,000	14,000
60	DEBT SERVICE	686,861	932,860	1,006,086	1,010,250	1,010,250
70	MISCELLANEOUS	12,552,471	10,754,493	12,758,243	11,926,298	12,526,298
80	INTER-GOVERNMENTAL/INTER-FUND	2,562	696	4,800	4,400	4,400
	GRAND TOTAL	**46,608,242**	**43,037,396**	**47,510,000**	**47,600,000**	**48,200,000**

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DEPARTMENT:						
03	PROCUREMENT	7,113,083	7,035,353	7,868,756	8,752,821	8,752,821
08	HUMAN RESOURCES	942,403	124,778	215,271	215,271	215,271
30	PUBLIC WORKS	29,539,391	26,167,386	28,519,115	26,662,696	26,662,696
66	DEBT SERVICE	687,132	933,057	1,008,086	1,012,250	1,012,250
67	INSURANCE	0	0	107,286	178,306	178,306
68	BENEFITS	1,326,233	1,520,572	1,428,883	1,480,417	1,480,417
70	MISCELLANEOUS	7,000,000	7,256,250	8,162,603	9,098,239	9,698,239
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
	GRAND TOTAL	**46,608,242**	**43,037,396**	**47,510,000**	**47,600,000**	**48,200,000**
SUMMARY BY REVENUE SOURCE:						
	PROPERTY TAXES	35,523,639	35,904,879	35,961,000	37,035,500	37,035,500
	INTERGOVERNMENTAL/STATE SHARED	1,429,317	2,065,394	1,520,000	1,565,000	2,165,000
	SERVICE CHARGES	905,911	656,257	807,300	1,441,300	1,441,300
	INVESTMENT INCOME	48,268	74,895	46,000	49,000	49,000
	FUND BALANCE APPROPRIATION	0	0	1,070,000	0	0
	MISCELLANEOUS REVENUES	8,111,009	7,854,716	8,105,700	7,509,200	7,509,200
	GRAND TOTAL	**46,018,144**	**46,556,141**	**47,510,000**	**47,600,000**	**48,200,000**

HIGHWAYS FUND

FINANCIAL NOTES:

FY 18 Approved Budget	48,200,000
FY 17 Approved Budget	47,510,000
$ increase	690,000
% increase	1.45%

FY 17	FY 18	CHANGE
35,961,000	37,035,500	1,074,500

EXPLANATION OF INCREASE/DECREASE - REVENUES

PROPERTY TAXES

In addition to Countywide Property Taxes, the Harford County Code, Chapter 123, Article I, Section 16 requires the County Council to levy an additional tax on property outside the city and incorporated towns, that when combined with all other Highways revenues, is sufficient to fund:

- Maintenance, care, repair and construction of roads and bridges outside of the incorporated towns
- All expenses of the County Department of Public Works concerning County highways
- All expenses of the County and/or Sheriff's Office regarding traffic patrol and highways safety
- Any County expenses related to transportation services

The Code also requires this fund to be a special account separate and apart from all other funds. Effective July 1, 2015 the tax rate for this differential is:

$0.1483 per $100 of assessed value for properties outside the towns.

Each year the State reassesses one group, resulting in a complete reassessment of the County every three years.

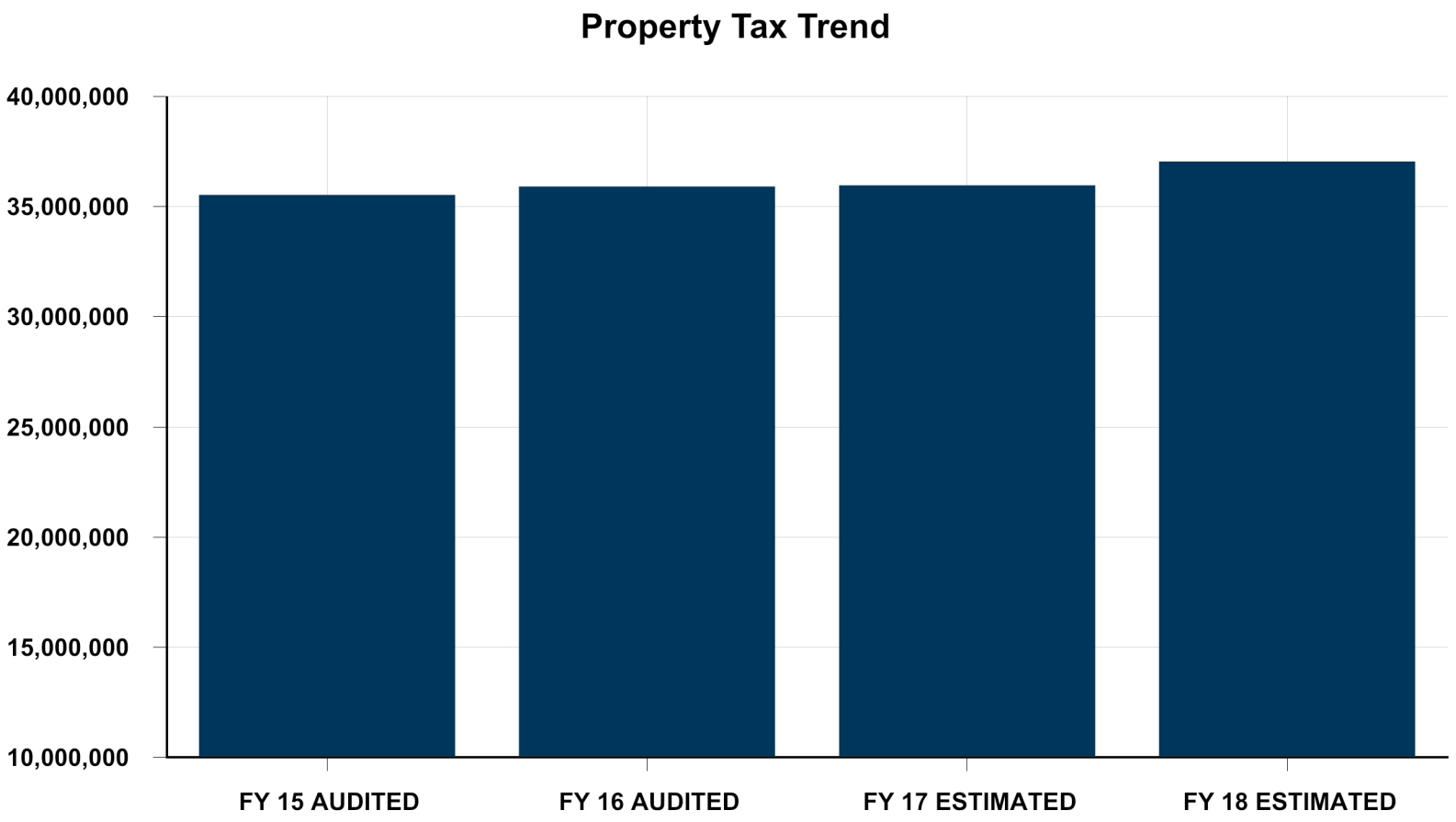
FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES

PROPERTY TAXES (CONT'D)

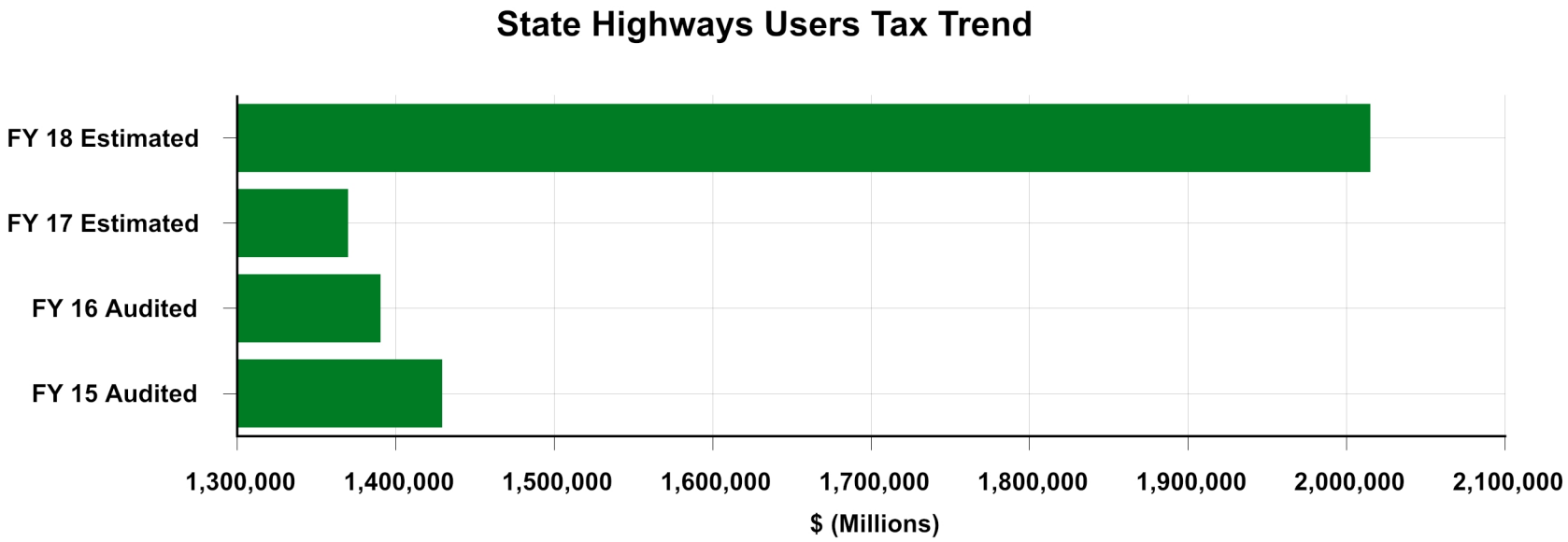
The $1,074,500 Increase in highways fund property tax revenue is due to an increase in assessable base.

We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT). They provide assessment estimates in November and March for the current, and the next two upcoming tax years. The second source of information is building permit activity reports, transfer tax reports, and real estate sales information. These reports along with prior year data are reviewed in order to properly perform a trend analysis.


Property Tax Trend
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
FY 15 AUDITED
FY 16 AUDITED
FY 17 ESTIMATED
FY 18 ESTIMATED

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
1,370,000	2,015,000	645,000	STATE HIGHWAYS USERS TAX Motor vehicle fuel tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax are designated by the State of Maryland as Highways User Revenues. The State shares these revenues with the counties and municipalities to help fund the construction and maintenance of local roads. The distribution to subdivisions is derived from a formula based on locally maintained road mileage and vehicle registrations. Each year the Maryland Department of Transportation's State Highway Administration provides the County with estimates of the Highways User Tax. For Fiscal Year 2018 we are projecting to receive $2,015,000.



FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
807,300	1,441,300	634,000	CHARGES FOR GOVERNMENT SERVICES Governmental services charges such as inspections, plans review and fuel for county agencies have remained flat for FY 17. The increase for FY 18 is fuel purchase reimbursement from Harford County Public Schools for the newly established cooperative agreement with the county.
46,000	49,000	3,000	INVESTMENT INCOME Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 18, a projected increase is anticipated, based on actual investment earnings in FY 17.
8,105,700	7,509,200	(596,500)	OTHER REVENUE The elements mainly responsible for the net decrease in "Other" revenues are:

FY 17	FY 18	Change	
2,801,000	3,000,000	199,000	Vehicle Maintenance contract reimbursement
2,000,000	1,000,000	(1,000,000)	Recovery from capital projects
0	200,000	200,000	Reimbursement from Ag credits

1,070,000	0	(1,070,000)	FUND BALANCE APPROPRIATION Excess unappropriated fund balance at the end of a fiscal year, above the 5% reserve designated for credit rating purposes, maintained by County policy, is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. No fund balance is appropriated for the FY 18 Budget.

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
15,714,017	15,362,927	(351,090)	PERSONAL SERVICES Decrease is the net result of the division of Capital Projects Management reallocated to the General Fund; reductions in pension and workers' compensation cost; offset by the FY 18 merit salary increase of 4%.
5,499,867	5,824,683	324,816	CONTRACTUAL SERVICES Increase is the net result of additional funds for contractual assistance for road repairs and grounds maintenance; as well as additional funds to lease vehicles & equipment for assistance with snow removal. In addition, increase for auto, property and general liability insurance.
6,647,720	7,481,120	833,400	SUPPLIES AND MATERIALS Usage trends and cost projections result in an increase for gasoline and diesel fuel as well as additional funds required for road repair materials.
5,865,267	5,976,322	111,055	BUSINESS AND TRAVEL Costs to maintain an aging fleet of county vehicles and equipment results in higher maintenance contract costs for Fleet Management.
1,006,086	1,010,250	4,164	DEBT SERVICE Principal and Interest costs for Highways debt.
12,758,243	11,926,298	(831,945)	MISCELLANEOUS Decrease is the result of elimination of the reimbursement to offset expenses for the Board of Education transportation and Sheriff's Office Traffic Safety unit; offset by increase to Pro-rata for the administrative support of the General Fund and additional Paygo funds in accordance with the FY 18 Approved Capital Budget.

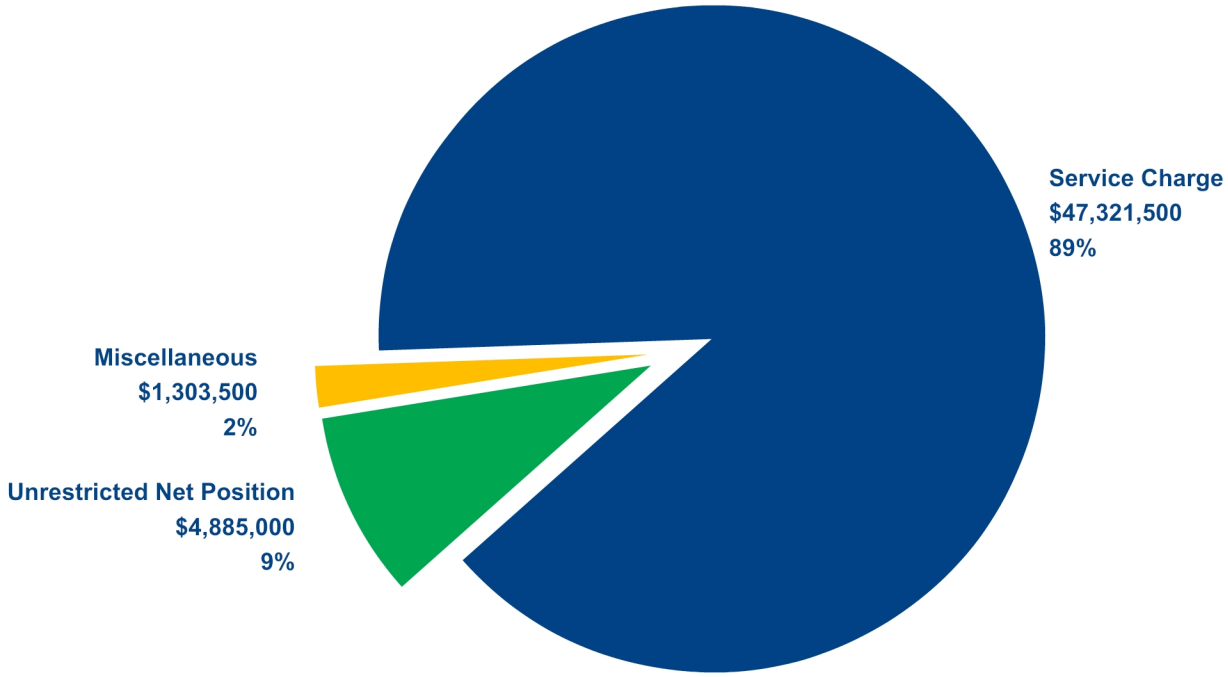
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WATER & SEWER

FY 18 APPROVED WATER & SEWER FUND
REVENUE BREAKDOWN
$53,510,000

MISCELLANEOUS:	**2%**	**1,303,500**	**UNRESTRICTED NET POSITION:**	**9%**	**4,885,000**
Capital Recovery	150,000		Contributed Capital	4,885,000	
Miscellaneous	479,892				
Investment Income	343,608				
Intergovernmental	330,000				
SERVICE CHARGES	**89%**	**47,321,500**			

WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $53,510,000

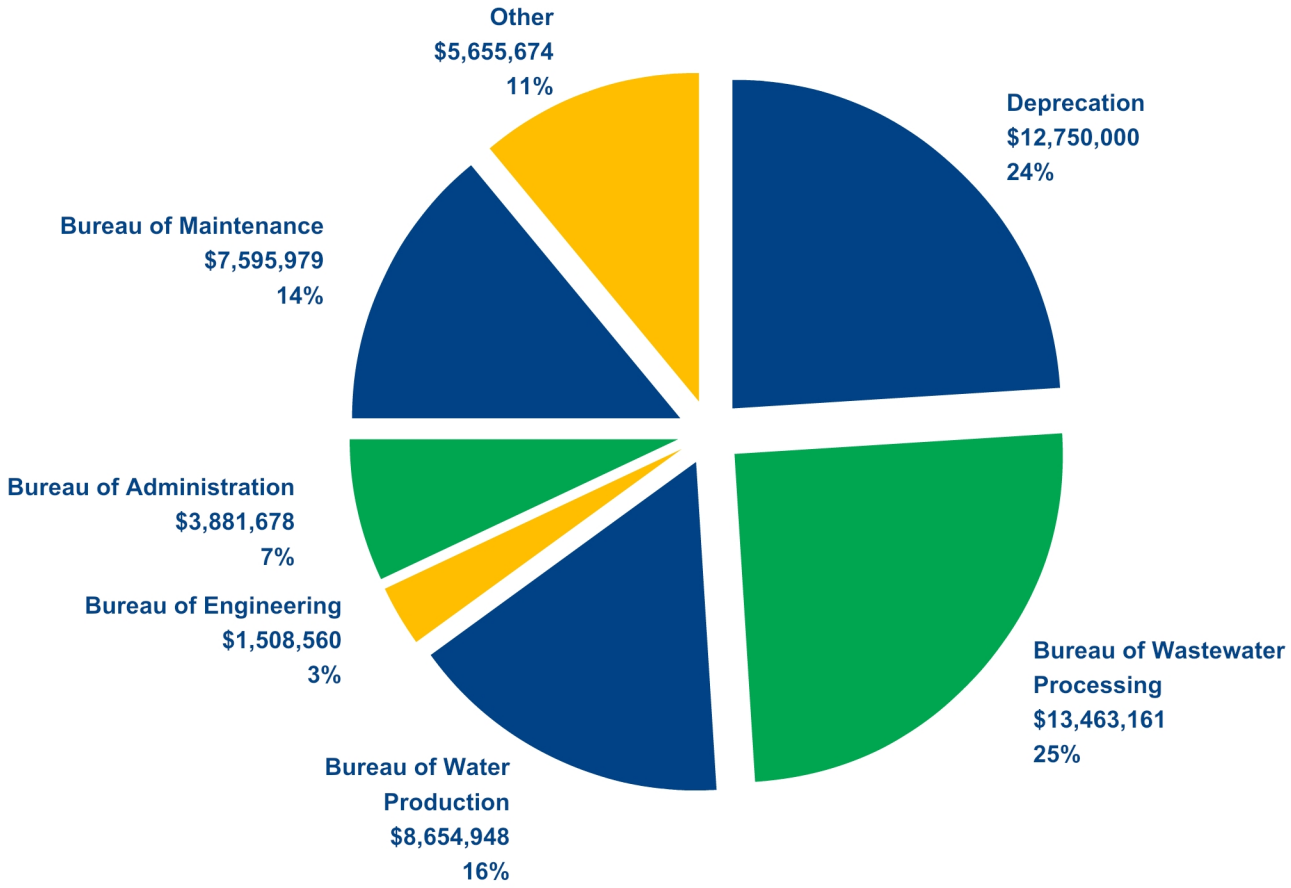


FY 18 APPROVED WATER & SEWER FUND
APPROPRIATIONS BREAKDOWN
$53,510,000

BUREAU OF W & S ADMINISTRATION:	**7%**	**3,881,678**
Administration	3,831,678	
General Inventory	50,000	
BUREAU OF W & S MAINTENANCE:	**14%**	**7,595,979**
Water O&M Abingdon	4,494,477	
Sewer O&M Abingdon	2,913,552	
Whiteford/Cardiff Service Community	187,950	
OTHER:	**11%**	**5,655,674**
Accounting	1,282,690	
Personnel Matters	204,535	
Insurance	156,626	
Benefits	711,810	
Paygo	3,300,013	
DEPRECIATION	**24%**	**12,750,000**

BUREAU OF W & S OPERATIONS:		
WASTEWATER PROCESSING:	**25%**	**13,463,161**
Industrial Waste Management	184,311	
Sewer O&M Sod Run	9,196,203	
Joppatowne Sewerage Treatment	830,540	
Sewer O&M Pump/Meter Stations	3,102,314	
Sewer O&M Spring Meadows	149,793	
WATER PRODUCTION:	**16%**	**8,654,948**
Water O&M Perryman	1,104,698	
Water O&M Long Booster Stations	895,756	
Water O&M Havre de Grace	917,220	
Water O&M Abingdon-Big Inch	5,620,024	
Water O&M Carbon Treatment Plant	17,500	
Water O&M Solids Handling Facility	99,750	
BUREAU OF ENGINEERING:	**3%**	**1,508,560**
Water Engineering	754,931	
Sewer Engineering	753,629	

WATER & SEWER OPERATING FUND APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $53,510,000



WATER & SEWER

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any monies appropriated or approved by the Council to which the County may at any time have legal or equitable title."

The Water and Sewer Operating Fund was established as a self-sustaining utility to account for water and sewer services provided by Harford County Government, through the Water and Sewer Division of the Department of Public Works and dedicated divisions of Treasury and Human Resources.

Harford County Code, Chapter 256-3, declares the County to be a "sanitary district" and that the Department of Public Works Division of Water & Sewer shall exercise control of all publicly owned water, sewerage and waste-water facilities and systems in the County. The County Council is enabled by the Code's Chapter 256-4 to establish sanitary subdistricts and to revise all rates, charges, assessments or other payments required by or levied by the County.

For the purpose of securing revenue to maintain, repair and operate its water supply, sewerage or drainage systems, and other expenses, including depreciation allowances, plus interest on and retirement of bonds, the County is authorized by Chapter 256-19 to make various service charges for water, sewer and drainage service and a charge for water used, and may impose late fees on bills that remain unpaid. The County may also turn off water and levy turn-on and / or turn-off fees; plus upon an owner's request for cessation or installation of service, the County may charge a fee.

Per Chapter 256-20 a meter is required to be placed on each water connection to the County's water system. These meters remain the property of the County and the County can impose a charge for installation of the meter.

So enabled by Code, the County funds its Water and Sewer operations with the following revenues:

User Charges for both Water and Sewer; Service Charges including: tests and inspections, design review, construction meter rental, hydrant charges, job/shop repair orders, meter installations, Miss Utility charges to locate water and sewer lines for developers, industrial waste permits, interest and penalties, and miscellaneous general government charges.

WATER & SEWER

FUND SUMMARY:

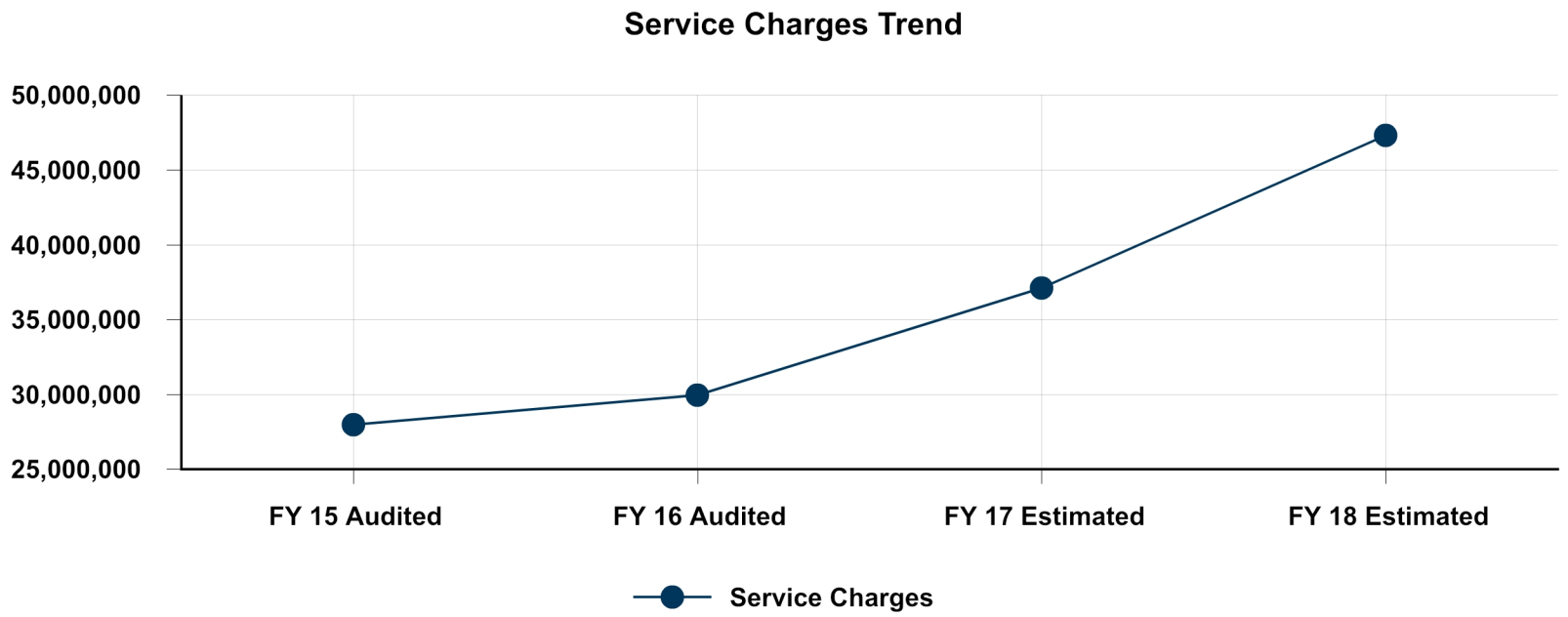
		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	15,416,604	14,374,747	16,544,096	16,840,756	16,840,756
20	CONTRACTUAL SERVICES	8,276,179	7,891,151	9,926,753	10,790,399	10,790,399
30	SUPPLIES & MATERIALS	3,487,784	3,299,463	4,315,970	4,401,928	4,401,928
40	BUSINESS & TRAVEL	609,595	644,809	757,960	792,085	792,085
50	CAPITAL OUTLAY	1,050,610	650,614	1,231,550	1,370,364	1,370,364
70	MISCELLANEOUS	20,478,389	17,809,000	17,938,621	19,314,418	19,314,418
80	INTER-GOVERNMENTAL/INTER-FUND	240	1,104	50	50	50
	GRAND TOTAL	**49,319,401**	**44,670,888**	**50,715,000**	**53,510,000**	**53,510,000**
SUMMARY BY DEPARTMENT:						
04	TREASURY	945,567	933,813	1,246,170	1,282,690	1,282,690
08	HUMAN RESOURCES	652,577	185,778	204,535	204,535	204,535
30	PUBLIC WORKS	40,999,654	41,055,658	46,681,902	47,854,326	47,854,326
67	INSURANCE	0	0	75,961	156,626	156,626
68	BENEFITS	561,603	599,389	704,811	711,810	711,810
70	MISCELLANEOUS	6,160,000	1,896,250	1,801,621	3,300,013	3,300,013
	GRAND TOTAL	**49,319,401**	**44,670,888**	**50,715,000**	**53,510,000**	**53,510,000**
SUMMARY BY REVENUE SOURCE:						
	SERVICE CHARGES	27,980,955	29,946,810	37,114,100	47,321,500	47,321,500
	INVESTMENT INCOME	226,642	363,399	228,800	343,608	343,608
	MISCELLANEOUS REVENUE	364,859	858,229	756,100	809,892	809,892
	CONTRIBUTED CAPITAL	0	0	12,410,000	4,885,000	4,885,000
	RECOVERY FROM CAPITAL PROJECTS	193,791	57,676	206,000	150,000	150,000
	GRAND TOTAL	**28,766,247**	**31,226,114**	**50,715,000**	**53,510,000**	**53,510,000**

WATER & SEWER

FINANCIAL NOTES:

FY 18 Approved Budget	53,510,000
FY 17 Approved Budget	50,715,000
$ increase	2,795,000
% increase	5.51%

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
37,114,100	47,321,500	10,207,400	SERVICE CHARGES Increase due to legislated rise in Water & Sewer rates and anticipated new customers



FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
228,800	343,608	114,808	INVESTMENT INCOME: FY 18 estimated revenue for investment income is based on FY 16 actuals.
756,100	809,892	53,792	MISCELLANEOUS REVENUE: Includes sundry fines and forfeitures, sale of land and surplus equipment/vehicles, rents and concessions, lease purchase proceeds, MDE-ENR state operating grants and other revenue that can not be classified. FY 18 estimated Miscellaneous Revenue reflects prior year actual collections.
12,410,000	4,885,000	(7,525,000)	FUNDED DEPRECIATION-CONTRIBUTED CAPITAL: Annual depreciation charges decrease for FY 18.
206,000	150,000	(56,000)	RECOVERY FROM CAPITAL PROJECTS: Cost of services billed to capital projects and recovered back to the operating budget. FY 18 estimated revenues are based on FY 16 actuals.

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
16,544,096	16,840,756	296,660	PERSONAL SERVICES Increase is the net result of the FY 18 Merit salary increase of 4%, and additional funds required for PEHP (Post Employment Health Plan) and overtime.
9,926,753	10,790,399	863,646	CONTRACTUAL SERVICES Increase is the net result of electricity, heating fuel (gas & oil), facility repair & renovations, building/ engineering services, other professional services, utility line maintenance and other insurance based on actual expense history
4,315,970	4,401,928	85,958	SUPPLIES AND MATERIALS Increase is the net result of lab supplies, safety equipment, computer hardware/software and equipment repair parts based on actual expense history
757,960	792,085	34,125	BUSINESS AND TRAVEL Increases in vehicle maintenance costs, in-house training courses and professional books and periodicals based on actual expense history.

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
1,231,550	1,370,364	138,814	CAPITAL OUTLAY Increase is for the purchase of the annual replacement of pumps, saws, blowers as well as a new storage facility to store pumps, large generators and lab equipment.
17,938,621	19,314,418	1,375,797	MISCELLANEOUS Funding provides for payments to Delta Borough for treatment of waste, as required by the inter-state agreement, sludge generation fee paid to Maryland Department of Environment (MDE) per actuals, Pro-Rata Shares for the General Fund to support administrative services increases based on the FY 18 General Fund budget. Paygo funds to support the FY 18 Approved Capital budget increases over FY 17.

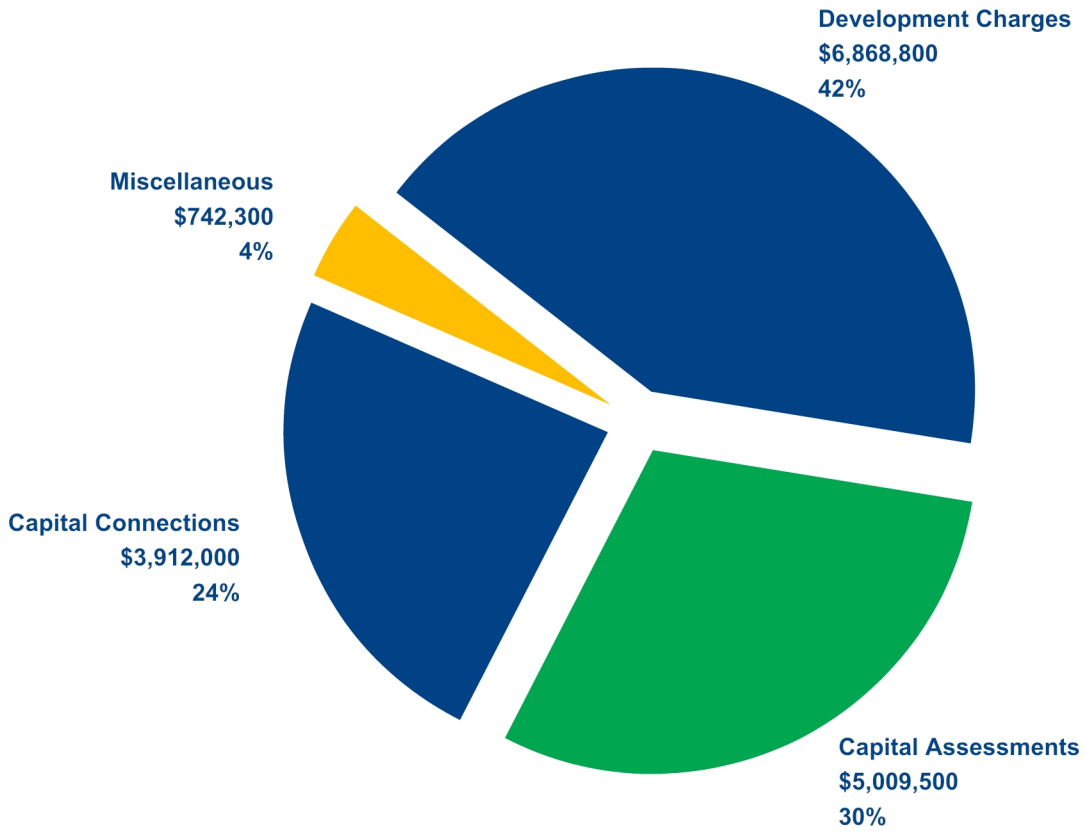
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WATER & SEWER DEBT SERVICE

FY 18 APPROVED WATER & SEWER DEBT SERVICE
REVENUE BREAKDOWN
$16,532,600

DEVELOPMENT CHARGES	**42%**	**6,868,800**	**CAPITAL CONNECTIONS**	**24%**	**3,912,000**
CAPITAL ASSESSMENTS	**30%**	**5,009,500**	**MISCELLANEOUS**	**4%**	**742,300**

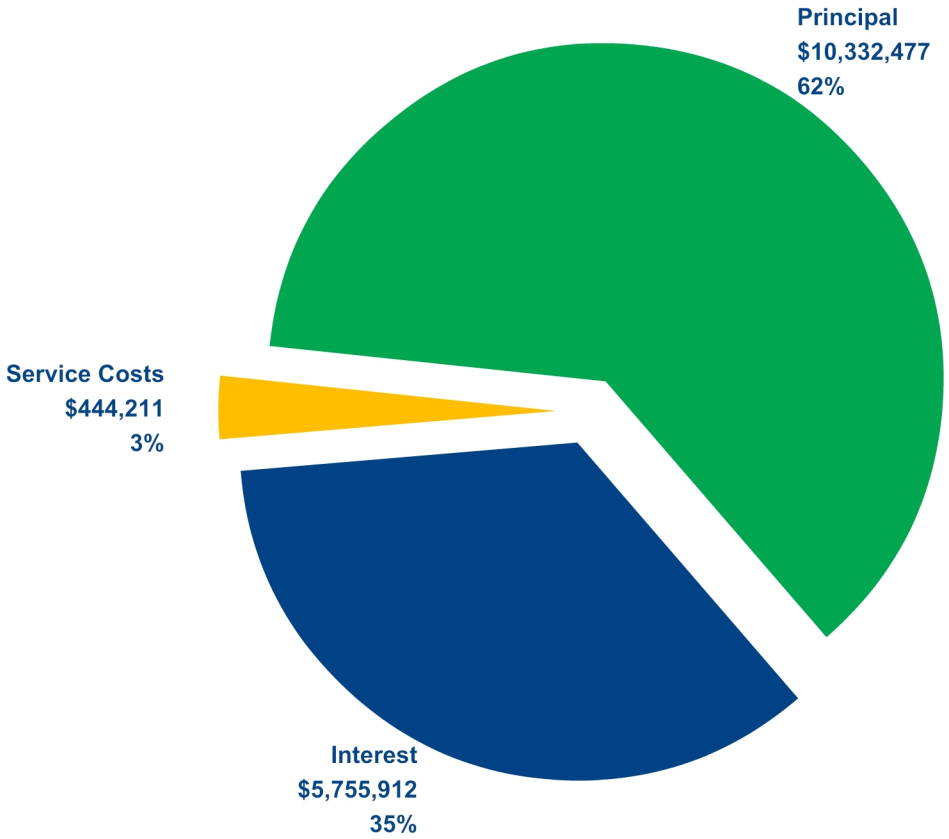
WATER & SEWER DEBT SERVICE FUND REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $16,532,600



FY 18 APPROVED WATER & SEWER DEBT SERVICE APPROPRIATIONS BREAKDOWN
$16,532,600

PRINCIPAL	**62%**	**10,332,477**	**INTEREST**	**35%**	**5,755,912**
			SERVICE COSTS	**3%**	**444,211**

WATER & SEWER DEBT SERVICE APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $16,532,600



WATER & SEWER DEBT SERVICE FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any money appropriated or approved by the Council to which the County may at any time have legal or equitable title."

The Water and Sewer Debt Service Fund provides appropriation authority for the payment of principal and interest on long-term water and sewer bonds and loans. Article V, Section 524 of the Harford County Charter allows the County to incur debt for longer than one year, but not for current operating expenses. All County debt in excess of one year is limited to 30 years after the date of issuance, except debt incurred to finance waste, sewer and wastewater facilities which shall become due not later than 40 years after the date of issuance. These bonds and loans are used to finance the capital projects of the County owned Water and Sewer System. Revenues for the Water and Sewer Debt Service Fund are derived from:

SYSTEM CAPITAL CHARGES - which include:

Connection Charges - These charges are based on a schedule of $450 per equivalent dwelling unit (EDU) for sewerage connections and $650 per EDU for water connections. An EDU is a unit of measure set to a maximum of 20 gallons per minute or 30 fixture units. Harford County Code Chapter 256, Article V, Section 44 established these charges. All connection charges must be paid before physical connection to the system or within six months of the date, the property is physically benefited.

Surcharges - Established by Harford County Code Chapter 256, Article V, Section 45.1, these surcharges are placed on every water and sewer connection at $450 per EDU for water, and similarly $100 for sewer. Surcharges are to be paid before issuance of a plumbing permit.

Development Charges - System development charges were established by Harford County Code Chapter 256, Article V, Section 45.4, Water/Sewer mains must be deemed operational by the Department of Public Works, and development charges must be paid, before the issuance of a plumbing permit for connection. These fees are based on each EDU, which increase by 6% each July 1st. For FY 18 the water system fee is $3,733 and the sewer system fee is $7,715.

ASSESSMENTS - are comprised of:

Benefit Assessments - Harford County Code, Chapter 256-27 authorizes the County Council, on the recommendation of the Director of Public Works, to establish an annual "benefit assessment" on properties in the systems to pay for construction, purchase or establishment of water and/or sewer facilities. The Director of Public Works, after obtaining from the County Treasurer the costs of the capital improvements, shall determine the proper assessment to be levied.

User Benefit Assessments - Harford County Code, Chapter 256-45.2 authorizes "user benefit assessments" against all properties which benefited from a connection to county public facilities, to create a fund to pay for the expansion, extension or reconstruction of the water and/or sewer system. These assessments are to be made for a period of 25 years from the date of connection, and are imposed at a rate of $70 per EDU for properties connected to the water/sewer system before December 31, 1991, and $140 per EDU for properties connected after December 31, 1991.

BIOLOGICAL NUTRIENT REMOVAL FEE

This fee was added to the County Code Chapter 256, Article V, Section 45.5 to cover the debt payment that the County incurred on capital construction costs to install the biological nutrient removal process at the Sod Run Wastewater Treatment Plant. Sewer system customers are billed each fiscal year based on the customer's sewer usage. This fee will remain in effect until the total debt service incurred for this period is retired.

SANITATION PERMIT

The County Health Department imposes an assessment and requires a permit to install a septic system. The permit fee is collected by the County Department of Inspections, Licenses, and Permits, and the revenue is divided between the Water & Sewer Debt Service Fund and a General Fund account dedicated to the Health Department.

CAPITAL SURCHARGES

The Governmental Accounting Standards Board (GASB), the standard-setting authority for governmental accounting, introduced a financial reporting model through GASB Statement No. 34, which requires capital contributions flow through income statements as revenues. This account will be used to record surcharges for a limited number of specific projects as well as any future capital surcharges to be set.

INVESTMENT INCOME

This account is provided to record interest earned on the investment of all idle cash in the Water and Sewer Debt Service Fund.

INTEREST AND PENALTIES

Chapter 256-19 of the Harford County Code imposes charges on late payment of water and sewer bills, turn on/turn off fees and meter tampering.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
20	CONTRACTUAL SERVICES	62,893	64,497	70,000	84,039	84,039
60	DEBT SERVICE	13,616,975	13,516,337	14,280,000	16,448,561	16,448,561
	GRAND TOTAL	**13,679,868**	**13,580,834**	**14,350,000**	**16,532,600**	**16,532,600**
SUMMARY BY DEPARTMENT:						
66	DEBT SERVICE	13,679,868	13,580,834	14,350,000	16,532,600	16,532,600
	GRAND TOTAL	**13,679,868**	**13,580,834**	**14,350,000**	**16,532,600**	**16,532,600**
SUMMARY BY REVENUE SOURCE:						
	CAPITAL ASSESSMENTS	5,122,725	4,973,276	4,964,900	5,009,500	5,009,500
	CAPITAL CONNECTIONS	2,905,181	2,619,565	3,005,100	3,912,000	3,912,000
	DEVELOPMENT CHARGES	9,027,108	6,014,959	5,596,400	6,868,800	6,868,800
	INVESTMENT INCOME	3,527	8,584	6,000	10,800	10,800
	MISCELLANEOUS	3,013,872	709,524	777,600	731,500	731,500
	GRAND TOTAL	**20,072,413**	**14,325,908**	**14,350,000**	**16,532,600**	**16,532,600**

WATER & SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 18 Approved Budget	16,532,600
FY 17 Approved Budget	14,350,000
$ increase	2,182,600
% increase	15.21%

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
4,964,900	5,009,500	44,600	CAPITAL ASSESSMENTS: The increase in capital assessments reflects a slight increase in new petition projects and connections in the form of user benefit assessments
3,005,100	3,912,000	906,900	CAPITAL CONNECTIONS: FY 18 budget reflects estimated collections during FY 17
5,596,400	6,868,800	1,272,400	DEVELOPMENT CHARGES: Projected to reflect an increase in connection activity. FY 18 is based on FY 17 estimated receipts.
6,000	10,800	4,800	INVESTMENT INCOME: Investment income revenue is estimated to slightly increase for FY 18.
777,600	731,500	(46,100)	MISCELLANEOUS: FY 18 projection is based on actual receipt history for capital surcharges, Build America bond interest, and interest on unpaid area connection charges, benefit assessments, and user benefit assessments

WATER & SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
			DEBT SERVICE:
8719183	10,332,477	1,613,294	Principal Payments - are adjusted to the amounts due on outstanding debt
5,260,817	5,755,912	495,095	Interest Payments - are adjusted to the amounts due on outstanding debt
370,000	444,211	74,211	Service Costs:

	FY 17	FY 18	Change
Legal Services	6,000	7,203	1,203
Management Services	60,000	72,034	12,034
Other Professional Services	4,000	4,802	802
Cost of Issuance	300,000	360,172	60,172
Totals	370,000	444,211	74,211

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PARKS & RECREATION SPECIAL REVENUE

FY 18 APPROVED PARKS & RECREATION SPECIAL REVENUE
REVENUE BREAKDOWN
$965,000

SERVICE CHARGES	**88%**	**854,000**	**MISCELLANEOUS:**		**12%**	**111,000**
			Fund Balance	110,000		
			Investment Income	1,000		

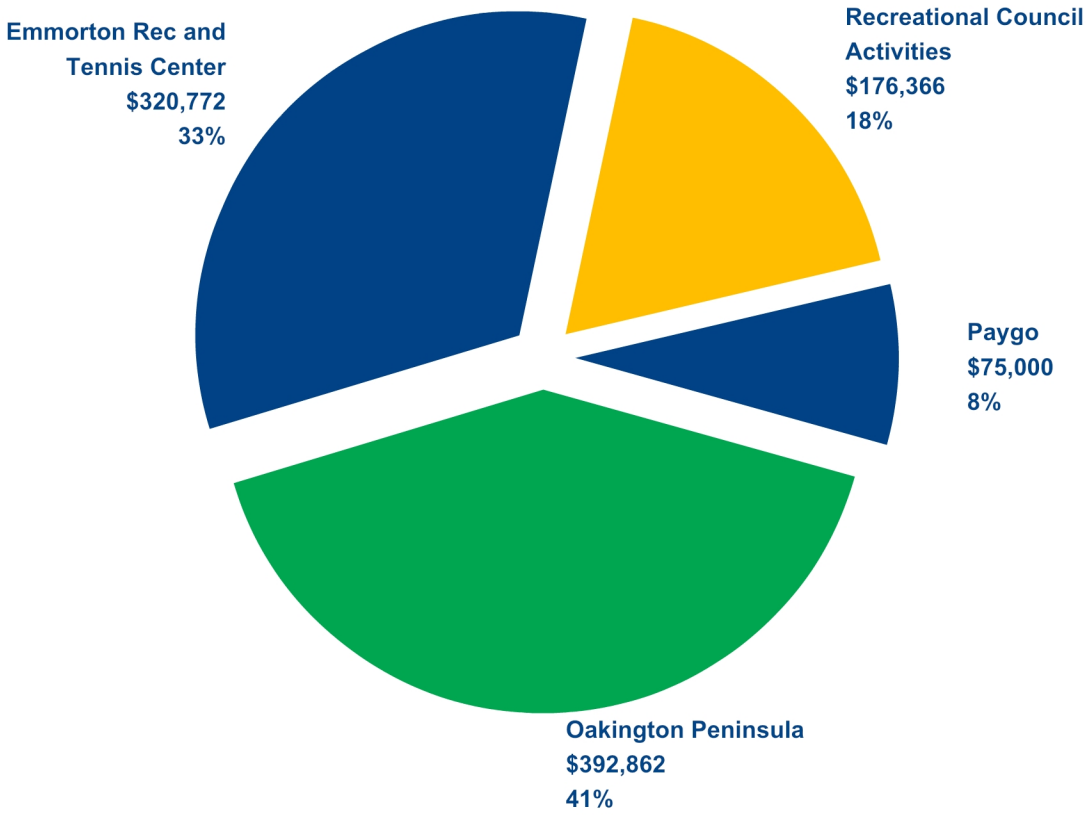
PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $965,000



FY 18 APPROVED PARKS & RECREATON SPECIAL REVENUE APPROPRIATIONS BREAKDOWN
$965,000

EMMORTON RECREATION AND TENNIS CENTER	33%	320,772	OAKINGTON PENINSULA	41%	392,862
RECREATIONAL COUNCIL ACTIVITIES	18%	176,366	PAYGO	8%	75,000

PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $965,000



PARKS AND RECREATION SPECIAL REVENUE FUND

ORIGIN/PURPOSE:

Prior to FY 02, revenues and expenses related to the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils and/or the Oakington Peninsula were accounted for as a Trust Fund. This changed when the Governmental Accounting Standards Board (GASB), the standard setting authority for governmental accounting, introduced a financial reporting model through GASB Statement No. 34, which requires Trust Funds be used for private purposes, pensions and investments.

These Parks and Recreation activities no longer qualified as a "trust" under GASB Statement No. 34, nor did they meet the standards of the Operating General Fund, since their revenues and expenses are dedicated solely to supporting their own programs. Therefore, a Special Revenue Fund was established by Council Bill No. 00-64, effective March 20, 2001. The Fund covers the activities of:

- Emmorton Recreation and Tennis Center:

  This facility was purchased by Harford County using State Program Open Space funding in November 1999 for the purpose of addressing the unmet recreation and leisure needs of the Emmorton/Abingdon area. Two of the indoor tennis courts were retained and two others were converted into multipurpose gymnasiums. The outdoor courts were converted for new parking and a steel-fabric covering for two additional indoor courts increasing tennis court rentals and revenue production.

- Oakington Peninsula:

  The Oakington Peninsula is comprised of two separate farms, Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). Swan Harbor was purchased in conjunction with the Maryland Department of Natural Resources and Program Open Space in 1994. It operates as a self-sustaining facility generating revenue from rentals, farming, leases and fundraising. The Oakington Peninsula will generate revenues from leasing of farmland, two houses, and the facility as well as providing a park for passive and recreational activities.

- Recreational Council Activities:

  This account is set up to receive revenues from recreational activities, registration, and events. The funds will be expended for recreational supplies, tournament trophies, officials and referees, etc.

PARKS AND RECREATION SPECIAL REVENUE FUND

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	387,532	361,119	364,424	388,790	388,790
20	CONTRACTUAL SERVICES	304,532	261,213	336,252	357,644	357,644
30	SUPPLIES & MATERIALS	43,927	37,434	56,162	56,500	56,500
40	BUSINESS & TRAVEL	5,328	4,031	4,165	5,165	5,165
50	CAPITAL OUTLAY	32,067	5,002	3,000	13,000	13,000
70	MISCELLANEOUS	209,328	193,360	209,997	143,901	143,901
	GRAND TOTAL	**982,714**	**862,159**	**974,000**	**965,000**	**965,000**
SUMMARY BY DEPARTMENT:						
59	PARKS AND RECREATION	832,714	732,159	824,000	890,000	890,000
70	MISCELLANEOUS	150,000	130,000	150,000	75,000	75,000
	GRAND TOTAL	**982,714**	**862,159**	**974,000**	**965,000**	**965,000**
SUMMARY BY REVENUE SOURCE:						
	MISCELLANEOUS REVENUES	446	2,330	450	0	0
	INVESTMENT INCOME	1,307	1,296	1,500	1,000	1,000
	FUND BALANCE APPROPRIATION	0	0	103,050	110,000	110,000
	SERVICE CHARGES	784,640	783,999	869,000	854,000	854,000
	GRAND TOTAL	**786,393**	**787,625**	**974,000**	**965,000**	**965,000**

PARKS AND RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 18 Approved Budget	965,000
FY 17 Approved Budget	974,000
$ decrease	(9,000)
% decrease	(0.92)%

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
869,000	854,000	(15,000)	SERVICE CHARGES Account for receipts from various facilities and equipment. For example, the Showmobile stage rentals, Emmorton Recreation and Tennis Center fees and Swan Harbor facility rental. For FY 18, service fees were eliminated for skateboard facility. FY 18 estimated revenues adjusted based on actual receipt history:

	FY 17	FY 18	Change
Skateboard Facility	4,000	0	(4,000)
Emmorton Rec & Tennis Center	260,000	260,000	0
Oakington Peninsula	375,000	365,000	(10,000)
Showmobile/Stage Rentals	10,000	14,000	4,000
Recreation Councils/Spec Activities	220,000	215,000	(5,000)
	869,000	854,000	(15,000)

1,500	1,000	(500)	INVESTMENT REVENUES Revenues are estimated to decrease slightly for FY 18
103,050	110,000	6,950	FUND BALANCE APPROPRIATED This revenue source is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. FY 18 funds will continue to be used to support improvements at Swan Harbor Farm.

PARKS AND RECREATION SPECIAL REVENUE FUND

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
364,424	388,790	24,366	PERSONAL SERVICES Net increase is the result of pension adjustments and health benefit costs offset slightly by the merit salary increase of 4% for eligible employees, and workers' compensation.
336,252	357,644	21,392	CONTRACTUAL SERVICES Net increase is the result of an increase to facility and repair costs due to renovations on the Swan Harbor Farm facility.
3,000	13,000	10,000	CAPITAL OUTLAY Increase provides for furniture needed at the Swan Harbor Farm facility for events, weddings, meetings, etc.
209,997	143,901	(66,096)	MISCELLANEOUS Pro Rata Shares for support of General Fund administrative services in the amount of $68,901 and Paygo funding in the amount of $75,000 in support of the Swan Harbor Farm Improvements capital project.

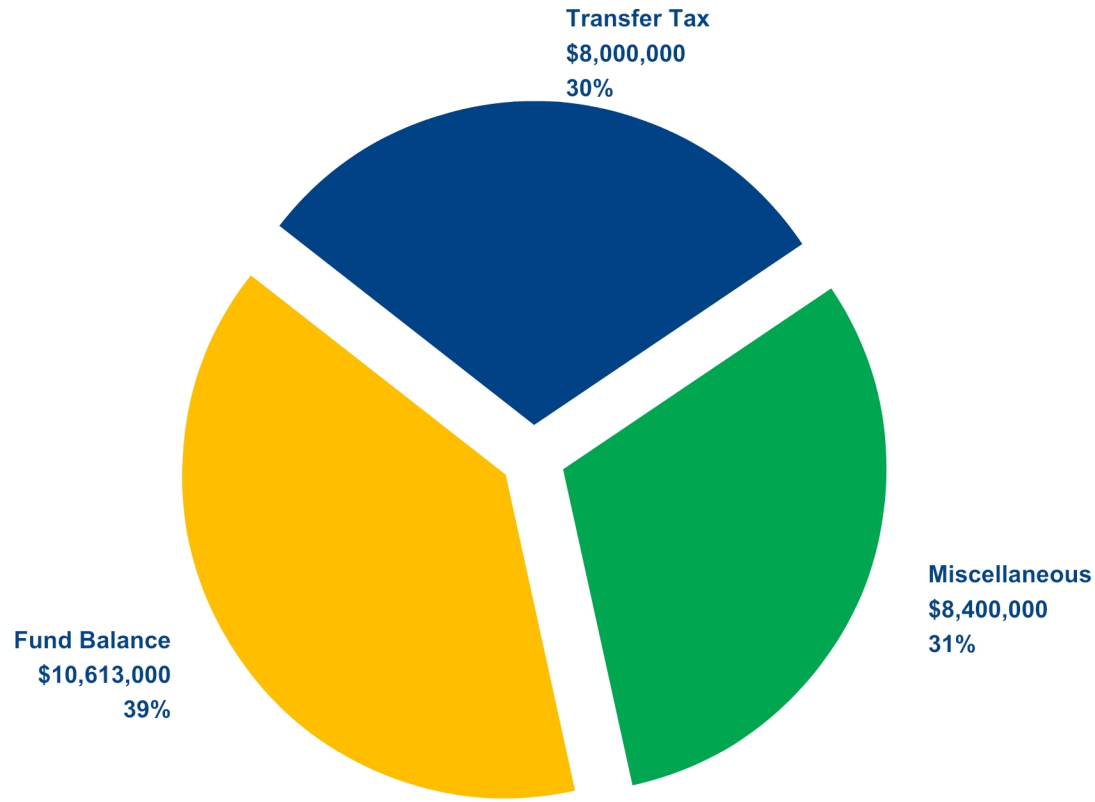
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COUNTY-AG PRESERVATION

FY 18 APPROVED COUNTY - AG PRESERVATION
REVENUE BREAKDOWN
$27,013,000

TRANSFER TAX	**30%**	**8,000,000**	**MISCELLANEOUS:**	**31%**	**8,400,000**
			Investment Income	8,400,000	
FUND BALANCE	**39%**	**10,613,000**			

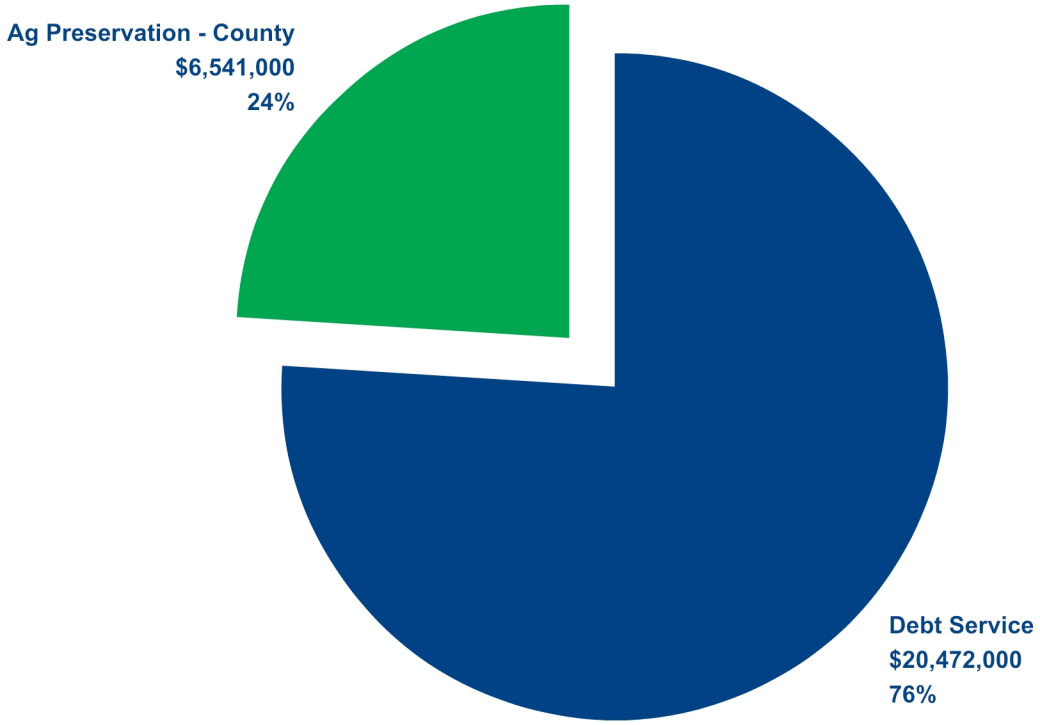
COUNTY - AG PRESERVATION
REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $27,013,000



FY 18 APPROVED COUNTY - AG PRESERVATION
APPROPRIATIONS BREAKDOWN
$27,013,000

AG PRESERVATION - COUNTY	**24%**	**6,541,000**	**DEBT SERVICE**	**76%**	**20,472,000**

COUNTY - AG PRESERVATION APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $27,013,000



AGRICULTURAL PRESERVATION - COUNTY

ORIGIN/PURPOSE:

The Maryland General Assembly enacted House Bill No. 1481, effective July 1, 1992, authorizing the Harford County Council to impose a Transfer Tax. Subsequently the County Council enacted Bill No. 93-3 to add new Article IV, Transfer Tax, to Chapter 123, Finance and Taxation, of the Harford County Code which imposes a 1% Transfer Tax on any instruments of writing that convey title to, or a leasehold interest in, real property, effective July 1,1993.
The proceeds are to be distributed:

50% to the County's Agricultural Land Preservation Program
50% to fund school site acquisition, school construction, or school debt service

With the approval of a majority of voters, an amendment to Section 524, Indebtedness, of Article V, Budget and Finance, of the Harford County Charter, effective December 3, 1992, was enacted, allowing the County to enter into installment contracts to purchase easements for agricultural land preservation purposes. These purchases are to be primarily funded with a Transfer Tax.

In addition, the County Council, via Bill No. 93-2, enacted that new Article II, Agricultural Land Preservation Program, be added to Chapter 60, Agriculture, of the Harford County Code, effective April 6, 1993, establishing the Harford County Agricultural Land Preservation Program (HALPP) to preserve productive agricultural land and woodland which provides for the continued production of food and fiber for the citizens of the County. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Advisory Board.

The Harford County Agricultural Land Preservation Program allows land owners to preserve productive farmland for future generations through the use of conservation easements; in addition the land owner receives payment for selling their development rights and/or a tax credit.

All easement purchases are handled through an Installment Purchase Agreement (IPA) between the County and the seller. The agreement includes the total amount of money that the County has agreed to pay, and sets the terms of that agreement, including the fixed interest rate on which the landowner will receive annual payments. IPAs are generally for 20 years with interest and a small portion of the principal being paid annually. At the end of the term of the IPA, the landowner will receive a final balloon payment constituting the remainder of the principal. This final principal payment is made with the proceeds of a stripped-coupon U.S. Treasury obligation purchased at settlement and held by the County until maturity.

AGRICULTURAL PRESERVATION - COUNTY

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	69,530	0	0	0	0
20	CONTRACTUAL SERVICES	37,633	34,597	40,000	41,500	41,500
30	SUPPLIES & MATERIALS	993	32	1,000	300	300
40	BUSINESS & TRAVEL	276	268	1,200	1,200	1,200
50	CAPITAL OUTLAY	3,163,236	0	3,000,000	4,538,000	4,538,000
60	DEBT SERVICE	5,828,759	10,026,504	10,329,800	20,432,000	20,432,000
70	MISCELLANEOUS	0	0	300,000	2,000,000	2,000,000
	GRAND TOTAL	**9,100,427**	**10,061,401**	**13,672,000**	**27,013,000**	**27,013,000**
SUMMARY BY DEPARTMENT:						
06	PLANNING AND ZONING	3,235,235	300	3,302,200	6,541,000	6,541,000
66	DEBT SERVICE	5,865,192	10,061,101	10,369,800	20,472,000	20,472,000
	GRAND TOTAL	**9,100,427**	**10,061,401**	**13,672,000**	**27,013,000**	**27,013,000**
SUMMARY BY REVENUE SOURCE:						
	TRANSFER TAX	7,455,832	7,413,756	7,500,000	8,000,000	8,000,000
	FUND BALANCE APPROPRIATION	0	0	1,362,000	10,613,000	10,613,000
	INVESTMENT INCOME	1,305,683	2,563,226	4,800,000	8,400,000	8,400,000
	MISCELLANEOUS REVENUES	3,097,591	0	10,000	0	0
	GRAND TOTAL	**11,859,106**	**9,976,982**	**13,672,000**	**27,013,000**	**27,013,000**

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 18 Approved Budget	27,013,000
FY 17 Approved Budget	13,672,000
$ increase	13,341,000
% increase	97.58%

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
7,500,000	8,000,000	500,000	TRANSFER TAX Transfer Tax is based on prior year actual collections and projected collections for current year.
4,800,000	8,400,000	3,600,000	INVESTMENT INCOME Interest income on investments purchased for agricultural preservation is projected to be higher for FY 18.
10,000	0	(10,000)	MISCELLANEOUS REVENUES No proceeds from installment loans for easement purchase are anticipated for FY 18
1,362,000	10,613,000	9,251,000	FUND BALANCE APPROPRIATED Excess unappropriated fund balance at the end of the year is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. The amount of fund balance appropriated for FY 18 increases by $9,251,000.

AGRICULTURAL PRESERVATION - COUNTY

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
40,000	41,500	1,500	CONTRACTUAL SERVICES Contractual Services increased based on actual expense history for ag preservation promotion
1,000	300	(700)	SUPPLIES & MATERIALS Delivery Costs decreased based on actual expense history
1,200	1,200	0	BUSINESS & TRAVEL Mileage, parking/tolls, meals, training seminars, and meeting expenses based on actual expense history
3,000,000	4,538,000	1,538,000	CAPITAL OUTLAY Increase for expected easement purchases for FY 18
10,329,800	20,432,000	10,102,200	DEBT SERVICE Debt service increase is the result of additional strip treasuries maturing in FY 18
300,000	2,000,000	1,700,000	MISCELLANEOUS Estimated purchase of land under the State Program; increased for FY 18.

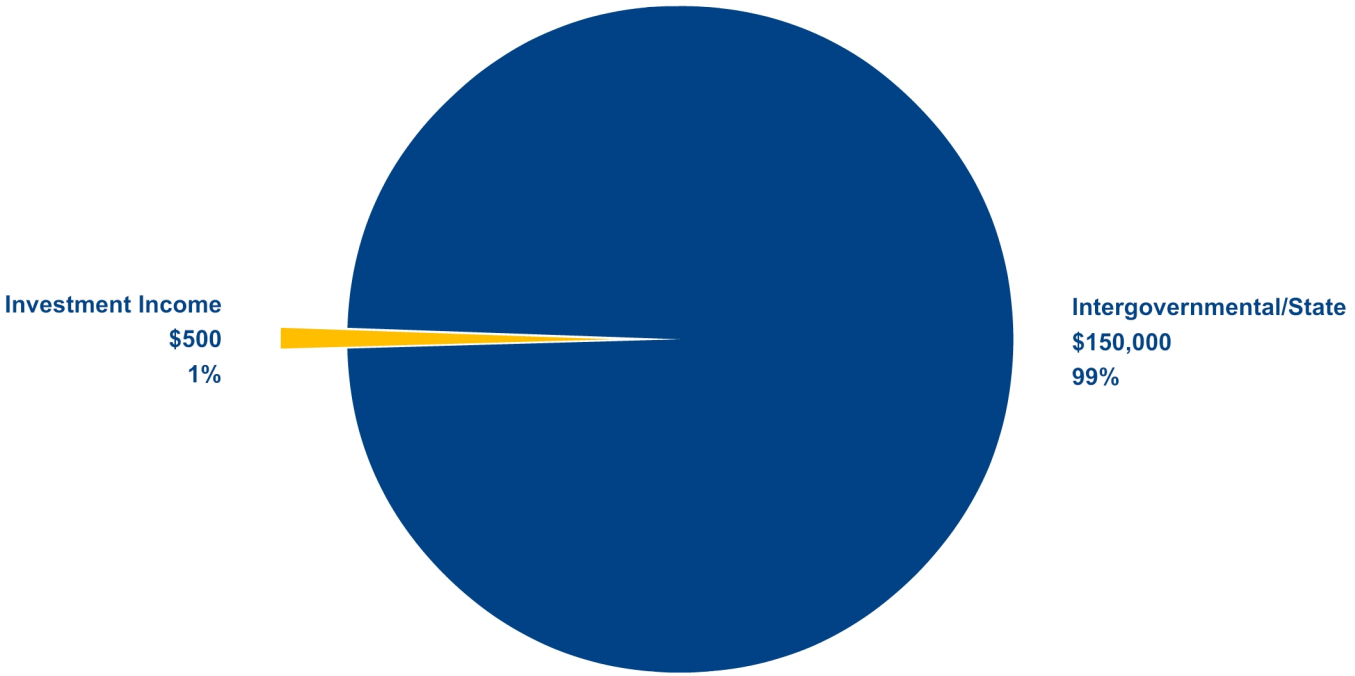
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STATE-AG PRESERVATION

FY 18 APPROVED STATE - AG PRESERVATION
REVENUE BREAKDOWN
$150,500

INTERGOVERNMENTAL/STATE	**99%**	**150,000**	**INVESTMENT INCOME**	**1%**	**500**

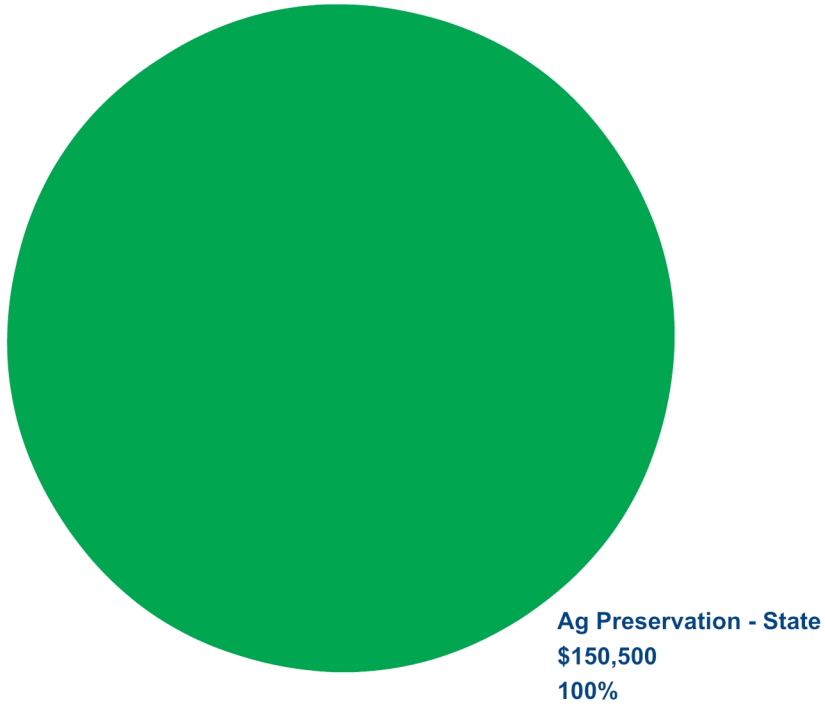
STATE - AG PRESERVATION
REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $150,500



FY 18 APPROVED STATE - AG PRESERVATION
APPROPRIATION BREAKDOWN
$150,500

AG PRESERVATION - STATE	**100%**	**150,500**

STATE - AG PRESERVATION APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $150,500



AGRICULTURAL PRESERVATION - STATE

ORIGIN/PURPOSE:

The Maryland Agricultural Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Preservation of farmland was also intended to help curb the random expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is mainly funded with:

- a portion of the State's Property Transfer Tax, which is assessed on all property transfers
- local subdivision matching funds for easement purchases
- a State Agricultural Land Transfer Tax, which is imposed on all transfers of title in agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared in the following manner:
    - Maryland counties, without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. They retain one-third for agricultural land preservation purposes.
    - Counties that have a Certified Local Agricultural Land Preservation Program may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation.

AGRICULTURAL PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
70	MISCELLANEOUS	478,671	6,212	120,500	120,500	120,500
	GRAND TOTAL	**508,671**	**36,212**	**150,500**	**150,500**	**150,500**
SUMMARY BY DEPARTMENT:						
06	PLANNING AND ZONING	508,671	36,212	150,500	150,500	150,500
	GRAND TOTAL	**508,671**	**36,212**	**150,500**	**150,500**	**150,500**
SUMMARY BY REVENUE SOURCE:						
	TRANSFER TAX - STATE	546,637	462,705	150,000	150,000	150,000
	INVESTMENT INCOME	337	1,339	500	500	500
	GRAND TOTAL	**546,974**	**464,044**	**150,500**	**150,500**	**150,500**

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

FY 18 Approved Budget	150,500
FY 17 Approved Budget	150,500
$ no change	0
% no change	0.00%

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
150,000	150,000	0	TRANSFER TAX - STATE FY 18 budget for Transfer Tax is based on the last three years of actual collections
500	500	0	INVESTMENT INCOME FY 18 Investment Income is expected to remain the same

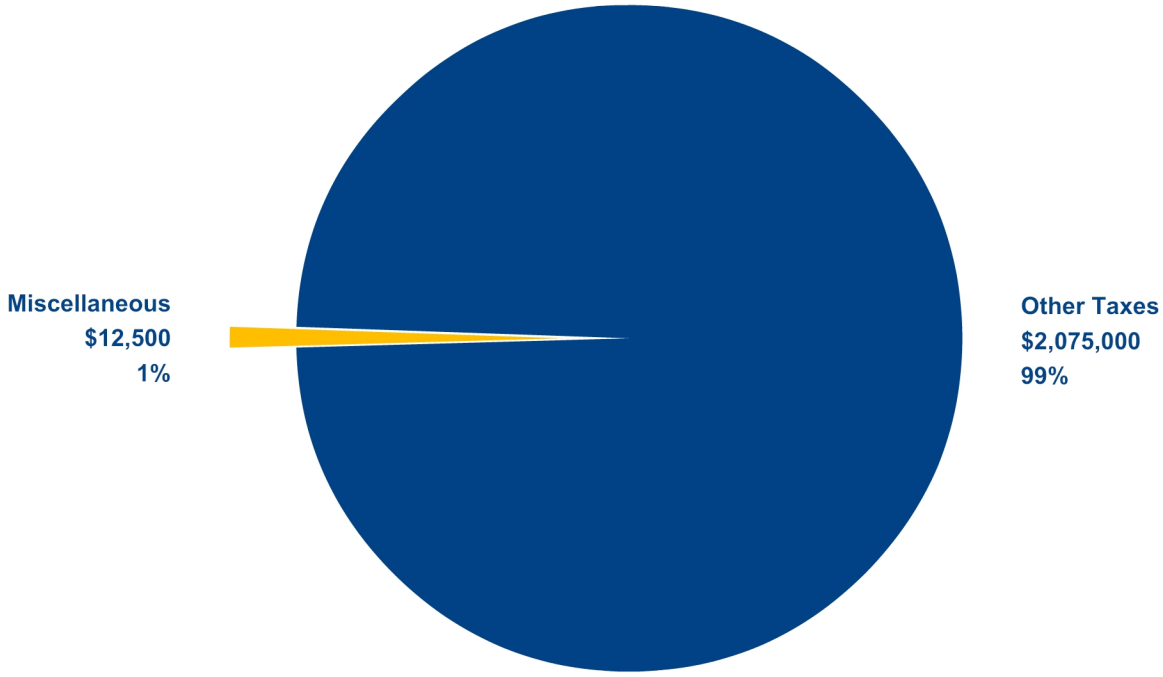
FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
30,000	30,000	0	PERSONAL SERVICES A salary offset of $30,000 is available to offset the salary of a Planner III in the Department of Planning & Zoning
120,500	120,500	0	MISCELLANEOUS Agricultural Land Preservation - increase for match available for easement purchases the Maryland Agricultural Land Preservation Foundation (MALPF) will make on the County's behalf

STORMWATER MANAGEMENT

FY 18 APPROVED STORMWATER MANAGEMENT FUND
REVENUE BREAKDOWN
$2,087,500

OTHER TAXES:	**99%**	**2,075,000**	**MISCELLANEOUS:**	**1%**	**12,500**
Recordation Tax	2,075,000		Investment Income	8,500	

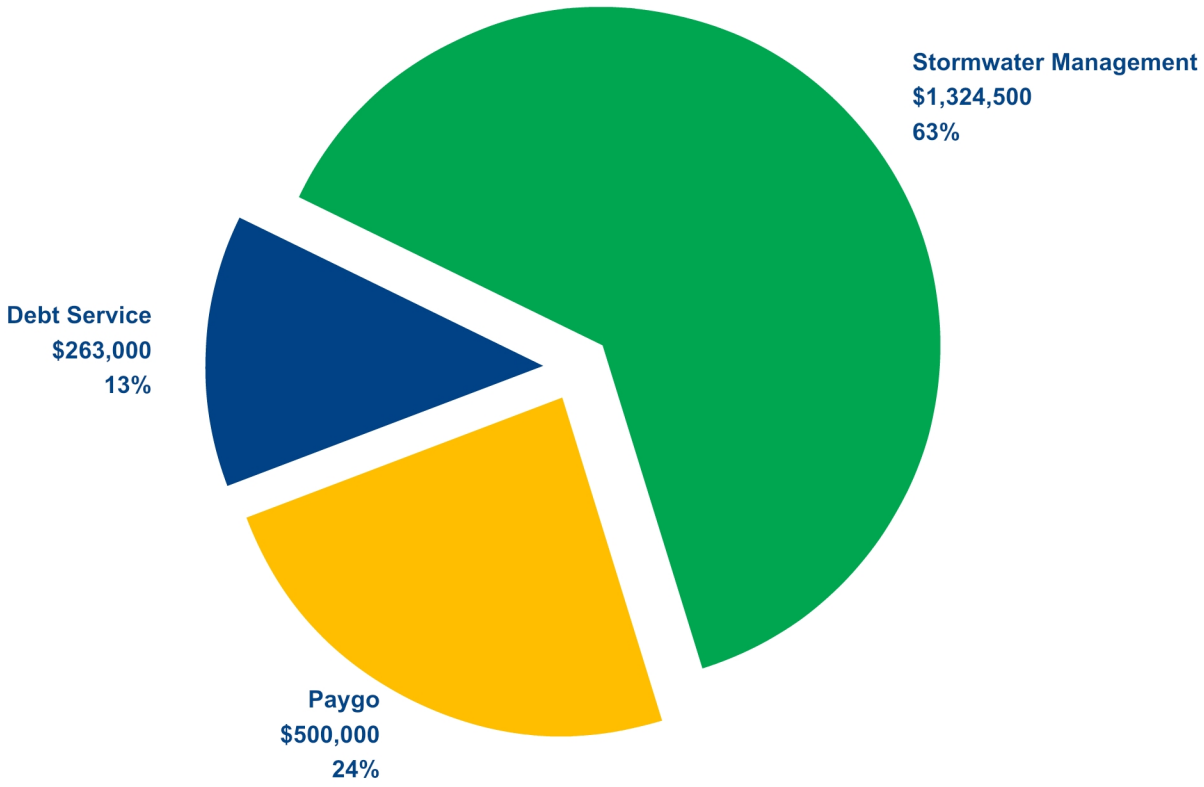
STORMWATER MANAGEMENT FUND
REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $2,087,500



FY 18 APPROVED STORMWATER MANAGEMENT FUND
APPROPRIATIONS BREAKDOWN
$2,087,500

DEBT SERVICE:	**13%**	**263,000**	**PAYGO:**	**24%**	**500,000**
STORMWATER MANAGEMENT:	**63%**	**1,324,500**			

STORMWATER MANAGEMENT FUND
APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $2,087,500



STORMWATER MANAGEMENT

ORIGIN/PURPOSE:

House Bill 987, which requires that certain Maryland counties, including Harford County, must collect a stormwater remediation fee from taxpayers to fund the implementation of local watershed protection and restoration program. Harford County is required to adopt and implement local laws necessary to establish a watershed protection and restoration program, including a stormwater remediation fee and a local watershed protection and restoration fund.

Bill No. 13-12 was introduced to the Harford County Council on February 19, 2013. Bill No. 13-12 as Amended became law on April 23, 2013. A Stormwater Remediation Fee was established to implement the State mandate. Collection of the fee will commence on July 1, 2013. Revenue resulting from this fee can only be used for Watershed Protection and Restoration Programs.

The Stormwater Remediation Fee was repealed by Bill 14-036 effective July 1, 2015. No funds were appropriated to this fund in Fiscal Year 2016. For FY 2017, this fund is a special account for deposit of a certain portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

STORMWATER MANAGEMENT

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,169,849	0	0	0	0
20	CONTRACTUAL SERVICES	37,352	0	0	0	0
30	SUPPLIES & MATERIALS	6,683	0	0	0	0
40	BUSINESS & TRAVEL	22,126	0	0	0	0
50	CAPITAL OUTLAY	0	0	0	0	0
60	DEBT SERVICE	0	0	96,500	263,000	263,000
70	MISCELLANEOUS	80,373	0	1,983,900	1,824,500	1,824,500
80	INTERGOVERNMENTAL/INTERFUND	0	0	0	0	0
	GRAND TOTAL	**1,316,383**	**0**	**2,080,400**	**2,087,500**	**2,087,500**
SUMMARY BY DEPARTMENT:						
08	HUMAN RESOURCES	0	0	0	0	0
30	PUBLIC WORKS	1,316,383	0	1,783,900	1,324,500	1,324,500
66	DEBT SERVICE	0	0	96,500	263,000	263,000
70	MISCELLANEOUS	0	0	200,000	500,000	500,000
	GRAND TOTAL	**1,316,383**	**0**	**2,080,400**	**2,087,500**	**2,087,500**
SUMMARY BY REVENUE SOURCE:						
	GENERAL FUND GRANTS	335,311	0	0	0	0
	OTHER TAXES	0	0	2,075,000	2,075,000	2,075,000
	INVESTMENT INCOME	1,283	4,612	1,400	8,500	8,500
	MISCELLANEOUS	0	4,000	4,000	4,000	4,000
	STORMWATER MANAGEMENT FEE	1,069,121	2,104,899	0	0	0
	GRAND TOTAL	**1,405,715**	**2,113,511**	**2,080,400**	**2,087,500**	**2,087,500**

STORMWATER MANAGEMENT

FINANCIAL NOTES:

FY 18 Approved Budget	2,087,500
FY 17 Approved Budget	2,080,400
$ increase	7,100
% increase	0.34%

FY 17	FY 1\8	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
2,075,000	2,075,000	0	RECORDATION TAX This is a portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded.
5,400	12,500	7,100	MISCELLANEOUS This includes investment income estimated at $8,500 for FY 18 and any income from the municipalities estimated at $4,000 for FY 18

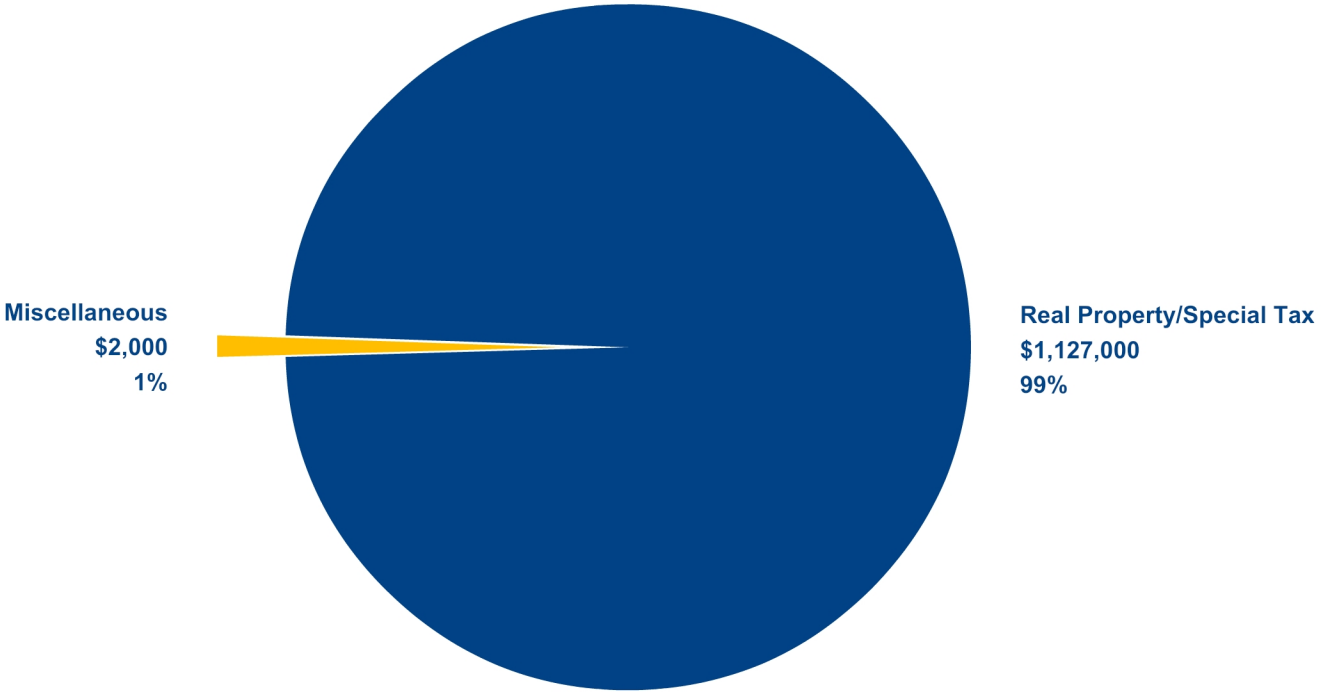
FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
96,500	263,000	166,500	DEBT SERVICE This is the principal and interest costs on the bonds sold for Stormwater Management capital projects
1,983,900	1,824,500	(159,400)	MISCELLANEOUS Funds are appropriated for other contingencies for Stormwater Management and capital projects that cannot be bonded

TAX INCREMENT FINANCING

FY 18 APPROVED TAX INCREMENT FINANCING
REVENUE BREAKDOWN
$1,129,000

REAL PROPERTY/SPECIAL TAX	**99%**	**1,127,000**	**MISCELLANEOUS**	**1%**	**2,000**
			Investment Income	2,000	

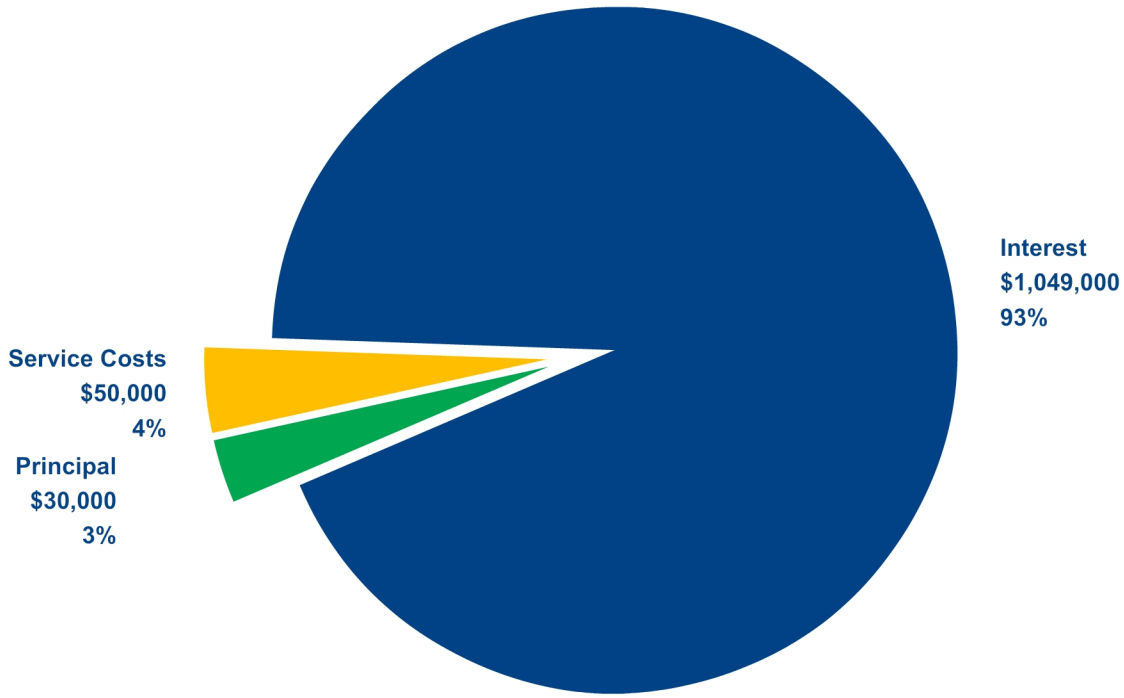
TAX INCREMENT FINANCING
REVENUES
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $1,129,000



FY 18 APPROVED TAX INCREMENT FINANCING
APPROPRIATIONS BREAKDOWN
$1,129,000

SERVICE COSTS	**4%**	**50,000**	**INTEREST**	**93%**	**1,049,000**
			PRINCIPAL	**3%**	**30,000**

TAX INCREMENT FINANCING
APPROPRIATIONS
Fiscal Year 2017 - 2018
TOTAL APPROVED BUDGET $1,129,000



TAX INCREMENT FINANCING FUND

ORIGIN/PURPOSE:

The Beechcreek Estates Tax Increment Fund and the Beechcreek Estates Special Taxes Fund are special funds that were authorized by Bill No. 10-10. The Bill provides that the County may issue not more than $14,000,000 in special obligation bonds to finance or reimburse the cost of the public improvements benefitting the district. It also pledges the real property taxes collected with respect to the tax increment of properties in the district to payment of the bonds to be issued and also authorizes the imposition of a special tax on properties within the district to the extent the tax increment received is insufficient to pay debt service on the bonds and other allowable costs and expenses.

The bonds shall not be an indebtedness of the County for which the County is obligated to levy or pledge, or has levied or pledged, ad valorem taxes or special taxes of the County other than the real property taxes representing the levy of the tax increment on properties located in the Development District or the Special Taxing District. The bonds shall be a special obligation of the County and will not constitute a general obligation debt of the County of a pledge of the County's full faith and credit or taxing power. The only funds the County will be obligated to use to make payment on the bonds and the cost of issuance will be those that result from real property taxes levied by the County on the tax increment on properties located in the Development District and, if such revenues are or will be insufficient, the Special Tax levied on and collected from property located in the Special Taxing District and any other moneys held under and as provided by the indenture pursuant to which the bonds were issued.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
60	DEBT SERVICE	1,068,478	1,072,188	1,100,000	1,129,000	1,129,000
	GRAND TOTAL	**1,068,478**	**1,072,188**	**1,100,000**	**1,129,000**	**1,129,000**
SUMMARY BY DEPARTMENT:						
66	DEBT SERVICE	1,068,478	1,072,188	1,100,000	1,129,000	1,129,000
	GRAND TOTAL	**1,068,478**	**1,072,188**	**1,100,000**	**1,129,000**	**1,129,000**
SUMMARY BY REVENUE SOURCE:						
	REAL PROPERTY/SPECIAL TAX	1,238,311	1,025,782	1,050,000	1,127,000	1,127,000
	INVESTMENT INCOME	1,925	4,083	2,000	2,000	2,000
	FUND BALANCE APPROPRIATED	0	0	48,000	0	0
		1,240,236	**1,029,865**	**1,100,000**	**1,129,000**	**1,129,000**

TAX INCREMENT FINANCING FUND

FINANCIAL NOTES:

FY 18 Approved Budget	1,129,000
FY 17 Approved Budget	1,100,000
$ increase	29,000
% increase	2.64%

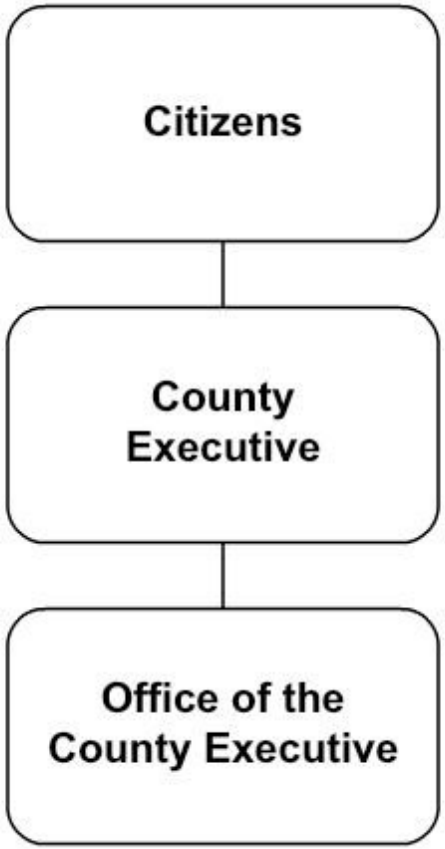
FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
1,050,000	1,127,000	77,000	REAL PROPERTY/SPECIAL TAX FY 18 will be the fifth year that Harford County will be assessing a Real Property/Special Tax for Beechcreek Estates Development
2,000	2,000	0	INVESTMENT INCOME Estimated investment income anticipated for Beechcreek accumulated cash balance.
48,000	0	(48,000)	FUND BALANCE APPROPRIATED No fund balance was appropriated for FY 18

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
1,050,000	1,050,000	0	Interest - Beechcreek 2011 Bonds @ $1,049,000 Principal - Beechcreek 2011 Bonds @ $30,000
50,000	50,000	0	Services Costs - Cost of Issuance Beechcreek @ $50,000.



Harford County Government

OFFICE OF COUNTY EXECUTIVE



COUNTY EXECUTIVE

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 302 and 303, a County Executive shall be nominated and elected by the qualified voters of the entire County, and be vested all executive power in Harford County by the Constitution and laws of Maryland and the County Charter. The County Executive's duties include, but are not limited to:

- preparing and submitting to the Council the annual County budget;
- preparing and submitting to the Council and the public, within four months after the close of the fiscal year, an annual report on the activities and accomplishments of the County government, including a detailed financial statement;
- providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- seeing that the affairs of the Executive Branch are properly and efficiently administered, and that employees of the Executive Branch faithfully perform their duties.

The County Executive serves for a four year term, with a two consecutive term limit, shall have been a resident and a qualified voter of the County for at least five years immediately preceding election; and at the time of election shall be at least 25 years old. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive.

By order of the County Executive of Harford County, Maryland the Office of Chief of Staff, the Division of Agricultural Affairs, and the Division of Constituent Services were abolished. Responsibilities of these divisions were transferred to the Department of Administration - Citizen Affairs and Administrative Services as well as the newly established Department of Government and Community Relations.

COUNTY EXECUTIVE

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,271,307	449,161	493,135	500,945	500,945
20	CONTRACTUAL SERVICES	95,581	10,342	29,500	29,500	29,500
30	SUPPLIES AND MATERIALS	31,599	15,307	20,400	20,400	20,400
40	BUSINESS AND TRAVEL	26,481	10,433	28,200	28,200	28,200
50	CAPITAL OUTLAY	1,566	346	0	0	0
70	MISCELLANEOUS	412,736	36,145	90,000	160,000	160,000
80	INTER-GOVERNMENTAL/INTERFUND	3,714	0	0	0	0
	GRAND TOTAL	**1,842,984**	**521,734**	**661,235**	**739,045**	**739,045**
SUMMARY BY FUND:						
11	GENERAL	1,842,984	521,734	661,235	739,045	739,045
	GRAND TOTAL	**1,842,984**	**521,734**	**661,235**	**739,045**	**739,045**
SUMMARY BY DIVISION:						
11000	OFFICE OF THE COUNTY EXECUTIVE	771,291	521,734	661,235	739,045	739,045
13000	OFFICE OF THE CHIEF OF STAFF	474,711	0	0	0	0
14000	DIVISION OF AGRICULTURAL AFFAIRS	262,062	0	0	0	0
15000	CONSTITUENT SERVICES	334,920	0	0	0	0
	GRAND TOTAL	**1,842,984**	**521,734**	**661,235**	**739,045**	**739,045**

COUNTY EXECUTIVE

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increases $7,810
333,009	336,493	3,484	Full Time Salaries
			3,484 Salary Adjustments during FY 17
			3,484
	12,622	12,622	FY 18 Merit Salary Increase of 4% and the legislative increase for the County Executive
88,244	79,728	(8,516)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
33,301	30,284	(3,017)	Pension adjustments
11,244	14,460	3,216	PEHP adjusted based on actual costs
29,500	29,500	0	CONTRACTUAL SERVICES no change in funding over FY 17
20,400	20,400	0	SUPPLIES & MATERIALS no change in funding over FY 17
28,200	28,200	0	BUSINESS & TRAVEL no change in funding over FY 17
			MISCELLANEOUS increases $70,000
90,000	160,000	70,000	Grants and Contributions - funds provide for Shock Trauma at $10,000 and for miscellaneous grants at $80,000. For FY 18 added one-time contributions to match State grants for the Hosanna School @ $45,000 and the McComas Institute @ $25,000

DEPARTMENT STAFF SUMMARY

County Executive

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	46,000	1.00	51,500	0.00	0
Administrative Assistant II	0.00	0	0.00	0	1.00	55,166
Administrative Secretary III	1.00	62,000	1.00	64,631	1.00	69,233
County Executive	1.00	130,000	1.00	131,939	1.00	134,677
Management Assistant II	1.00	82,465	1.00	84,939	1.00	88,337
SALARY TOTAL	**4.00**	**320,465**	**4.00**	**333,009**	**4.00**	**347,413**
OTHER PERSONAL SERVICES						
Pension & Retirement		32,047		33,301		31,267
Workers' Compensation		1,064		2,135		1,943
Health Benefits		77,986		88,244		79,728
PEHP		13,560		11,244		14,460
FICA		23,803		24,642		25,574
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		**149,020**		**160,126**		**153,532**
TOTAL PERSONAL SERVICES	**4.00**	**469,485**	**4.00**	**493,135**	**4.00**	**500,945**

***FY 16 Salaries and Other Personal Services are Enacted not Audited Amounts**

COUNTY EXECUTIVE
Office of the County Executive
Index #011000

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 302, all executive power in the administration of government is vested in the County Executive. The responsibilities of the office include preparing the Annual County Budget, overall management of County government, recommending legislation to the County Council; and signing all deeds, contracts and other instruments on behalf of the County.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	450,315	449,161	493,135	500,945	500,945
20 CONTRACTUAL SERVICES	30,786	10,342	29,500	29,500	29,500
30 SUPPLIES AND MATERIALS	21,575	15,307	20,400	20,400	20,400
40 BUSINESS AND TRAVEL	15,036	10,433	28,200	28,200	28,200
50 CAPITAL OUTLAY	218	346	0	0	0
70 MISCELLANEOUS	253,361	36,145	90,000	160,000	160,000
GRAND TOTAL	**771,291**	**521,734**	**661,235**	**739,045**	**739,045**
FUNDING SOURCE:					
11 GENERAL	**771,291**	**521,734**	**661,235**	**739,045**	**739,045**

COUNTY EXECUTIVE
Office of the County Executive
Index #011000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increases $7,810
333,009	336,493	3,484	Full Time Salaries
			3,484 Salary Adjustments during FY 17
			3,484
	12,622	12,622	FY 18 Merit Salary Increase of 4% as well as the County Executive's legislative CPI increase
88,244	79,728	(8,516)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
33,301	30,284	(3,017)	Pension adjustments
11,244	14,460	3,216	PEHP adjusted based on actual costs
29,500	29,500	0	CONTRACTUAL SERVICES no change in funding over FY 17
20,400	20,400	0	SUPPLIES & MATERIALS no change in funding over FY 17
28,200	28,200	0	BUSINESS & TRAVEL no change in funding over FY 17
			MISCELLANEOUS increases $70,000
90,000	160,000	70,000	Grants and Contributions - funds provide for Shock Trauma at $10,000 and for miscellaneous grants at $80,000. For FY 18 added one-time contributions to match State grants for the Hosanna School @ $45,000 and the McComas Institute @ $25,000

DIVISION STAFF SUMMARY

Office of the County Executive

Index #011000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	46,000		1.00	51,500	0.00	0
Administrative Assistant II	0.00	0		0.00	0	1.00	55,166
Administrative Secretary III	1.00	62,000		1.00	64,631	1.00	69,233
County Executive	1.00	130,000		1.00	131,939	1.00	134,677
Management Assistant II	1.00	82,465		1.00	84,939	1.00	88,337
SALARY TOTAL	**4.00**	**320,465**		**4.00**	**333,009**	**4.00**	**347,413**
OTHER PERSONAL SERVICES							
Pension & Retirement		32,047			33,301		31,267
Workers' Compensation		1,064			2,135		1,943
Health Benefits		77,986			88,244		79,728
PEHP		13,560			11,244		14,460
FICA		23,803			24,642		25,574
Miscellaneous		560			560		560
TOTAL OTHER PERSONAL SERVICES		**149,020**			**160,126**		**153,532**
TOTAL PERSONAL SERVICES	**4.00**	**469,485**	*	**4.00**	**493,135**	**4.00**	**500,945**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COUNTY EXECUTIVE
Office of the Chief of Staff
Index #013000

ORIGIN/PURPOSE:

By Order of the County Executive of Harford County, Maryland, a new Article XXXVIA, heading "Office of the Chief of Staff", was added to Chapter 9, of the Harford County Code, as amended, on January 12, 2006.
The Office of the Chief of Staff shall be responsible for the coordination and oversight of major County initiatives as assigned by the County Executive.
The Office shall conduct research, analyze and interpret information, issues, proposals, and problems to ensure that appropriate and complete information is provided to the County Executive for decision making and informational purposes. The Office of the Chief of Staff may be assigned and shall do and perform such other and related duties as may be assigned to it by the County Executive.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	463,541	0	0	0	0
20 CONTRACTUAL SERVICES	1,211	0	0	0	0
30 SUPPLIES AND MATERIALS	3,236	0	0	0	0
40 BUSINESS AND TRAVEL	5,549	0	0	0	0
50 CAPITAL OUTLAY	892	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	282	0	0	0	0
GRAND TOTAL	**474,711**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**474,711**	**0**	**0**	**0**	**0**

FINANCIAL NOTES:
Per Executive Order 14-04 this division was abolished in the FY 16 budget.

COUNTY EXECUTIVE
Division of Agricultural Affairs
Index #014000

ORIGIN/PURPOSE:

The Division of Agricultural Affairs has been established in order to facilitate the coordination of all agriculturally related activities in the County and to advise the County Executive on agricultural related issues. This office also serves as the County Executive's liaison to the farming community as agriculture remains one of the largest economic engines in the County and the State. Through this Division Harford County epitomizes the significance of sustaining, strengthening and promoting the County's agricultural industry and heritage.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	64,557	0	0	0	0
20 CONTRACTUAL SERVICES	30,552	0	0	0	0
30 SUPPLIES AND MATERIALS	3,140	0	0	0	0
40 BUSINESS AND TRAVEL	4,399	0	0	0	0
50 CAPITAL OUTLAY	0	0	0	0	0
70 MISCELLANEOUS	159,375	0	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	39	0	0	0	0
GRAND TOTAL	**262,062**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**262,062**	**0**	**0**	**0**	**0**

FINANCIAL NOTES:

Per Executive Order 14-04 this division was abolished in the FY 16 budget.

COUNTY EXECUTIVE
Constituent Services
Index #015000

ORIGIN/PURPOSE:

This office responds to citizen inquiries and complaints as well as coordinates responses to citizens with either County, State or Federal agencies. This office also provides representation from the Administration at community events and functions. These duties were previously performed by the Office of Governmental and Community Relations. In an effort to improve efficiency in government, Executive Order 10-05 was established to abolish the Office of Governmental and Community Relations and have these functions absorbed by other existing Executive Branch departments.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	292,894	0	0	0	0
20 CONTRACTUAL SERVICES	33,032	0	0	0	0
30 SUPPLIES AND MATERIALS	3,648	0	0	0	0
40 BUSINESS AND TRAVEL	1,497	0	0	0	0
50 CAPITAL OUTLAY	456	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	3,393	0	0	0	0
GRAND TOTAL	**334,920**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**334,920**	**0**	**0**	**0**	**0**

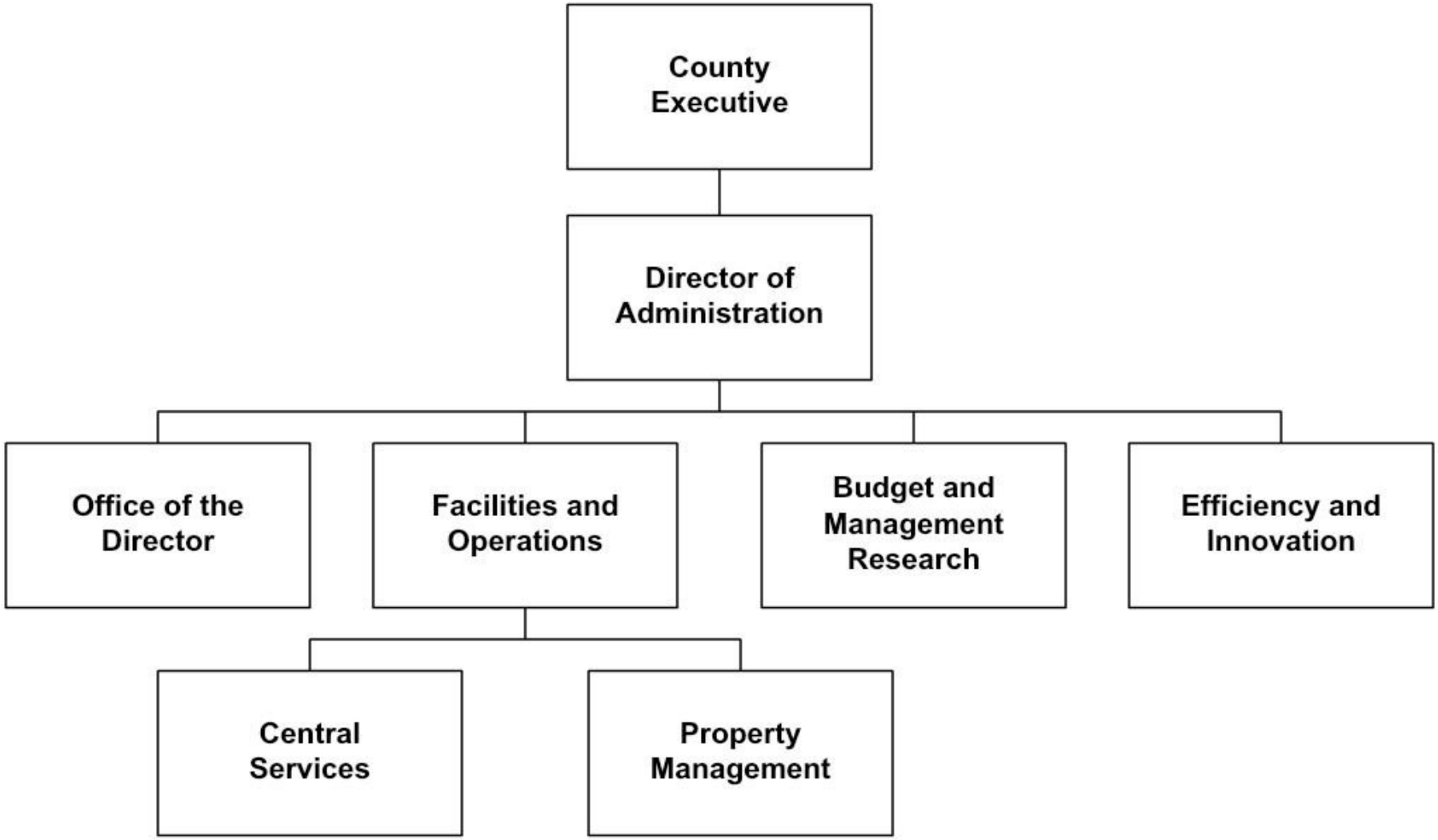
FINANCIAL NOTES:

Per Executive Order 14-04 this division was abolished in the FY 16 budget.



Bel Air Courthouse

ADMINISTRATION



ADMINISTRATION

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive. The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive for approval and submission to the Council all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations.

The Department of Administration provides support services to all County government departments and agencies. Included under Administration are the divisions of Director of Administration, Facilities and Operations, Central Services, Budget and Management Research and Citizen Affairs and Administrative Services. Supervisors within each division report directly to the Director of Administration.

MISSION STATEMENT:

THE DEPARTMENT OF ADMINISTRATION PROVIDES MANAGEMENT AND COORDINATION OF THE ACTIVITIES OF COUNTY DEPARTMENTS AND AGENCIES

ADMINISTRATION

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	5,078,733	3,856,089	3,949,083	4,361,835	4,361,835
20	CONTRACTUAL SERVICES	1,259,712	1,261,404	1,694,775	5,055,350	5,055,350
30	SUPPLIES AND MATERIALS	516,418	642,428	589,150	645,600	645,600
40	BUSINESS AND TRAVEL	115,052	105,155	114,025	114,450	114,450
50	CAPITAL OUTLAY	4,548	64,950	0	0	0
70	MISCELLANEOUS	102,250	163,227	245,000	220,000	220,000
80	INTER-GOVERNMENTAL/INTERFUND	979	2,222	1,100	1,500	1,500
	GRAND TOTAL	**7,077,692**	**6,095,475**	**6,593,133**	**10,398,735**	**10,398,735**
SUMMARY BY FUND:						
11	GENERAL	7,077,692	6,095,475	6,593,133	10,398,735	10,398,735
	GRAND TOTAL	**7,077,692**	**6,095,475**	**6,593,133**	**10,398,735**	**10,398,735**
SUMMARY BY DIVISION:						
21000	DIRECTOR OF ADMINISTRATION	481,292	444,223	636,310	617,723	617,723
21200	PROPERTY MANAGEMENT	0	0	0	3,507,083	3,507,083
21500	EFFICIENCY AND INNOVATION	189,630	0	253,458	262,097	262,097
22000	FACILITIES AND OPERATIONS	3,529,559	4,210,404	4,534,334	4,829,983	4,829,983
23100	CENTRAL SERVICES	556,343	616,772	648,767	651,606	651,606
24000	BUDGET & MGMNT. RESEARCH	679,628	503,663	520,264	530,243	530,243
25500	CITIZEN AFFAIRS & ADMIN SERVICES	0	320,413	0	0	0
29000	RISK MANAGEMENT	1,641,240	0	0	0	0
	GRAND TOTAL	**7,077,692**	**6,095,475**	**6,593,133**	**10,398,735**	**10,398,735**

ADMINISTRATION

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $412,752
2,579,190	2,545,656	(33,534)	Full-time salaries
			10,843 Salary adjustments
			(44,377) Staff Turnover (1.7%)
			(33,534) Budget Amendment
56,255	96,447	40,192	Temporary Salaries - provides for a Facility and Security Coordinator; two temporary custodial workers and a summer intern
	127,275	127,275	FY 18 Merit Salary Increase of 4%
	311,388	311,388	Three (3) positions transferred into Administration - Property Management
			# of positions / Salary / Fringe / Total
			3 / 222,556 / 88,832 / 311,388
	(77,613)	(77,613)	Two (2) vacant custodial worker positions were transferred to Department of Emergency Services new EMS division. The funds were reallocated within Facilities & Operations to temporary salaries
262,545	238,823	(23,722)	Pension adjustments
693,745	741,764	48,019	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
67,464	86,760	19,296	PEHP (Post Employment Health Plan)

ADMINISTRATION

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
40,635	45,984	5,349	Workers' Compensation adjustment
8,500	4,500	(4,000)	Shift Differential - decrease based on actual expense history
1,694,775	5,055,350	3,360,575	CONTRACTUAL SERVICES increase $3,360,575 The majority of the increase is a result of the transfer of Property Management from Procurement to Administration. These funds provide for the space and real estate rentals as well as the electricity, custodial, and heating costs related to the leased properties @ $3,181,975. Funds for the County's share of the Town of Bel Air parking garage lighting retrofit project are included in the Facilities & Operations budget @ $233,000
			MATERIALS AND SUPPLIES increase $56,450
95,000	185,000	90,000	Equipment Repair Parts increase based on actual expense history for Facilities & Operations
85,000	50,000	(35,000)	Building Supplies decreased based on actual expense history for Facilities & Operations but still provides for carpet, lumber, drywall, etc.
			BUSINESS AND TRAVEL increase $425
64,700	65,700	1,000	Vehicle Maintenance and Fuel charges were adjusted based on actual expense history
4,625	2,875	(1,750)	Mileage decreased based on actual expense history
100	1,200	1,100	Professional Books and Periodicals increased based on actual expense history for Property Management
245,000	220,000	(25,000)	MISCELLANEOUS decrease ($25,000) Funds provide for contributions to non-profits as well as funds to cover impact fees for Habitat for Humanity homes

DEPARTMENT STAFF SUMMARY
ADMINISTRATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	96,505	3.00	152,531	3.00	158,633
Administrative Secretary III	1.00	66,000	1.00	67,980	1.00	72,820
Administrative Specialist I	2.00	124,259	1.00	64,102	1.00	60,000
Administrative Specialist II	0.00	0	1.00	49,931	2.00	142,985
Asset Manager	1.00	73,587	1.00	75,794	1.00	78,827
Assistant Supervisor Custodial Workers	1.00	52,426	1.00	53,999	1.00	56,159
Central Stores Coordinator	0.00	0	1.00	34,093	1.00	38,563
Central Services Operator	0.00	0	1.00	28,325	1.00	29,458
Central Services Specialist	3.00	114,948	2.00	83,274	2.00	86,605
Chief, Budget & Management Research	1.00	110,905	1.00	114,232	1.00	118,801
Chief, Citizen Affairs and Administrative Services	1.00	71,000	0.00	0	0.00	0
Chief, Efficiency and Innovation	0.00	0	1.00	73,404	1.00	78,630
Chief, Facilities & Operations	1.00	86,000	1.00	88,580	1.00	92,123
Custodial Worker I	3.00	82,694	3.00	85,175	1.00	29,411
Custodial Worker II	5.00	153,865	5.00	159,511	5.00	161,285
Director of Administration	1.00	129,000	1.00	131,500	1.00	136,760
Lead Maintenance Mechanic	0.00	0	2.00	91,043	2.00	100,776
Lead Maintenance Worker	0.00	0	2.00	94,098	2.00	96,698
Maintenance Mechanic I	1.00	38,089	0.00	0	1.00	34,424
Maintenance Mechanic II	7.00	323,403	6.00	295,350	4.00	190,925
Maintenance Supervisor	1.00	53,800	0.00	0	0.00	0
Maintenance Worker I	3.00	85,400	3.00	109,667	2.00	77,456
Maintenance Worker II	8.00	343,158	5.00	228,803	7.00	314,217
Management Assistant II	1.00	89,091	1.00	91,764	1.00	95,435
Real Property Agent III	0.00	0	0.00	0	2.00	141,960

DEPARTMENT STAFF SUMMARY
ADMINISTRATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Senior Budget Analyst	3.00	260,570	3.00	229,773	3.00	238,963
Superintendent of Facilities & Operations	1.00	65,000	1.00	68,382	1.00	73,260
Supervisor, Central Services	0.00	0	1.00	47,045	1.00	48,927
Supervisor of Custodial Workers	1.00	57,621	1.00	60,834	1.00	63,268
Team Leader III	1.00	43,500	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	49.00	2,520,821	49.00	2,579,190	50.00	2,817,369
TEMPORARY SALARIES		86,232		56,255		98,297
SALARY TOTAL	**49.00**	**2,607,053**	**49.00**	**2,635,445**	**50.00**	**2,915,666**

DEPARTMENT STAFF SUMMARY
ADMINISTRATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		243,724			262,545		262,707
Workers' Compensation		19,669			40,635		50,090
Health Benefits		710,005			693,745		780,537
PEHP		81,360			67,464		86,760
Overtime & Shift Differential		41,000			38,500		34,500
FICA		192,173			203,749		224,155
Miscellaneous		6,860			7,000		7,420
TOTAL OTHER PERSONAL SERVICES		**1,294,791**			**1,313,638**		**1,446,169**
TOTAL PERSONAL SERVICES	**49.00**	**3,901,844**	*	**49.00**	**3,949,083**	**50.00**	**4,361,835**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ADMINISTRATION
Director of Administration
Index #021000

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive. The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive for approval and submission to the Council all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations. The divisions of Facilities and Operations, Central Services, Budget and Management Research, and Efficiency and Innovation provide support services to all County government departments and agencies.
Each Chief reports directly to the Director of Administration.

FY 18 MISSION:
TO MANAGE AND COORDINATE THE ACTIVITIES OF COUNTY DEPARTMENTS AND AGENCIES BY EVALUATING THEIR ACCOUNTABILITY AND EFFICIENCY AND TO PREPARE A COMPLETE FINANCIAL PLAN

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	291,684	273,191	282,710	289,123	289,123
20 CONTRACTUAL SERVICES	34,789	34,880	66,500	66,500	66,500
30 SUPPLIES AND MATERIALS	17,385	9,859	4,750	4,750	4,750
40 BUSINESS AND TRAVEL	33,109	32,414	37,350	37,350	37,350
50 CAPITAL OUTLAY	1,480	0	0	0	0
70 MISCELLANEOUS	102,250	93,862	245,000	220,000	220,000
80 INTER-GOVERNMENTAL/INTERFUND	595	17	0	0	0
GRAND TOTAL	**481,292**	**444,223**	**636,310**	**617,723**	**617,723**
FUNDING SOURCE:					
11 GENERAL	**481,292**	**444,223**	**636,310**	**617,723**	**617,723**

ADMINISTRATION
Director of Administration
Index #021000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $6,413
199,480	201,519	2,039	Full-Time Salaries:
			2,039 Salary adjustments during FY 17
			2,039
	9,106	9,106	FY 18 Merit Salary Increase of 4%
19,948	18,137	(1,811)	Pension adjustments
3,748	4,820	1,072	PEHP (Post Employment Health Benefits)
44,122	39,946	(4,176)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage.
66,500	66,500	0	CONTRACTUAL SERVICES no change in funding over FY 17
4,750	4,750	0	SUPPLIES AND MATERIALS no change in funding over FY 17
37,350	37,350	0	BUSINESS AND TRAVEL no change in funding over FY 17
245,000	220,000	(25,000)	MISCELLANEOUS decrease ($25,000)
			Provides for impact fees on non-profit agency home construction and contributions to miscellaneous non-profits

DIVISION STAFF SUMMARY

Director of Administration

Index #021000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Secretary III	1.00	66,000		1.00	67,980	1.00	72,820
Director of Administration	1.00	129,000		1.00	131,500	1.00	136,760
SALARY TOTAL	**2.00**	**195,000**		**2.00**	**199,480**	**2.00**	**209,580**
OTHER PERSONAL SERVICES							
Pension & Retirement		19,500			19,948		18,862
Workers' Compensation		371			678		734
Health Benefits		42,588			44,122		39,946
PEHP		9,040			3,748		4,820
FICA		14,267			14,454		14,901
Miscellaneous		280			280		280
TOTAL OTHER PERSONAL SERVICES		**86,046**			**83,230**		**79,543**
TOTAL PERSONAL SERVICES	**2.00**	**281,046**	*	**2.00**	**282,710**	**2.00**	**289,123**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ADMINISTRATION
Property Management
Index #021200

ORIGIN/PURPOSE:

Pursuant to the passage of the charter amendment related to Bill 16-004 which deleted the purchase, sale or lease of real property as a responsibility of the Department of Procurement, the division of Property Management is now under the purview of the Director of Administration.

The division of Property Management is responsible for property acquisition, capital project review, plat approval, title work, deed and real property document preparation, property appraisals, contract negotiations with property owners, condemnation, surplus property, relocation planning and lease management for the County's 614 +/- properties.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	0	0	321,933	321,933
20 CONTRACTUAL SERVICES	0	0	0	3,181,975	3,181,975
30 SUPPLIES AND MATERIALS	0	0	0	1,550	1,550
40 BUSINESS AND TRAVEL	0	0	0	1,225	1,225
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	400	400
GRAND TOTAL	**0**	**0**	**0**	**3,507,083**	**3,507,083**
FUNDING SOURCE:					
11 GENERAL	**0**	**0**	**0**	**3,507,083**	**3,507,083**

ADMINISTRATION
Property Management
Index #021200

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $321,933
	311,388	311,388	Three (3) positions transferred from Procurement
			# of positions / Salary / Benefits / Total
			3.00 / 222,556 / 88,832 / 311,388
	10,545	10,545	FY 18 Merit Salary Increase of 4%
	3,181,975	3,181,975	CONTRACTUAL SERVICES increases $3,181,975
			Funds provide for space and real estate rentals as well as the electricity, custodial, heating costs related to the leased properties.
	1,550	1,550	SUPPLIES & MATERIALS increases $1,550
			Funding provides for office supplies, computer supplies, mailing, etc. for the Property Management Staff
	1,225	1,225	BUSINESS & TRAVEL increases $1,225
			Funding provides for mileage, professional books and membership fees
	400	400	INTER-GOVERNMENTAL/INTERFUND increases $400
			Provides for fleet carpool rentals

DIVISION STAFF SUMMARY
Property Management
Index #021200

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	0.00	0	0.00	0	1.00	89,498
Real Property Agent III	0.00	0	0.00	0	2.00	141,960
SALARY TOTAL	**0.00**	**0**	**0.00**	**0**	**3.00**	**231,458**
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		20,831
Workers' Compensation		0		0		4,186
Health Benefits		0		0		47,331
PEHP		0		0		0
FICA		0		0		17,707
Miscellaneous		0		0		420
TOTAL OTHER PERSONAL SERVICES		**0**		**0**		**90,475**
TOTAL PERSONAL SERVICES	**0.00**	**0**	**0.00**	**0**	**3.00**	**321,933**

ADMINISTRATION
Efficiency and Innovation
Index #021500

ORIGIN/PURPOSE:

In accordance with Executive Order 16-03 the Division of Efficiency and Innovation was transferred from Department of Procurement to the Director of Administration which is by Charter mandated to study the efficiency and economy of each agency and department and to report these findings to the County Executive.

The division of Efficiency and Innovation is responsible for developing partnerships, policies and programs to advocate for the efficient use and reuse of resources through innovative solutions. The Office will lead by example in supporting the development of ideas into action to reduce operating costs and our environmental footprint while improving our quality of life.

FY 18 GOALS

TO CREATE A CULTURE OF EFFICIENCY TO ENSURE THE EFFICIENT USE AND REUSE OF COUNTY RESOURCES THROUGH INNOVATIVE SOLUTIONS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	179,980	0	190,818	199,457	199,457
20 CONTRACTUAL SERVICES	7,050	0	50,240	50,240	50,240
30 SUPPLIES AND MATERIALS	1,333	0	8,300	8,300	8,300
40 BUSINESS AND TRAVEL	910	0	3,000	3,000	3,000
80 INTER-GOVERNMENTAL/INTERFUND	357	0	1,100	1,100	1,100
GRAND TOTAL	**189,630**	**0**	**253,458**	**262,097**	**262,097**
FUNDING SOURCE:					
11 GENERAL	**189,630**	**0**	**253,458**	**262,097**	**262,097**

ADMINISTRATION
Efficiency and Innovation
Index #021500

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $8,639
123,335	127,035	3,700	Full-Time Salaries: 3,700 Salary adjustments during FY 17
	5,944	5,944	FY 18 Merit Salary Increase of 4%
12,334	11,433	(901)	Pension adjustments
3,748	4,820	1,072	PEHP (Post Employment Health Benefits)
41,267	39,782	(1,485)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage.
50,240	50,240	0	CONTRACTUAL SERVICES no change in funding over FY 17 Funds provide for telephone service and contractual efficiency studies
8,300	8,300	0	SUPPLIES & MATERIALS no change in funding over FY 17 Funding provides for office supplies, commercial printing, mailing, etc.
3,000	3,000	0	BUSINESS & TRAVEL no change in funding over FY 17 Funding provides for mileage, parking and tolls, transportation costs, meals, lodging, membership fees and dues and training seminars
1,100	1,100	0	INTERGOVERNMENTAL/INTERFUND no change in funding over FY 17 Funding to cover rental of pool car

DIVISION STAFF SUMMARY

Efficiency and Innovation

Index #021500

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	0.00	0	1.00	49,931	1.00	53,486
Chief, Efficiency and Innovation	0.00	0	1.00	73,404	1.00	78,630
SALARY TOTAL	**0.00**	**0**	**2.00**	**123,335**	**2.00**	**132,116**
OTHER PERSONAL SERVICES						
Pension & Retirement		0		12,334		11,890
Workers' Compensation		0		419		462
Health Benefits		0		41,267		39,782
FICA		0		3,748		10,107
PEHP		0		9,435		4,820
Miscellaneous		0		280		280
TOTAL OTHER PERSONAL SERVICES		**0**		**67,483**		**67,341**
TOTAL PERSONAL SERVICES	**0.00**	**0**	**2.00**	**190,818**	**2.00**	**199,457**

ADMINISTRATION
Facilities and Operations
Index #022000

ORIGIN/PURPOSE:

The Division of Facilities and Operations was created by Executive Order 84-1. The division is administered by the Chief of Facilities and Operations, who is also responsible for the Division of Central Services, and reports to the Director of Administration.

MISSION:

TO SUPPORT HARFORD COUNTY IN ACHIEVING ITS GOALS AND OBJECTIVES OF FISCAL BALANCE AND EFFICIENCY, STRENGTHENING OUR COMMUNITIES AND INVESTING IN OUR WORKFORCE.
THE DIVISION OF FACILITIES AND OPERATIONS IS RESPONSIBLE FOR OPERATIONS AND MAINTENANCE OF OVER 146 FACILITIES TO INCLUDE MECHANICAL, REPAIR, RENOVATION, CUSTODIAL SERVICES AND CAPITAL IMPROVEMENTS TO ENSURE THESE FACILITIES
ARE OPERATING SAFELY AT PEAK EFFICIENCY. FACILITIES AND OPERATIONS OVERSEES THE COUNTY WAREHOUSE, SURPLUS AND INVENTORY OF COUNTY ASSETS. THE DIVISION PROVIDES QUALITY SERVICE IN A PROFESSIONAL MANNER WHILE CONTINUING TO IMPROVE CUSTOMER SATISFACTION.

FY 18 GOALS:

TO ENHANCE OPERATIONAL EFFECTIVENESS & EFFICIENCY OF COUNTY FACILITIES AND INFRASTRUCTURE

TO IMPLEMENT A TRADE APPRENTICESHIP PROGRAM FOR F&O EMPLOYEES

TO MAXIMIZE REVENUE OF COUNTY SURPLUS PROPERTY AND RESPONSIBLY TRACK COUNTY INVENTORY

ADMINISTRATION
Facilities and Operations
Index #022000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,136,404	2,615,284	2,738,999	2,801,948	2,801,948
20 CONTRACTUAL SERVICES	1,050,026	1,096,813	1,456,135	1,634,735	1,634,735
30 SUPPLIES AND MATERIALS	277,651	366,950	267,300	322,200	322,200
40 BUSINESS AND TRAVEL	62,770	66,308	71,900	71,100	71,100
50 CAPITAL OUTLAY	2,708	64,950	0	0	0
80 INTER-GOVERMENTAL/INTERFUND	0	99	0	0	0
GRAND TOTAL	**3,529,559**	**4,210,404**	**4,534,334**	**4,829,983**	**4,829,983**
FUNDING SOURCE:					
11 GENERAL	**3,529,559**	**4,210,404**	**4,534,334**	**4,829,983**	**4,829,983**

ADMINISTRATION
Facilities and Operations
Index #022000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increases $62,949
1,753,726	1,714,453	(39,273)	Full Time Salaries
			5,104 Salary adjustments
			(44,377) Staff Turnover (2.53%)
			(39,273)
	78,086	78,086	FY 18 Merit Salary Increase of 4%
56,255	91,447	35,192	Temporary Salaries provide for a Facility and Security Coordinator and two temporary custodial workers
	(77,613)	(77,613)	Two (2) vacant Custodial Worker positions were transferred to Department of Emergency Services new EMS division. The funds were reallocated within Facilities & Operations to temporary salaries
179,999	164,015	(15,984)	Pension adjustments
36,623	40,877	4,254	Workers' Compensation
474,696	542,312	67,616	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
52,472	67,480	15,008	PEHP (Post Employment Health Benefits)
8,500	4,500	(4,000)	Shift Differential adjusted based on actual expense history

ADMINISTRATION
Facilities and Operations
Index #022000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $178,600
832,900	741,600	(91,300)	Electricity, Heating Fuel and Water & Sewer were adjusted based on actual expense history
0	353,000	353,000	Management Services increased due to reallocation of Town of Bel Air Parking Garage annual costs reallocated from Property Management @ $120,000 and an additional $233,000 for the County's share of a lighting retrofit project at the garage
77,500	50,000	(27,500)	Other Professional Services based on actual expense history for movers, asbestos and lead mitigation as well as mosquito control
237,000	167,000	(70,000)	Building and Custodial Service decreased based on actual expenses for dumpsters, elevators, cleaning, pest control, etc.
40,000	50,000	10,000	Security Systems increase based on actual expenses for fire alarm/intrusion system maintenance
			SUPPLIES & MATERIALS increase $54,900
95,000	185,000	90,000	Equipment Repair Parts increase based on actual expense history
85,000	50,000	(35,000)	Building Supplies decreased based on actual expense history for carpet, lumber, drywall, etc.
			BUSINESS AND TRAVEL decrease ($800)
30,000	31,000	1,000	Vehicle Maintenance increase based on actual expense history
3,800	2,000	(1,800)	Mileage decreased base on actual expense history

DIVISION STAFF SUMMARY
Facilities and Operations
Index #022000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	96,505	3.00	152,531	3.00	158,633
Administrative Specialist I	1.00	68,259	1.00	64,102	1.00	60,000
Asset Manager	1.00	73,587	1.00	75,794	1.00	78,827
Assistant Supervisor of Custodial Workers	1.00	52,426	1.00	53,999	1.00	56,159
Central Stores Coordinator	0.00	0	1.00	34,093	1.00	38,563
Chief, Facilities and Operations	1.00	86,000	1.00	88,580	1.00	92,123
Custodial Worker I	3.00	82,694	3.00	85,175	1.00	29,411
Custodial Worker II	5.00	153,865	5.00	159,511	5.00	161,285
Lead Maintenance Mechanic	0.00	0	2.00	91,043	2.00	100,776
Lead Maintenance Worker	0.00	0	2.00	94,098	2.00	96,698
Maintenance Mechanic I	1.00	38,089	0.00	0	1.00	34,424
Maintenance Mechanic II	7.00	323,403	6.00	295,350	4.00	190,925
Maintenance Supervisor	1.00	53,800	0.00	0	0.00	0
Maintenance Worker I	3.00	85,400	3.00	109,667	2.00	77,456
Maintenance Worker II	8.00	343,158	5.00	228,803	7.00	314,217
Management Assistant II	1.00	89,091	1.00	91,764	1.00	95,435
Supervisor of Custodial Workers	1.00	57,621	1.00	60,834	1.00	63,268
Superintendent of Facilities & Ops	1.00	65,000	1.00	68,382	1.00	73,260
TOTAL FULL-TIME SALARIES	37.00	1,668,898	37.00	1,753,726	35.00	1,721,460
TEMPORARY SALARIES		43,900		56,255		93,297
SALARY TOTAL	**37.00**	**1,712,798**	**37.00**	**1,809,981**	**35.00**	**1,814,757**

DIVISION STAFF SUMMARY

Facilities and Operations

Index #022000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		171,280			179,999		164,076
Workers' Compensation		17,646			36,623		40,593
Health Benefits		526,823			474,696		533,754
PEHP		54,240			52,472		67,480
Overtime and Shift Differential		41,000			38,500		34,500
FICA		134,166			141,408		141,468
Miscellaneous		5,320			5,320		5,320
TOTAL OTHER PERSONAL SERVICES		**950,475**			**929,018**		**987,191**
TOTAL PERSONAL SERVICES	**37.00**	**2,663,273**	*	**37.00**	**2,738,999**	**35.00**	**2,801,948**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ADMINISTRATION
Central Services
Index #023100

ORIGIN/PURPOSE:

The Central Services Division of the Department of Administration provides optical filing, UPS and mail services and switchboard services. Under Executive Order 84-1, the Chief of Facilities and Operations is responsible for this Division. The Division provides mailing services for all County agencies to include incoming, outgoing and interoffice mailings. The Harford County switchboard is managed by this Division and handles all incoming customer service calls.

FY 2018 GOAL:

IMPROVE CUSTOMER SERVICE BY EFFCIENTLY AND COURTEOSLY ACCEPTING SWITCHBOARD CALLS

DEVELOP COST SAVING STRATEGIES FOR COUNTY MAILING SERVICES

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	243,098	273,683	242,517	245,356	245,356
20 CONTRACTUAL SERVICES	109,950	101,520	114,500	114,500	114,500
30 SUPPLIES AND MATERIALS	203,295	241,569	291,750	291,750	291,750
GRAND TOTAL	**556,343**	**616,772**	**648,767**	**651,606**	**651,606**
FUNDING SOURCE:					
11 GENERAL	**556,343**	**616,772**	**648,767**	**651,606**	**651,606**

ADMINISTRATION
Central Services
Index #023100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase of $2,839
158,644	158,644	0	Full-time Salaries
	7,513	7,513	FY 18 Salary Merit Increase of 4%
46,072	39,832	(6,240)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
1,745	2,753	1,008	Workers Compensation adjustments
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
15,864	14,278	(1,586)	Pension adjustments
114,500	114,500	0	CONTRACTUAL SERVICES no change in funding over FY 17
291,750	291,750	0	MATERIALS & SERVICES no change in funding over FY 17

DIVISION STAFF SUMMARY

Central Services

Index #023100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Central Services Operator	0	0		1.00	28,325	1.00	29,458
Central Services Specialist	3.00	114,948		2.00	83,274	2.00	86,605
Supervisor, Central Services	0.00	0		1.00	47,045	1.00	48,927
Team Leader III	1.00	43,500		0.00	0	0.00	0
SALARY TOTAL	**4.00**	**158,448**		**4.00**	**158,644**	**4.00**	**164,990**
OTHER PERSONAL SERVICES							
Pension & Retirement		15,845			15,864		14,849
Workers' Compensation		947			1,745		2,863
Health Benefits		39,638			46,072		39,832
PEHP		9,040			7,496		9,640
FICA		12,121			12,136		12,622
Miscellaneous		560			560		560
TOTAL OTHER PERSONAL SERVICES		**78,151**			**83,873**		**80,366**
TOTAL PERSONAL SERVICES	**4.00**	**236,599**	*	**4.00**	**242,517**	**4.00**	**245,356**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ADMINISTRATION
Budget & Management Research
Index #024000

ORIGIN/PURPOSE:

This division is administered by the Chief of Budget and Management Research, who reports to the Director of Administration, in accordance with Harford County Charter Section 312 (amended by Bill 82-45) which states, . . ."The Director of Administration shall be the Budget Officer."

It is the responsibility of the Budget Office to clearly set forth a plan for the County to receive and expend funds each fiscal year. To this end, the Office assists in developing and publishing the County's Annual Operating and Capital Budgets and the Six Year Capital Improvement Program. Throughout the year, the staff monitors and projects expenditure patterns, inventories budgeted staffing, approves fund transfers, provides analysis, conducts research and publishes reports for the County Executive, the Administration and all other operating departments.

FY 18 GOAL:
TO UTILIZE BEST PRACTICES TO DEVELOP A BUDGET THAT MEETS THE NEEDS OF HARFORD COUNTY CITIZENS, LEADERS AND GOVERNMENT AGENCIES

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	659,521	475,790	494,039	504,018	504,018
20 CONTRACTUAL SERVICES	6,210	6,138	7,400	7,400	7,400
30 SUPPLIES AND MATERIALS	12,479	21,550	17,050	17,050	17,050
40 BUSINESS AND TRAVEL	1,058	185	1,775	1,775	1,775
50 CAPITAL OUTLAY	360	0	0	0	0
GRAND TOTAL	**679,628**	**503,663**	**520,264**	**530,243**	**530,243**
FUNDING SOURCE:					
11 GENERAL	**679,628**	**503,663**	**520,264**	**530,243**	**530,243**

ADMINISTRATION
Budget & Management Research
Index #024000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase of $24,713
344,005	344,005	0	Full Time Salaries
	16,081	16,081	FY 18 Merit Salary Increase of 4%
34,400	30,960	(3,440)	Pension adjustments
87,588	79,892	(7,696)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
0	5,000	5,000	Temporary Salaries - provide for a summer intern
7,400	7,400	0	CONTRACTUAL SERVICES no change in funding over FY 17
17,050	17,050	0	SUPPLIES & MATERIALS no change in funding over FY 17
1,775	1,775	0	BUSINESS & TRAVEL no change in funding over FY 17

DIVISION STAFF SUMMARY
Budget and Management Research
Index #024000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Chief, Budget & Management Research	1.00	110,905		1.00	114,232	1.00	118,801
Senior Budget Analyst	3.00	260,570		3.00	229,773	3.00	238,964
TOTAL FULL-TIME SALARIES	**4.00**	**371,475**		**4.00**	**344,005**	**4.00**	**357,765**
TEMPORARY SALARIES		0			0		5,000
SALARY TOTAL	**4.00**	**371,475**		**4.00**	**344,005**	**4.00**	**362,765**
OTHER PERSONAL SERVICES							
Pension & Retirement		24,399			34,400		32,199
Workers' Compensation		464			1,170		1,252
Health Benefits		63,882			87,588		79,892
FICA		18,665			26,316		27,350
Miscellaneous		420			560		560
TOTAL OTHER PERSONAL SERVICES		**107,830**			**150,034**		**141,253**
TOTAL PERSONAL SERVICES	**4.00**	**479,305**	*	**4.00**	**494,039**	**4.00**	**504,018**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ADMINISTRATION
Citizen Affairs and Administrative Services
Index #025500

ORIGIN/PURPOSE:

This division was created by Executive Order 14-06 and is administered by the Chief, Citizen Affairs and Administrative Services who reports directly to the Director of Administration. The primary responsibilities of this division include the coordination, control and oversight of the investigation, research and resolution of citizen issues and concerns regarding the application of governmental policies, laws and programs. Additional responsibilities will include acting as a liaison between the County Executive and various community councils and providing assistance on constituent matters to the Harford County Council.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	218,141	0	0	0
20 CONTRACTUAL SERVICES	0	22,053	0	0	0
30 SUPPLIES AND MATERIALS	0	2,500	0	0	0
40 BUSINESS AND TRAVEL	0	6,248	0	0	0
70 MISCELLANEOUS	0	69,365	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	0	2,106	0	0	0
GRAND TOTAL	**0**	**320,413**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**0**	**320,413**	**0**	**0**	**0**

Per Executive Order 16-03 the Division of Citizen Affairs and Administrative Services was transferred to the Office of Governmental and Community Relations and title changed to Division of Citizen Affairs and Agricultural Services

DIVISION STAFF SUMMARY
CITIZENS AFFAIRS AND ADMINISTRATION SERVICES
Index #025500

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist I	1.00	56,000		0.00	0	0.00	0
Chief of Citizens Affairs and Administrative Srvcs	1.00	71,000		0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	2.00	127,000		0.00	0	0.00	0
TEMPORARY SALARIES		42,332			0		0
SALARY TOTAL	**2.00**	**169,332**		**0.00**	**0**	**0.00**	**0**
OTHER PERSONAL SERVICES							
Pension & Retirement		12,700			0		0
Workers' Compensation		241			0		0
Health Benefits		37,074			0		0
PEHP		9,040			0		0
Overtime		0			0		0
FICA		12,954			0		0
Miscellaneous		280			0		0
TOTAL OTHER PERSONAL SERVICES		**72,289**			**0**		**0**
TOTAL PERSONAL SERVICES	**2.00**	**241,621**	*	**0.00**	**0**	**0.00**	**0**

Per Executive Order 16-03 the Division of Citizen Affairs and Administrative Services was transferred to Office of Governmental and Community Relations and retitled Division of Citizen Affairs and Agricultural Services

ADMINISTRATION
Risk Management
Index #029000

ORIGIN/PURPOSE:

Per Executive Order 14-08 the functions and responsibilities of Risk Management was transferred to the Law Department.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,568,046	0	0	0	0
20 CONTRACTUAL SERVICES	51,687	0	0	0	0
30 SUPPLIES AND MATERIALS	4,275	0	0	0	0
40 BUSINESS AND TRAVEL	17,205	0	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	27	0	0	0	0
GRAND TOTAL	**1,641,240**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**1,641,240**	**0**	**0**	**0**	**0**

ADMINISTRATION - DIVISION OF EFFICIENCY & INNOVATION
OBJECTIVE & PERFORMANCE MEASURES

Department Goal:

To create a culture of resource efficiency at all levels of government to ensure efficient use and reuse of County resources

Department Objective:

To develop strategies to measure and manage efficiency

County Goals(s) Supported:

I. Fiscal Balance & Efficiency

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimate 2018
Input:					
Staff	N/A	N/A	2	2	2
Output:					
Energy management program	N/A	N/A	N/A	Re-Initiated	Assessment Ongoing
Maintain Organizational Charts	N/A	N/A	Completed	Completed	Completed
Performance Management Trainings (w/ Human Resources)	N/A	N/A	N/A	40	20
Annual Review of Performance Measures	N/A	N/A	N/A	100%	75%
Outcome:					
Efficiency Tracking Tool	N/A	N/A	N/A	Developing	Initiating
Energy Efficiency Reduction Goal	N/A	N/A	N/A	Defining	2%
Performance Management Engagement	N/A	N/A	N/A	50%	60%

Analysis of Performance Measure

FY17, the Division of Efficiency and Innovation in partnership with Human Resources launched two new performance management programs (BizLibrary and Halogen). Additionally the energy management program responsibility transitioned to the Division in FY17.

ADMINISTRATION - DIVISION OF CENTRAL SERVICES
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To improve customer service by efficiently and courteously accepting switchboard calls.

Department Objective

To advance the Division's goal by continuing to provide excellent switchboard customer service.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

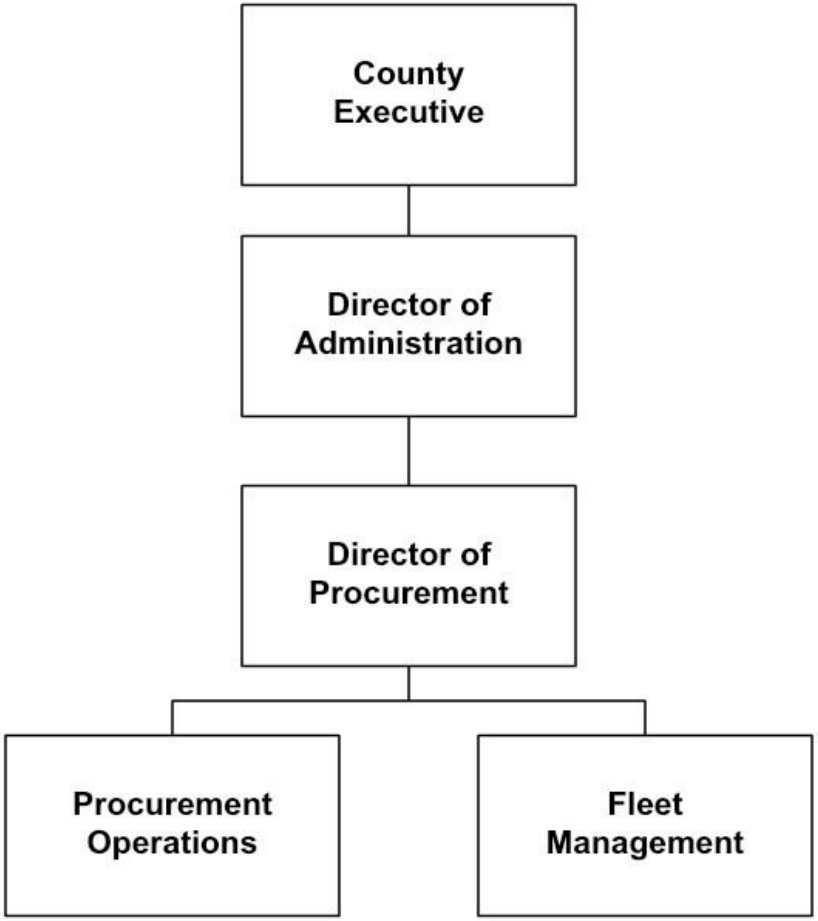
III. Strengthen Our Communities

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Number of Employees	N/A	N/A	4	4	4
Output:						
	Number of Phone Calls Received	N/A	N/A	36,200	36,500	36,800
Outcome:						
	Number of Phone Calls Successfully Transferred	N/A	N/A	35,800	36,100	36,400

Explanation and Analysis of Performance Measures

Plan to maintain these results in the future by answering the phone within two rings 95% of the time and greet the customer professionally and courteously.

DEPARTMENT OF PROCUREMENT



PROCUREMENT

ORIGIN/PURPOSE:

Under Harford County Charter, Article IV, Section 414, the Department of Procurement shall be responsible for purchasing or contracting for supplies and contractual services including capital projects and consultant services; providing for the purchase, sale or lease of real property by the County; and performing such other duties as may be prescribed by the County Executive or legislative act of the Council.
The Department of Procurement is divided into four divisions: Procurement Operations, Property Management, Efficiency and Innovation and Fleet Management.
Procurement Operations obtains goods and services for the County in a timely, effective, and efficient manner at the lowest possible price consistent with quality.
Per Executive Order 14-07 funding was transferred from index 021500 - Sustainability Office under the Department of Administration to index 036000 - Efficiency and Innovation under the Department of Procurement. Efficiency and Innovation is tasked with establishing innovative solutions to use and reuse our resources.
Per Bill 16-004 and passage of a related charter amendment which deleted the purchase, sale or lease of real property as a responsibility of the Department of Procurement, the division of Property Management is now under the purview of the Director of Administration.
Fleet Management is charged with the management of all County vehicles, and the fleet maintenance program performed under contract by First Vehicle Services.

MISSION STATEMENT:
TO PROVIDE AN OPTIMUM PROCUREMENT PROCESS WITH INTEGRITY AND TRANSPARENCY BY PROMOTING BROAD COMPETITION USING COLLABORATIVE, STRATEGIC AND COST-EFFICIENT METHODS IN A TIMELY MANNER, ACHIEVING MAXIMUM VALUE OF TAX DOLLARS FOR QUALITY GOODS AND SERVICES, INCLUDING CAPITAL PROJECTS

FY 2017 - FY 2018 GOALS:
TO ACHIEVE COST SAVINGS FOR THE COUNTY
TO HELP BUILD ECONOMIC VITALITY
TO IMPROVE CONTRACT MANAGEMENT
TO MAXIMIZE THE VALUE OF INVENTORY
TO DOCUMENT AND TRACK FLEET COST SAVINGS ON CAPITAL PROJECTS RELATIVE TO ACQUISITION OF VEHICLES AND EQUIPMENT
TO REDUCE UNDERUTILIZED VEHICLES AND EQUIPMENT

PROCUREMENT

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,362,596	1,357,134	1,281,056	943,548	943,548
20	CONTRACTUAL SERVICES	3,333,902	3,327,081	3,807,415	404,140	404,140
30	SUPPLIES & MATERIALS	3,062,490	3,082,652	3,457,400	4,206,450	4,206,450
40	BUSINESS AND TRAVEL	3,377,302	3,409,875	3,854,162	3,974,892	3,974,892
50	CAPITAL OUTLAY	226,348	184,823	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	1,983	1,822	2,400	2,000	2,000
	GRAND TOTAL	**11,364,621**	**11,363,387**	**12,402,433**	**9,531,030**	**9,531,030**
SUMMARY BY FUND:						
11	GENERAL	4,251,538	4,328,034	4,533,677	778,209	778,209
25	HIGHWAYS	7,113,083	7,035,353	7,868,756	8,752,821	8,752,821
	GRAND TOTAL	**11,364,621**	**11,363,387**	**12,402,433**	**9,531,030**	**9,531,030**
SUMMARY BY DIVISION:						
GENERAL FUND:						
031000	PROCUREMENT OPERATIONS	911,093	706,501	804,499	778,209	778,209
034000	PROPERTY MANAGEMENT	3,340,445	3,434,167	3,729,178	0	0
036000	EFFICIENCY AND INNOVATION	0	187,366	0	0	0
HIGHWAYS FUND:						
032000	FLEET MANAGEMENT	7,113,083	7,035,353	7,868,756	8,752,821	8,752,821
	GRAND TOTAL	**11,364,621**	**11,363,387**	**12,402,433**	**9,531,030**	**9,531,030**

DEPARTMENT STAFF SUMMARY
PROCUREMENT - ALL FUND

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PROCUREMENT - GENERAL FUND						
Administrative Assistant II	2.00	72,646	2.00	93,351	2.00	97,085
Administrative Secretary III	1.00	59,381	1.00	61,163	1.00	63,610
Administrative Specialist II	1.00	48,477	1.00	86,056	0.00	0
Chief, Procurement	1.00	66,000	1.00	66,950	0.00	0
Chief, Efficiency and Innovation	1.00	71,000	0.00	0	0.00	0
Chief, Property Management	1.00	67,512	0.00	0	0.00	0
Director of Procurement	1.00	115,376	1.00	116,376	1.00	121,031
Management Assistant II	0.00	0	0.00	0	0.00	0
Procurement Agent I	0.00	0	0.00	0	2.00	88,740
Procurement Agent II	3.00	162,296	3.00	169,785	1.00	57,200
Procurement Agent III	2.00	132,524	2.00	136,500	1.00	61,958
SUB-TOTAL GENERAL FUND SALARIES	**13.00**	**795,212**	**11.00**	**730,181**	**8.00**	**489,624**
PROCUREMENT - HIGHWAYS FUND						
Administrative Assistant II	1.00	44,900	1.00	43,527	1.00	45,268
Fleet Manager	1.00	88,124	1.00	90,767	1.00	94,398
SUB-TOTAL HIGHWAYS FUND SALARIES	**2.00**	**133,024**	**2.00**	**134,294**	**2.00**	**139,666**
OTHER PERSONAL SERVICES						
Pension & Retirement		100,603		86,447		56,636
Workers' Compensation		5,258		9,632		3,047
Health Benefits		258,792		225,541		181,092
PEHP		36,160		27,008		24,100
FICA		76,961		66,133		47,983
Miscellaneous		2,240		1,820		1,400
TOTAL OTHER PERSONAL SERVICES		**480,014**		**416,581**		**314,258**
PROCUREMENT - DEPARTMENT TOTAL						
TOTAL SALARIES	15.00	928,236	13.00	864,475	10.00	629,290
TOTAL OTHER PERSONAL SERVICES		480,014		416,581		314,258
DEPARTMENT SALARY TOTAL	**15.00**	**1,408,250**	**13.00**	**1,281,056**	**10.00**	**943,548**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PROCUREMENT

GENERAL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,169,999	1,165,455	1,083,952	739,534	739,534
20	CONTRACTUAL SERVICES	3,055,280	3,142,816	3,423,915	15,640	15,640
30	SUPPLIES & MATERIALS	5,522	9,697	5,600	4,550	4,550
40	BUSINESS AND TRAVEL	11,877	6,610	17,810	16,485	16,485
50	CAPITAL OUTLAY	7,176	1,634	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	1,684	1,822	2,400	2,000	2,000
	GRAND TOTAL	**4,251,538**	**4,328,034**	**4,533,677**	**778,209**	**778,209**
SUMMARY BY FUND:						
11	GENERAL	4,251,538	4,328,034	4,533,677	778,209	778,209
	GRAND TOTAL	**4,251,538**	**4,328,034**	**4,533,677**	**778,209**	**778,209**
SUMMARY BY DIVISION:						
031000	PROCUREMENT OPERATIONS	911,093	706,501	804,499	778,209	778,209
034000	PROPERTY MANAGEMENT	3,340,445	3,434,167	3,729,178	0	0
036000	EFFICIENCY AND INNOVATION	0	187,366	0	0	0
	GRAND TOTAL	**4,251,538**	**4,328,034**	**4,533,677**	**778,209**	**778,209**

DEPARTMENT STAFF SUMMARY
PROCUREMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	72,646	2.00	93,351	2.00	97,085
Administrative Secretary III	1.00	59,381	1.00	61,163	1.00	63,610
Administrative Specialist II	1.00	48,477	1.00	86,056	0.00	0
Chief, Procurement	1.00	66,000	1.00	66,950	0.00	0
Chief, Efficiency and Innovation	1.00	71,000	0.00	0	0.00	0
Chief, Property Management	1.00	67,512	0.00	0	0.00	0
Director of Procurement	1.00	115,376	1.00	116,376	1.00	121,031
Procurement Agent I	0.00	0	0.00	0	2.00	88,740
Procurement Agent II	3.00	162,296	3.00	169,785	1.00	57,200
Procurement Agent III	2.00	132,524	2.00	136,500	1.00	61,958
SALARY TOTAL	**13.00**	**795,212**	**11.00**	**730,181**	**8.00**	**489,624**
OTHER PERSONAL SERVICES						
Pension & Retirement		87,301		73,018		44,066
Workers' Compensation		4,697		8,486		2,048
Health Benefits		226,037		191,608		146,097
PEHP		31,640		23,260		19,280
FICA		66,785		55,859		37,299
Miscellaneous		1,960		1,540		1,120
TOTAL OTHER PERSONAL SERVICES		**418,420**		**353,771**		**249,910**
TOTAL PERSONAL SERVICES	**13.00**	**1,213,632**	**11.00**	**1,083,952**	**8.00**	**739,534**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Division of Efficiency and Innovation moved under Director of Administration for FY 17

Division of Property Management moved under Director of Administration for FY 18

PROCUREMENT
Procurement Operations
Index #031000

ORIGIN/PURPOSE:

The Division performs Procurement's primary function: to obtain goods and services for County departments and agencies in a timely, effective and efficient manner at the lowest possible price consistent with quality.

Staff members work closely with departments and agencies and are often called upon to assist in negotiations with suppliers.

FY 2017 - FY 2018 GOALS:

TO ACHIEVE COST SAVINGS FOR THE COUNTY
TO HELP BUILD ECONOMIC VITALITY
TO IMPROVE CONTRACT MANAGEMENT

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	829,141	679,736	765,724	739,534	739,534
20 CONTRACTUAL SERVICES	56,661	14,145	15,640	15,640	15,640
30 SUPPLIES AND MATERIALS	4,999	4,610	4,550	4,550	4,550
40 BUSINESS AND TRAVEL	11,737	6,428	16,585	16,485	16,485
50 CAPITAL OUTLAY	7,176	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	1,379	1,582	2,000	2,000	2,000
GRAND TOTAL	**911,093**	**706,501**	**804,499**	**778,209**	**778,209**
FUNDING SOURCE:					
11 GENERAL	**911,093**	**706,501**	**804,499**	**778,209**	**778,209**

PROCUREMENT
Procurement Operations
Index #031000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($26,190)
507,625	472,465	(35,160)	Full-time salaries
			(35,160) Staff Turnover (6.93)%
	19,931	19,931	FY 18 Merit Salary Increase of 4%
50,762	42,522	(8,240)	Pension decrease due to turnover and rate adjustments per Treasury
3,134	1,975	(1,159)	Workers' Compensation adjustments
145,510	146,097	587	Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage
18,740	19,280	540	PEHP (Post Employment Health Plan)
38,833	36,144	(2,689)	FICA adjustments
			BUSINESS AND TRAVEL decrease ($100)
100	0	(100)	Fuel Charges decrease based on actual expense history

DIVISION STAFF SUMMARY
PROCUREMENT OPERATIONS
Index #031000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	72,646		2.00	93,351	2.00	97,085
Administrative Secretary III	1.00	59,381		1.00	61,163	1.00	63,610
Chief, Procurement	1.00	66,000		1.00	66,950	0.00	0
Director of Procurement	1.00	115,376		1.00	116,376	1.00	121,031
Procurement Agent I	0.00	0		0.00	0	2.00	88,740
Procurement Agent II	3.00	162,296		3.00	169,785	1.00	57,200
Procurement Agent III	0.00	0		0.00	0	1.00	61,958
SALARY TOTAL	**8.00**	**475,699**		**8.00**	**507,625**	**8.00**	**489,624**
OTHER PERSONAL SERVICES							
Pension & Retirement		55,349			50,762		44,066
Workers' Compensation		1,620			3,134		2,048
Health Benefits		139,109			145,510		146,097
PEHP		22,600			18,740		19,280
FICA		42,342			38,833		37,299
Miscellaneous		1,260			1,120		1,120
TOTAL OTHER PERSONAL SERVICES		**262,280**			**258,099**		**249,910**
TOTAL PERSONAL SERVICES	**8.00**	**737,979**	*	**8.00**	**765,724**	**8.00**	**739,534**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PROCUREMENT
Property Management
Index #034000

ORIGIN/PURPOSE:

Pursuant to the passage of the charter amendment related to Bill 16-004 which deleted the purchase, sale or lease of real property as a responsibility of the Department of Procurement, the division of Property Management is now under the purview of the Director of Administration.

The division of Property Management is responsible for property acquisition, capital project review, plat approval, title work, deed and real property document preparation, property appraisals, contract negotiations with property owners, condemnation, surplus property, relocation planning and lease management for the County's 614 +/- properties.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	340,858	302,674	318,228	0	0
20 CONTRACTUAL SERVICES	2,998,619	3,128,671	3,408,275	0	0
30 SUPPLIES AND MATERIALS	523	1,134	1,050	0	0
40 BUSINESS AND TRAVEL	140	0	1,225	0	0
50 CAPITAL OUTLAY	0	1,634	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	305	54	400	0	0
GRAND TOTAL	**3,340,445**	**3,434,167**	**3,729,178**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**3,340,445**	**3,434,167**	**3,729,178**	**0**	**0**

PROCUREMENT
Property Management
Index #034000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decreases ($318,228)
313,708	0	(313,708)	Three (3) positions transferred to Director of Administration due to Bill #16-004,
			# of Positions: (3.00) Salary: (222,557) Fringe: (91,151) Total: (313,708)
4,520	0	(4,520)	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES decrease ($3,408,275)
3,408,275	0	(3,408,275)	Funds provide for space and real estate rentals as well as the electricity, custodial, heating costs related to the leased properties.
			SUPPLIES & MATERIALS decreases ($1,050)
1,050	0	(1,050)	Funding provides for office supplies, computer supplies, mailing, etc. for the Property Management Staff
			BUSINESS & TRAVEL decreases ($1,225)
1,225	0	(1,225)	Funding provides for mileage, professional books and membership fees
			INTER-GOVERNMENTAL/INTERFUND decreases ($400)
400	0	(400)	Provides for fleet carpool rentals

DIVISION STAFF SUMMARY
PROPERTY MANAGEMENT
Index #034000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	0.00	0		1.00	86,056	0.00	0
Chief, Property Management	1.00	67,512		0.00	0	0.00	0
Procurement Agent III	2.00	132,524		2.00	136,500	0.00	0
SALARY TOTAL	**3.00**	**200,036**		**3.00**	**222,556**	**0.00**	**0**
OTHER PERSONAL SERVICES							
Pension & Retirement		20,004			22,256		0
Workers' Compensation		2,850			5,352		0
Health Benefits		47,097			46,098		0
PEHP		4,520			4,520		0
FICA		15,303			17,026		0
Miscellaneous		420			420		0
TOTAL OTHER PERSONAL SERVICES		**90,194**			**95,672**		**0**
TOTAL PERSONAL SERVICES	**3.00**	**290,230**	*	**3.00**	**318,228**	**0.00**	**0**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Division of Property Management moved under Director of Administration for FY 18

PROCUREMENT
Efficiency & Innovation
Index #036000

ORIGIN/PURPOSE:

In accordance with Executive Order 16-03 the Division of Efficiency and Innovation was transferred from Department of Procurement to the Director of Administration which is by Charter mandated to study the efficiency and economy of each agency and department and to report these findings to the County Executive.

The division of Efficiency and Innovation is responsible for developing partnerships, policies and programs to advocate for the efficient use and reuse of resources through innovative solutions. The Office will lead by example in supporting the development of ideas into action to reduce operating costs and our environmental footprint while improving our quality of life.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	183,045	0	0	0
20 CONTRACTUAL SERVICES	0	3,953	0	0	0
30 SUPPLIES AND MATERIALS	0	182	0	0	0
40 BUSINESS AND TRAVEL	0	186	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	0	0
GRAND TOTAL	**0**	**187,366**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**0**	**187,366**	**0**	**0**	**0**

DIVISION STAFF SUMMARY
EFFICIENCY & INNOVATION
Index #036000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	48,477		0.00	0	0.00	0
Fleet Manager	1.00	71,000		0.00	0	0.00	0
SALARY TOTAL	**2.00**	**119,477**		**0.00**	**0**	**0.00**	**0**
OTHER PERSONAL SERVICES							
Pension & Retirement		11,948			0		0
Workers' Compensation		227			0		0
Health Benefits		39,831			0		0
PEHP		9,140			0		0
FICA		4,520			0		0
Miscellaneous		280			0		0
TOTAL OTHER PERSONAL SERVICES		**65,946**			**0**		**0**
TOTAL PERSONAL SERVICES	**2.00**	**185,423**	*	**0.00**	**0**	**0.00**	**0**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Division moved under Director of Administration for FY 17

PROCUREMENT
Fleet Management
Index #032000

ORIGIN/PURPOSE:

This division is responsible for the maintenance and distribution of the County's motor fleet along with the county's motor fuel dispensing operations.

FY 2017 - FY 2018 GOAL:

TO MAXIMIZE THE VALUE OF INVENTORY
TO DOCUMENT AND TRACK FLEET COST SAVINGS ON CAPITAL PROJECTS RELATIVE TO ACQUISITION OF VEHICLES AND EQUIPMENT
TO REDUCE UNDERUTILIZED VEHICLES AND EQUIPMENT

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	192,597	191,679	197,104	204,014	204,014
20 CONTRACTUAL SERVICES	278,622	184,265	383,500	388,500	388,500
30 SUPPLIES AND MATERIALS	3,056,968	3,072,955	3,451,800	4,201,900	4,201,900
40 BUSINESS AND TRAVEL	3,365,425	3,403,265	3,836,352	3,958,407	3,958,407
50 CAPITAL OUTLAY	219,172	183,189	0	0	0
80 INTER-GOVERNMENTAL	299	0	0	0	0
GRAND TOTAL	**7,113,083**	**7,035,353**	**7,868,756**	**8,752,821**	**8,752,821**
FUNDING SOURCE:					
25 HIGHWAYS	**7,113,083**	**7,035,353**	**7,868,756**	**8,752,821**	**8,752,821**

PROCUREMENT
Fleet Management
Index #032000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $6,910
	6,306	6,306	FY 18 Merit Salary Increase of 4%
13,429	12,086	(1,343)	Pension decrease due to rate adjustments per Treasury
33,933	34,995	1,062	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
3,748	4,820	1,072	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES increase $5,000
100,000	100,000	0	Vehicle & Operating Equipment flat lined for FY18
200,000	200,000	0	Other Professional Services funds for tank replacement flat lined for FY18
15,000	20,000	5,000	Data Processing Software increases for one-time fee for customized reports for maintenance system
			SUPPLIES AND MATERIALS increase $750,100
1,700,000	2,075,000	375,000	Diesel Fuel increase for new cooperative fuel agreement with Harford County Public Schools
1,750,000	2,125,000	375,000	Gasoline increase for new cooperative fuel agreement with Harford County Public Schools
100	200	100	Janitorial Supplies & Equipment increase to provide supplies for new Abingdon fuel station
			BUSINESS AND TRAVEL increase $122,055
30,000	41,000	11,000	County Owned Vehicle increases due to tag/title work for vehicles & equipment
2,445,752	2,557,357	111,605	Targeted Charges for First Vehicle Services increase for 3% increase in parts and labor
1,274,400	1,274,400	0	Non-Targeted Charges for First Vehicle Services flat lined for FY18

DIVISION STAFF SUMMARY
FLEET MANAGEMENT
Index #032000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	44,900		1.00	43,527	1.00	45,268
Fleet Manager	1.00	88,124		1.00	90,767	1.00	94,398
SALARY TOTAL	**2.00**	**133,024**		**2.00**	**134,294**	**2.00**	**139,666**
OTHER PERSONAL SERVICES							
Pension & Retirement		13,302			13,429		12,570
Workers' Compensation		561			1,146		999
Health Benefits		32,755			33,933		34,995
PEHP		4,520			3,748		4,820
FICA		10,176			10,274		10,684
Miscellaneous		280			280		280
TOTAL OTHER PERSONAL SERVICES		**61,594**			**62,810**		**64,348**
TOTAL PERSONAL SERVICES	**2.00**	**194,618**	*	**2.00**	**197,104**	**2.00**	**204,014**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PROCUREMENT - FLEET MANAGEMENT
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

Reduce Under-utilized vehicles and equipment

Department Objective

To follow the recommendations of the Mercury Fleet Study and the County Auditors of right sizing our Fleet.

County Goal(s) Supported

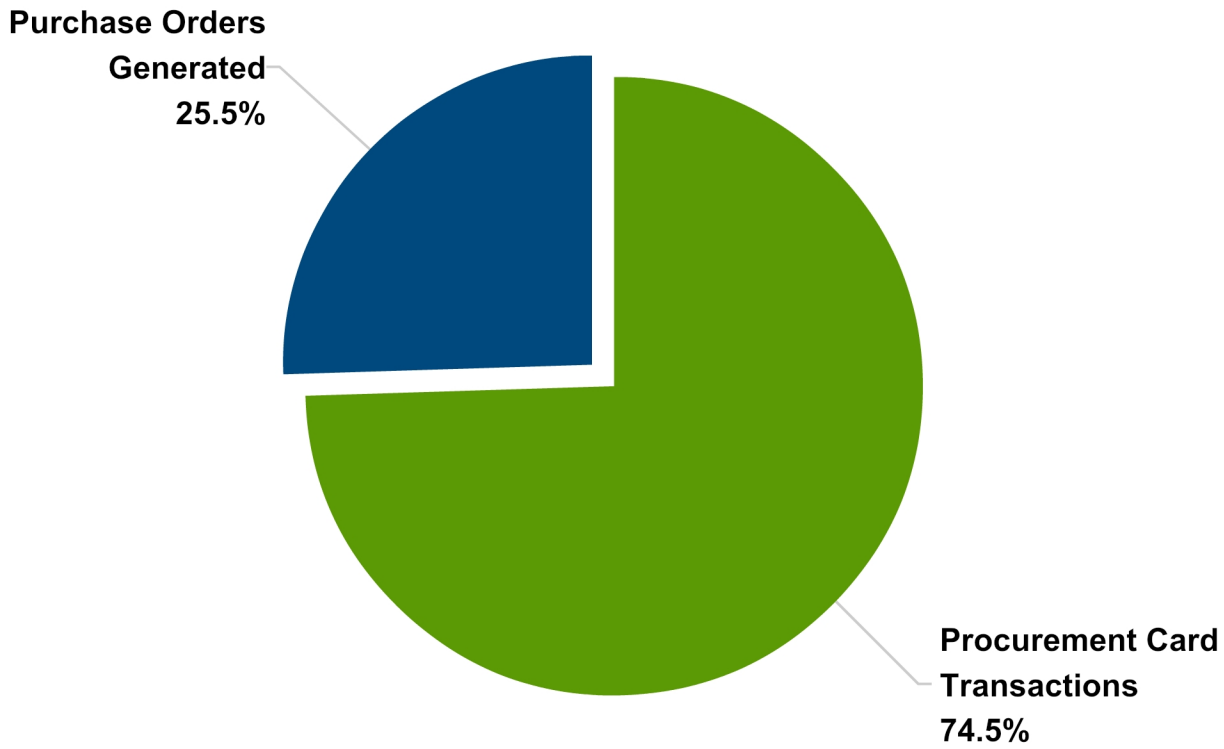
I. Fiscal Balance and Efficiency

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Staff	N/A	N/A	N/A	2	2
Number of Vehicles	N/A	N/A	N/A	1,175	1,175
Number of Underutilized vehicles	N/A	N/A	N/A	23	47
Output:					
Establish Fleet Steering Committee	N/A	N/A	N/A	Complete	Complete
Fleet Steering Committee Meetings	N/A	N/A	N/A	4	4
Review data pertaining to the fleet's usage, maintenance and fuel usage	N/A	N/A	N/A	In progress/ Ongoing	In progress/ Ongoing
Outcome:					
Percentage of Underutilized vehicles	N/A	N/A	N/A	2%	4%

Explanation and Analysis of Performance Measures

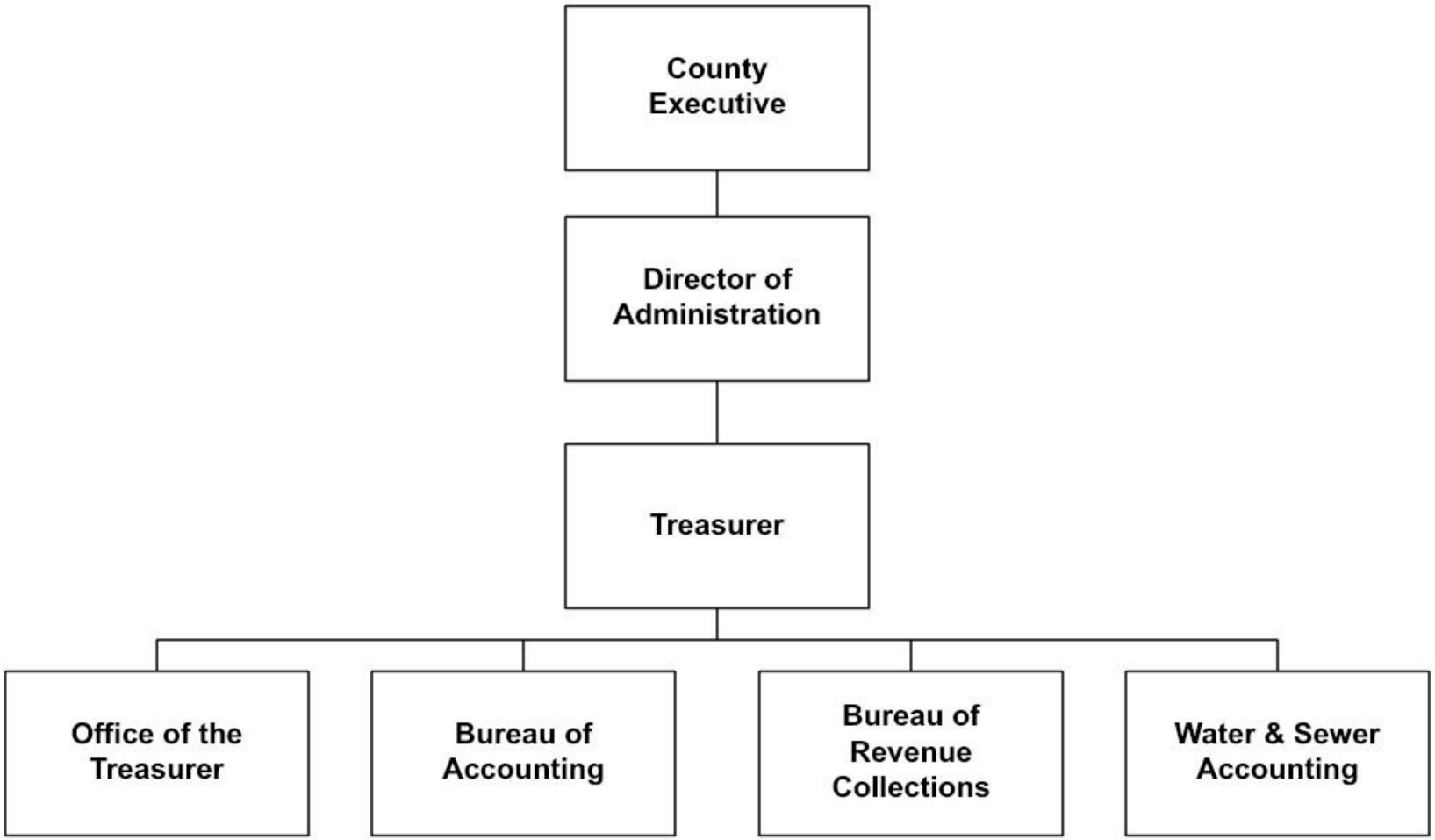
The Mercury Study was completed on March 9th, 2017 and part of the recommendations of this Fleet Study was to analysis the under utilize vehicles and equipment. There will be no previous data for 2014 through 2016 since the Fleet Study was completed in 2017. Not only were these recommendations made in the Mercury Study but also recommended by our County Auditors.

Procurement Card Transactions vs. Purchase Orders Generated



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DEPARTMENT OF THE TREASURY



TREASURY

ORIGIN/PURPOSE:

The Department of Treasury, pursuant to Chapter 16, Article III, Section 13 of the Harford County Code, administers oversight responsibility of all County funds and securities, maintains records, and provides financial assistance and information to other County Government departments and agencies. To achieve these mandated responsibilities, the department has been organized under Executive Order 84-1, amended by Executive Orders 85-1 and 91-4 into the following components:

The Office of Treasurer administers and coordinates all activities of the department and debt management.

The Bureau of Accounting manages County disbursements, receivable, payroll, general accounting, capital budget and all grant accounting.

The Bureau of Revenue Collections collects all monies due and is the first stop in the recordation process.

Additionally the Department maintains oversight responsibility for water and sewer accounting functions, solid waste accounting, preparation of an annual report, and investment and application of County monies.

In fulfilling these responsibilities, the Department will serve the public by continually improving the quality of our services and performing in a manner warranting the highest degree of confidence in our integrity, efficiency, and fairness.

MISSION STATEMENT:

ESTABLISH DEPARTMENTAL PROCESSES AND ORGANIZATIONAL RESOURCES WHICH WILL PROVIDE EFFICIENT AND RESPONSIVE FINANCIAL SERVICES TO OUR CUSTOMERS. TO CONTINUALLY STRIVE FOR EQUALITY AND COMPASSION IN ASSISTING TAXPAYERS AND TO PROMOTE ECONOMIC DEVELOPMENT THROUGH INTERGOVERNMENTAL AGENCIES.

FY 2018 GOALS:

TO PROVIDE TECHNICAL ACCOUNTING OVERSIGHT AND GUIDANCE TO COUNTY AGENCIES AND EXTERNAL CUSTOMERS TO ENSURE THAT GENERALLY ACCEPTED ACCOUNTING PROCEDURES, LEGAL REQUIREMENTS, COUNTY POLICIES AND PROCEDURES ARE CONSITENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS, AND FULLY MEET ALL REPORTING REQUIREMENTS

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

TREASURY

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	3,971,705	3,595,869	3,704,417	3,958,812	3,958,812
20	CONTRACTUAL SERVICES	243,395	222,346	570,410	555,410	555,410
30	SUPPLIES & MATERIALS	246,577	236,192	258,465	258,465	258,465
40	BUSINESS AND TRAVEL	20,395	19,235	20,725	20,725	20,725
50	CAPITAL OUTLAY	5,300	0	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	1,070	460	1,275	1,275	1,275
	GRAND TOTAL	**4,488,442**	**4,074,102**	**4,555,292**	**4,794,687**	**4,794,687**
SUMMARY BY FUND:						
11	GENERAL	3,542,875	3,140,289	3,309,122	3,511,997	3,511,997
51	WATER & SEWER OPERATING	945,567	933,813	1,246,170	1,282,690	1,282,690
	GRAND TOTAL	**4,488,442**	**4,074,102**	**4,555,292**	**4,794,687**	**4,794,687**
SUMMARY BY DIVISION:						
	GENERAL FUND:					
'041000	OFFICE OF THE TREASURER	663,428	693,332	707,106	737,079	737,079
'043000	BUREAU OF ACCOUNTING	1,850,916	1,693,294	1,810,210	1,833,273	1,833,273
'044000	BUREAU OF REVENUE COLLECTIONS	935,430	753,663	791,806	941,645	941,645
'047100	SOLID WASTE ACCOUNTING	93,101	0	0	0	0
	WATER & SEWER FUND:					
'045000	WATER & SEWER ACCOUNTING	945,567	933,813	1,246,170	1,282,690	1,282,690
	GRAND TOTAL	**4,488,442**	**4,074,102**	**4,555,292**	**4,794,687**	**4,794,687**
	SUMMARY OF GRANT BUDGETS					**35,000,000**

DEPARTMENT STAFF SUMMARY
TREASURY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TREASURY - GENERAL FUND						
Accounting Clerk I	0.00	0	2.00	64,066	2.00	63,480
Accounting Clerk II	8.00	336,455	5.00	236,833	5.00	243,878
Accountant I	0.00	0	0.00	0	2.00	103,792
Accountant II	4.00	257,007	4.00	259,414	4.00	270,987
Accountant III	3.00	235,719	3.00	242,790	3.00	256,833
Accounting Technician I	3.00	177,313	4.00	221,051	3.00	156,811
Accounting Technician II	5.00	290,992	5.00	299,722	5.00	311,711
Accounts Payable Supervisor	1.00	61,174	1.00	63,009	1.00	67,496
Administrative Secretary III	1.00	59,381	1.00	61,163	1.00	63,610
Administrative Specialist II	1.00	44,900	1.00	46,247	0.00	0
Assistant Supervisor of Revenue Collections	1.00	61,882	1.00	63,738	1.00	66,288
Chief, Treasury Bureau	2.00	197,426	2.00	203,349	2.00	211,483
Deputy Treasurer	1.00	119,781	1.00	124,781	1.00	129,772
Financial Systems Coordinator	1.00	0	1.00	0	0.00	0
Grants Administrator	1.00	66,520	1.00	68,516	1.00	71,257
Treasurer	1.00	125,000	1.00	127,500	1.00	132,600
FULL-TIME SALARIES	33.00	2,033,550	33.00	2,082,179	32.00	2,149,998
TEMPORARY SALARIES		6,400		10,000		102,042
SALARY TOTAL	**33.00**	**2,039,950**	**33.00**	**2,092,179**	**32.00**	**2,252,040**

DEPARTMENT STAFF SUMMARY
TREASURY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TREASURY - WATER & SEWER FUND						
Accountant III	1.00	75,256	1.00	77,514	1.00	80,615
Accounting Clerk I	0.00	0	0.00	0	1.00	33,280
Accounting Clerk II	5.00	225,679	5.00	215,557	4.00	189,900
Accounting Technician I	2.00	128,833	2.00	132,698	2.00	138,006
Assistant Supervisor of Revenue Collections	1.00	79,334	1.00	81,714	1.00	84,983
FULL-TIME SALARIES	9.00	509,102	9.00	507,483	9.00	526,784
TEMPORARY SALARIES		0		0		5,000
SUB-TOTAL W & S FUND SALARIES	**9.00**	**509,102**	**9.00**	**507,483**	**9.00**	**526,784**
OTHER PERSONAL SERVICES						
Pension		254,265		208,219		246,950
Workers' Compensation		4,831		7,131		9,369
Health Benefits		555,914		449,857		648,456
PEHP		49,720		41,228		53,020
FICA		194,519		159,104		211,173
Miscellaneous		5,740		5,740		6,020
TOTAL OTHER PERSONAL SERVICES		**1,064,989**		**871,279**		**1,174,988**

DEPARTMENT STAFF SUMMARY
TREASURY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TREASURY - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	42.00	2,542,652	42.00	2,589,662	41.00	2,676,782
TOTAL TEMPORARY SALARIES		6,400		10,000		107,042
TOTAL OTHER PERSONAL SERVICES		1,064,989		871,279		1,174,988
DEPARTMENTAL SALARY TOTALS	42.00	3,614,041	42.00	3,470,941	41.00	3,958,812

*FY 16 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY

GENERAL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	3,261,057	2,864,163	2,954,702	3,172,577	3,172,577
20	CONTRACTUAL SERVICES	132,306	138,728	195,305	180,305	180,305
30	SUPPLIES AND MATERIALS	124,628	119,199	139,150	139,150	139,150
40	BUSINESS AND TRAVEL	18,521	17,739	18,740	18,740	18,740
50	CAPITAL OUTLAY	5,300	0	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	1,063	460	1,225	1,225	1,225
	GRAND TOTAL	**3,542,875**	**3,140,289**	**3,309,122**	**3,511,997**	**3,511,997**
SUMMARY BY FUND:						
11	GENERAL	3,542,875	3,140,289	3,309,122	3,511,997	3,511,997
	GRAND TOTAL	**3,542,875**	**3,140,289**	**3,309,122**	**3,511,997**	**3,511,997**
SUMMARY BY DIVISION:						
'041000	OFFICE OF THE TREASURER	663,428	693,332	707,106	737,079	737,079
'043000	BUREAU OF ACCOUNTING	1,850,916	1,693,294	1,810,210	1,833,273	1,833,273
'044000	BUREAU OF REVENUE COLLECTIONS	935,430	753,663	791,806	941,645	941,645
'047100	SOLID WASTE ACCOUNTING	93,101	0	0	0	0
	GRAND TOTAL	**3,542,875**	**3,140,289**	**3,309,122**	**3,511,997**	**3,511,997**

DEPARTMENT STAFF SUMMARY
TREASURY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TREASURY - GENERAL FUND						
Accounting Clerk I	0.00	0	2.00	64,066	2.00	63,480
Accounting Clerk II	8.00	336,455	5.00	236,833	5.00	243,878
Accountant I	0.00	0	0.00	0	2.00	103,792
Accountant II	4.00	257,007	4.00	259,414	4.00	270,987
Accountant III	3.00	235,719	3.00	242,790	3.00	256,833
Accounting Technician I	3.00	177,313	4.00	221,051	3.00	156,811
Accounting Technician II	5.00	290,992	5.00	299,722	5.00	311,711
Accounts Payable Supervisor	1.00	61,174	1.00	63,009	1.00	67,496
Administrative Secretary III	1.00	59,381	1.00	61,163	1.00	63,610
Administrative Specialist II	1.00	44,900	1.00	46,247	0.00	0
Assistant Supervisor of Revenue Collections	1.00	61,882	1.00	63,738	1.00	66,288
Chief, Treasury Bureau	2.00	197,426	2.00	203,349	2.00	211,483
Deputy Treasurer	1.00	119,781	1.00	124,781	1.00	129,772
Financial Systems Coordinator	1.00	0	1.00	0	0.00	0
Grants Administrator	1.00	66,520	1.00	68,516	1.00	71,257
Treasurer	1.00	125,000	1.00	127,500	1.00	132,600
FULL-TIME SALARIES	33.00	2,033,550	33.00	2,082,179	32.00	2,149,998
TEMPORARY SALARIES		6,400		10,000		102,042
SALARY TOTAL	**33.00**	**2,039,950**	**33.00**	**2,092,179**	**32.00**	**2,252,040**

DEPARTMENT STAFF SUMMARY
TREASURY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension		203,355			208,219		199,539
Workers' Compensation		3,864			7,131		7,525
Health Benefits		440,456			449,857		499,662
PEHP		40,680			33,732		38,560
FICA		155,573			159,104		170,491
Miscellaneous		4,480			4,480		4,760
TOTAL OTHER PERSONAL SERVICES		**848,408**			**862,523**		**920,537**
TOTAL PERSONAL SERVICES	**33.00**	**2,888,358**	*	**33.00**	**2,954,702**	**32.00**	**3,172,577**

*FY 16 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY
Office of the Treasurer
Index #041000

ORIGIN/PURPOSE:

The Office of the Treasurer is responsible for administration of the various areas of the Department of Treasury, including Accounting and Revenue Collections, and has oversight responsibility for Water and Sewer and Solid Waste Accounting. This office also provides financial support and information to the County Administration and County Council. It is responsible for maintaining the Administrative liaison with the County Council for providing fiscal impact notes and financial information, and support for proposed legislation and resolutions.

The Office of the Treasurer has been instrumental in securing the Certificate of Achievement for Excellence in Financial Reporting for Harford County's Comprehensive Annual Financial Report for the 29th consecutive year and has applied for the award for the most current audit.

FY 18 GOALS:

TO PROVIDE TECHNICAL ACCOUNTING OVERSIGHT AND GUIDANCE TO COUNTY AGENCIES AND EXTERNAL CUSTOMERS TO ENSURE THAT GENERALLY ACCEPTED ACCOUNTING PROCEDURES, LEGAL REQUIREMENTS, COUNTY POLICIES AND PROCEDURES ARE CONSITENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS, AND FULLY MEET ALL REPORTING REQUIREMENTS

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	638,398	670,994	679,416	709,389	709,389
20 CONTRACTUAL SERVICES	6,659	6,382	8,315	8,315	8,315
30 SUPPLIES AND MATERIALS	5,502	4,996	5,700	5,700	5,700
40 BUSINESS AND TRAVEL	11,944	10,791	12,675	12,675	12,675
80 INTER-GOVERNMENTAL/INTERFUND	925	169	1,000	1,000	1,000
GRAND TOTAL	**663,428**	**693,332**	**707,106**	**737,079**	**737,079**
FUNDING SOURCE:					
11 GENERAL	**663,428**	**693,332**	**707,106**	**737,079**	**737,079**

TREASURY
Office of the Treasurer
Index #041000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $29,973
494,526	496,638	2,112	Full-Time Salaries
			2,112 Salary Adjustment
	(55,907)	(55,907)	One (1) Admin Specialist II transferred to Bureau of Accounting
			# of Positions / Salary / Fringe / Total
			(1.00) / (46,247) / (9,660) / (55,907)
	64,975	64,975	One (1) Accountant I transferred into Office of the Treasurer
			1.00 / 49,900 / 15,075 / 64,975
	22,788	22,788	FY 18 Merit Salary Increase of 4%
49,453	45,160	(4,293)	Pension adjustments
88,536	86,476	(2,060)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
8,315	8,315	0	CONTRACTUAL SERVICES no change in funding over FY 17
5,700	5,700	0	SUPPLIES AND MATERIALS no change in funding over FY 17
12,675	12,675	0	BUSINESS & TRAVEL no change in funding over FY 17

DIVISION STAFF SUMMARY
Office of Treasurer
Index #041000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant I	0.00	0		0.00	0	1.00	51,896
Accountant III	1.00	68,342		1.00	70,392	1.00	75,404
Accounting Technician II	1.00	62,566		1.00	64,443	1.00	67,021
Administrative Secretary III	1.00	59,381		1.00	61,163	1.00	63,610
Administrative Specialist II	1.00	44,900		1.00	46,247	0.00	0
Deputy Treasurer	1.00	119,781		1.00	124,781	1.00	129,772
Treasurer	1.00	125,000		1.00	127,500	1.00	132,600
SALARY TOTAL	**6.00**	**479,970**		**6.00**	**494,526**	**6.00**	**520,303**
OTHER PERSONAL SERVICES							
Pension		47,997			49,453		46,827
Workers' Compensation		912			1,681		1,821
Health Benefits		83,621			88,536		91,728
PEHP		4,520			7,496		9,640
FICA		36,235			36,884		38,230
Miscellaneous		840			840		840
TOTAL OTHER PERSONAL SERVICES		**174,125**			**184,890**		**189,086**
TOTAL PERSONAL SERVICES	**6.00**	**654,095**	*	**6.00**	**679,416**	**6.00**	**709,389**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

TREASURY
Bureau of Accounting
Index #043000

ORIGIN/PURPOSE:

The Bureau of Accounting, pursuant to Chapter 16, Article III, Section 17, is responsible for accounting operations. This division of Treasury prepares the Comprehensive Annual Financial Report (CAFR), the Uniform Financial Report (UFR), prepares the Interim Financial Statements, and coordinates the information for the annual audit. The functions of accounting operations include Accounts Receivables for property taxes and all other County income, Accounts Payable, Payroll and System Administration for accounting software. We account for all the funds of the County, including General, Grants, Highways, Parks and Recreation, Debt Service, Agricultural Preservation, Capital Projects, Internal Service, Pension Trust Funds, and other Trust and Agency funds.

FY 2018 GOALS:

TO PROVIDE TECHNICAL ACCOUNTING OVERSIGHT AND GUIDANCE TO COUNTY AGENCIES AND EXTERNAL CUSTOMERS TO ENSURE THAT GENERALLY ACCEPTED ACCOUNTING PROCEDURES, LEGAL REQUIREMENTS, COUNTY POLICIES AND PROCEDURES ARE CONSITENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS, AND FULLY MEET ALL REPORTING REQUIREMENTS

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,748,746	1,581,142	1,653,210	1,691,273	1,691,273
20 CONTRACTUAL SERVICES	62,615	77,528	114,625	99,625	99,625
30 SUPPLIES & MATERIALS	29,494	29,646	37,500	37,500	37,500
40 BUSINESS AND TRAVEL	4,623	4,753	4,725	4,725	4,725
50 CAPITAL OUTLAY	5,300	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	138	225	150	150	150
GRAND TOTAL	**1,850,916**	**1,693,294**	**1,810,210**	**1,833,273**	**1,833,273**
FUNDING SOURCE:					
11 GENERAL	**1,850,916**	**1,693,294**	**1,810,210**	**1,833,273**	**1,833,273**

TREASURY
Bureau of Accounting
Index #043000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $38,063
1,183,707	1,191,017	7,310	Full-Time Salaries
			7,310 Salary Adjustment
	54,682	54,682	FY 18 Merit Salary Increase of 4%
	64,975	64,975	One (1) Admin Specialist II transferred from Office of the Treasurer
			# of Positions / Salary / Fringe / Total
			1.00 / 49,900 / 15,075 / 64,975
	(100,930)	(100,930)	One (1) Accounting Technician transferred to Office of the Treasurer
			(1.00) / (70,271) / (30,659) / (100,930)
118,371	107,917	(10,454)	Pension Adjustments
235,242	254,332	19,090	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
18,740	24,100	5,360	PEHP (Post Employment Health Plan)
90,553	91,113	560	FICA adjustments
114,625	99,625	(15,000)	CONTRACTUAL SERVICES decrease of ($15,000)
			Financial Audit and Other Professional Services decreased based on actual expense history
37,500	37,500	0	MATERIALS AND SUPPLIES no change in funding for FY 18
4,725	4,725	0	BUSINESS AND TRAVEL no change in funding for FY 18

DIVISION STAFF SUMMARY
Bureau of Accounting
Index #043000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant I	0.00	0	0.00	0	1.00	51,896
Accountant II	4.00	257,007	4.00	259,414	4.00	270,987
Accountant III	2.00	167,377	2.00	172,398	2.00	181,429
Accounting Clerk II	3.00	136,477	3.00	140,571	3.00	146,194
Accounting Technician I	2.00	130,500	2.00	134,415	1.00	66,710
Accounting Technician II	4.00	228,426	4.00	235,279	4.00	244,690
Accounts Payable Supervisor	1.00	61,174	1.00	63,009	1.00	67,496
Chief, Treasury Bureau	1.00	106,898	1.00	110,105	1.00	114,509
Financial Systems Coordinator	1.00	0	1.00	0	0.00	0
Grants Administrator	1.00	66,520	1.00	68,516	1.00	71,257
SALARY TOTAL	**19.00**	**1,154,379**	**19.00**	**1,183,707**	**18.00**	**1,215,168**
OTHER PERSONAL SERVICES						
Pension		115,438		118,371		109,365
Workers' Compensation		2,194		4,077		4,253
Health Benefits		239,636		235,242		242,907
PEHP		18,080		18,740		24,100
FICA		88,309		90,553		92,960
Miscellaneous		2,520		2,520		2,520
TOTAL OTHER PERSONAL SERVICES		**466,177**		**469,503**		**476,105**
TOTAL PERSONAL SERVICES	**19.00**	**1,620,556**	**19.00**	**1,653,210**	**18.00**	**1,691,273**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

TREASURY
Bureau of Revenue Collections
Index #044000

ORIGIN/PURPOSE:

The Bureau of Revenue Collections collects, deposits, and reports all revenues coming into Harford County. The annual, supplemental, and half year real estate tax billing are handled here. There is much contact with citizens as well as the business community. This office processes lien certificates required to transfer property. All deeds and leases to be recorded in Harford County are reviewed and stamped. The annual Harford County Tax Sale is planned, executed, and followed up by this office. Business and Personal Property Taxes are collected and assistance given to tax payers. Liens and writs are issued on delinquent accounts as part of the collection efforts of this office. The Harford County Bureau of Revenue Collections continues to try to improve services to the tax payers and the business community.

FY 2018 GOALS:

TO PROVIDE TECHNICAL ACCOUNTING OVERSIGHT AND GUIDANCE TO COUNTY AGENCIES AND EXTERNAL CUSTOMERS TO ENSURE THAT GENERALLY ACCEPTED ACCOUNTING PROCEDURES, LEGAL REQUIREMENTS, COUNTY POLICIES AND PROCEDURES ARE CONSITENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS, AND FULLY MEET ALL REPORTING REQUIREMENTS

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	781,012	612,027	622,076	771,915	771,915
20 CONTRACTUAL SERVICES	63,032	54,818	72,365	72,365	72,365
30 SUPPLIES & MATERIALS	89,432	84,557	95,950	95,950	95,950
40 BUSINESS AND TRAVEL	1,954	2,195	1,340	1,340	1,340
80 INTER-GOVERNMENTAL/INTERFUND	0	66	75	75	75
GRAND TOTAL	**935,430**	**753,663**	**791,806**	**941,645**	**941,645**
FUNDING SOURCE:					
11 GENERAL	**935,430**	**753,663**	**791,806**	**941,645**	**941,645**

TREASURY
Bureau of Revenue Collections
Index #044000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $149,839
403,946	401,057	(2,889)	Full-time salaries
			(1,866) Salary Adjustment
			(1,023) Turnover (0)
			(2,889)
	18,601	18,601	FY 18 Merit Salary Increase of 4%
10,000	99,200	89,200	Temporary salaries increased for additional seasonal help as well as two (2) full time Accounting Clerks
126,079	165,027	38,948	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
7,496	4,820	(2,676)	PEHP adjustments
31,667	38,271	6,604	FICA Adjustments
40,395	42,135	1,740	Pension adjustments
72,365	72,365	0	CONTRACTUAL SERVICES no change in funding for FY 18
95,950	95,950	0	MATERIALS & SUPPLIES no change in funding for FY 18
1,340	1,340	0	BUSINESS AND TRAVEL no change in funding for FY 18

DIVISION STAFF SUMMARY
Bureau of Revenue Collections
Index #044000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accounting Clerk I	0.00	0	2.00	64,066	2.00	63,480
Accounting Clerk II	5.00	199,978	2.00	96,262	2.00	97,684
Accounting Technician I	1.00	46,813	2.00	86,636	2.00	90,101
Assistant Supervisor of Revenue Collections	1.00	61,882	1.00	63,738	1.00	66,288
Chief, Treasury Bureau	1.00	90,528	1.00	93,244	1.00	96,974
TOTAL FULL-TIME SALARIES	8.00	399,201	8.00	403,946	8.00	414,527
TEMPORARY SALARIES	0.00	6,400	0.00	10,000	0.00	102,042
SALARY TOTAL	**8.00**	**405,601**	**8.00**	**413,946**	**8.00**	**516,569**
OTHER PERSONAL SERVICES						
Pension		39,920		40,395		43,347
Workers' Compensation		758		1,373		1,451
Health Benefits		117,199		126,079		165,027
PEHP		18,080		7,496		4,820
FICA		31,029		31,667		39,301
Miscellaneous		1,120		1,120		1,400
TOTAL OTHER PERSONAL SERVICES		**208,106**		**208,130**		**255,346**
TOTAL PERSONAL SERVICES	**8.00**	**613,707**	**8.00**	**622,076**	**8.00**	**771,915**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

TREASURY
Solid Waste Accounting
Index #047100

ORIGIN/PURPOSE:

Harford County Solid Waste Services was established as of July 1, 1992, to account for the County's solid waste operation. This Division is responsible for billing and collection of all fees associated with the County's solid waste services and for providing detailed information and reporting on these fees.

This index was closed in FY 16.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	92,901	0	0	0	0
20 CONTRACTUAL SERVICES	200	0	0	0	0
30 SUPPLIES & MATERIALS	0	0	0	0	0
40 BUSINESS AND TRAVEL	0	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	0	0
GRAND TOTAL	**93,101**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**93,101**	**0**	**0**	**0**	**0**

TREASURY
Water and Sewer Accounting
Index #045000

ORIGIN/PURPOSE:

The Water and Sewer Accounting division, pursuant to Chapter 16, Article III, Section 17, is responsible for billing all charges associated with the water and sewer system and for providing detailed information and reporting on these charges.

The County's water and sewer system operates as an enterprise fund, whereby users pay for all costs of providing water and sewer service.

Water and Sewer Accounting is the only division in the Department of Treasury supported by the Water and Sewer Fund.

FY 2018 GOALS:

TO PROVIDE TECHNICAL ACCOUNTING OVERSIGHT AND GUIDANCE TO COUNTY AGENCIES AND EXTERNAL CUSTOMERS TO ENSURE THAT GENERALLY ACCEPTED ACCOUNTING PROCEDURES, LEGAL REQUIREMENTS, COUNTY POLICIES AND PROCEDURES ARE CONSITENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS, AND FULLY MEET ALL REPORTING REQUIREMENTS

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	710,648	731,706	749,715	786,235	786,235
20 CONTRACTUAL SERVICES	111,089	83,618	375,105	375,105	375,105
30 SUPPLIES & MATERIALS	121,949	116,993	119,315	119,315	119,315
40 BUSINESS AND TRAVEL	1,874	1,496	1,985	1,985	1,985
80 INTER-GOVERNMENTAL/INTERFUND	7	0	50	50	50
GRAND TOTAL	**945,567**	**933,813**	**1,246,170**	**1,282,690**	**1,282,690**
FUNDING SOURCE:					
11 GENERAL	**945,567**	**933,813**	**1,246,170**	**1,282,690**	**1,282,690**

TREASURY
Water and Sewer Accounting
Index #045000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $36,520
507,483	506,523	(960)	Full-Time Salaries
			(960) Salary Adjustment
	5,000	5,000	Temporary funding for seasonal help
	23,706	23,706	FY 18 Merit Salary Increase
50,748	45,587	(5,161)	Pension adjustments
142,181	148,794	6,613	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
7,496	14,460	6,964	PEHP (Post Employment Health Plan)
38,822	39,132	310	FICA adjustments
375,105	375,105	0	CONTRACTUAL SERVICES no change in funding for FY 18
119,315	119,315	0	MATERIALS AND SUPPLIES no change in funding for FY 18
1,985	1,985	0	BUSINESS AND TRAVEL no change in funding for FY 18

DIVISION STAFF SUMMARY
Water & Sewer Accounting
Index #045000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant III	1.00	75,256	1.00	77,514	1.00	80,615
Accounting Clerk I	0.00	0	0.00	0	1.00	33,280
Accounting Clerk II	5.00	225,679	5.00	215,557	4.00	189,900
Accounting Technician I	2.00	128,833	2.00	132,698	2.00	138,006
Assistant Supervisor of Revenue Collections	1.00	79,334	1.00	81,714	1.00	84,983
SALARY TOTAL	**9.00**	**509,102**	**9.00**	**507,483**	**9.00**	**526,784**
TEMPORARY SALARIES		0		0		5,000
OTHER PERSONAL SERVICES						
Pension		50,910		50,748		47,411
Workers' Compensation		967		1,725		1,844
Health Benefits		115,458		142,181		148,794
PEHP		9,040		7,496		14,460
FICA		38,946		38,822		40,682
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		**216,581**		**242,232**		**254,451**
TOTAL PERSONAL SERVICES	**9.00**	**725,683**	**9.00**	**749,715**	**9.00**	**786,235**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

TREASURY - BUREAU OF ACCOUNTING
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers to ensure that generally accepted accounting principles, legal requirements, County policies and procedures are consistently applied in order to maintain the integrity of the County's accounting records and to fully meet all reporting requirements.

Department Objective

To prepare annual financial reports and schedules which include the Comprehensive Annual Financial Report (CAFR) and the Maryland Uniform Financial Report (UFR).

County Goal(s) Supported

I. Fiscal Balance and Efficiency

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars Allocated	$4,343,262	$4,488,436	$4,074,102	$4,639,477	$4,794,687
Number of Staff	39	39	39	41	42
Output:					
Number of reports issued by legislative mandate:					
CAFR - October 31st	1	1	1	1	1
UFR - November 1st	1	1	1	1	1
Outcome:					
Financial statements determined to conform to Generally Accepted Accounting Principles without qualification.	Yes	Yes	Yes	Yes	Yes

Explanation and Analysis of Performance Measures

In order to fairly present the County's financial position and operating results in conformity with Generally Accepted Accounting Principals (GAAP), Governmental Accounting Standards Board (GASB), Governmental Finance Officers Association (GFOA), Financial Accounting Standards Board (FASB), County, State, and Federal guidelines. To complete one hundred percent of the above mentioned reports on time and in compliance with established guidelines. To achieve these measures we will: 1) set up meetings to discuss audit with auditors; 2) do Pro Forma of all the reports that are due; 3) do variance reports and explain all variances over a dollar threshold; 4) run final Accounts Payable; 5) do all final reconciliations and journal entries; 6) run final reports from the financial system; 7) prepare the CAFR and UFR; and 8) submit to auditors for review and opinion.

TREASURY - OFFICE OF THE TREASURER
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers to ensure that generally accepted accounting principles, legal requirements, County policies and procedures are consistently applied in order to maintain the integrity of the County's accounting records and to fully meet all reporting requirements.

Department Objective

To reduce borrowing by preparing the presentation to the credit rating agencies and the official statement in a manner to obtain and retain the County's Triple A rating from all three major bond rating agencies.

County Goal(s) Supported

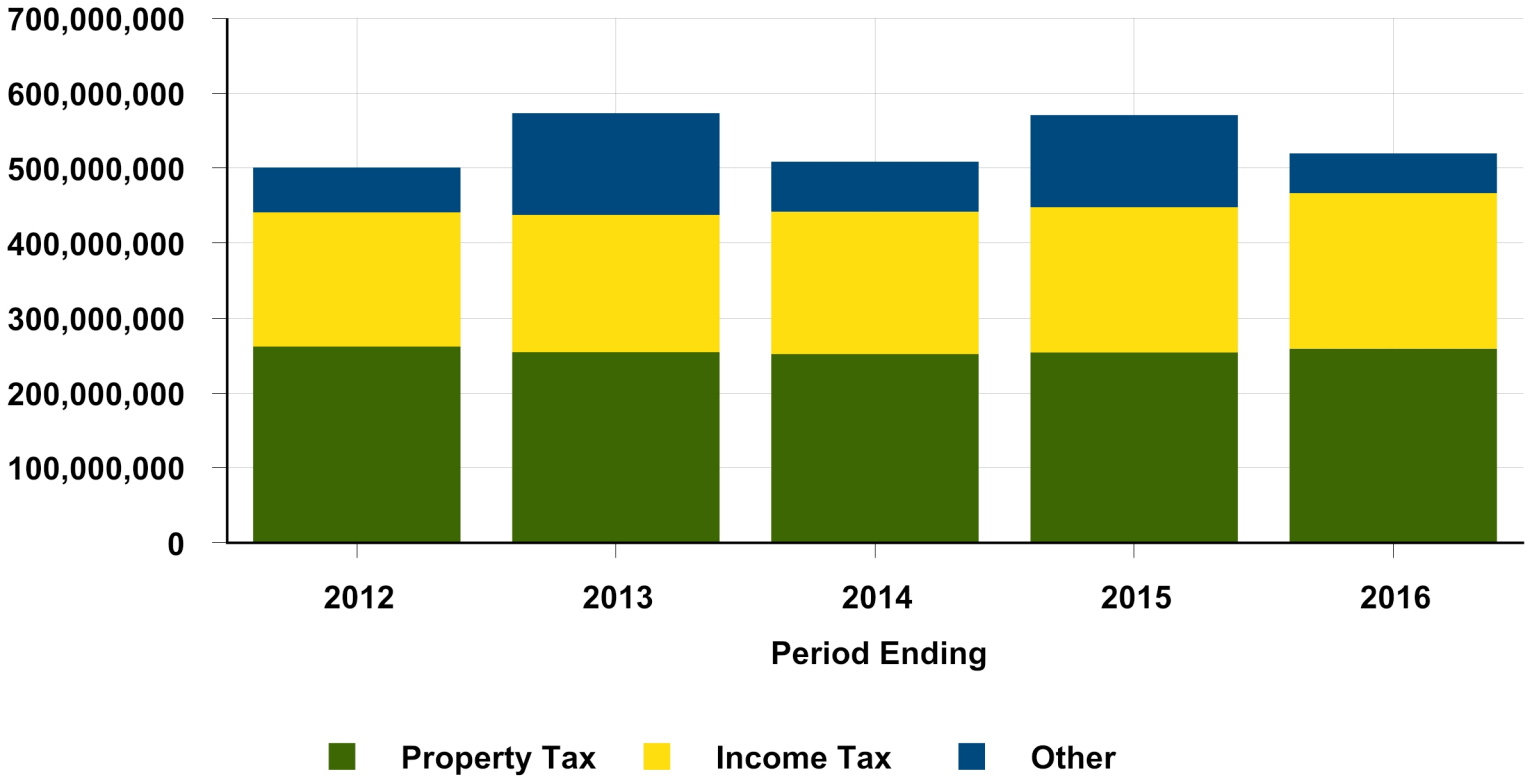
I. Fiscal Balance and Efficiency

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Cost of Issuance Expense	$364,689	$880,439	$441,624	$500,000	$600,000
Output:					
Presentation to Credit Rating Agencies	1	1	1	1	1
Official Statement	1	1	1	1	1
Outcome:					
Bond Rating from the three major bond rating agencies					
Moody's Investor Services	Aaa	Aaa	Aaa	Aaa	Aaa
Fitch Ratings	AAA	AAA	AAA	AAA	AAA
Standard and Poors Cup	AAA	AAA	AAA	AAA	AAA

Explanation and Analysis of Performance Measures

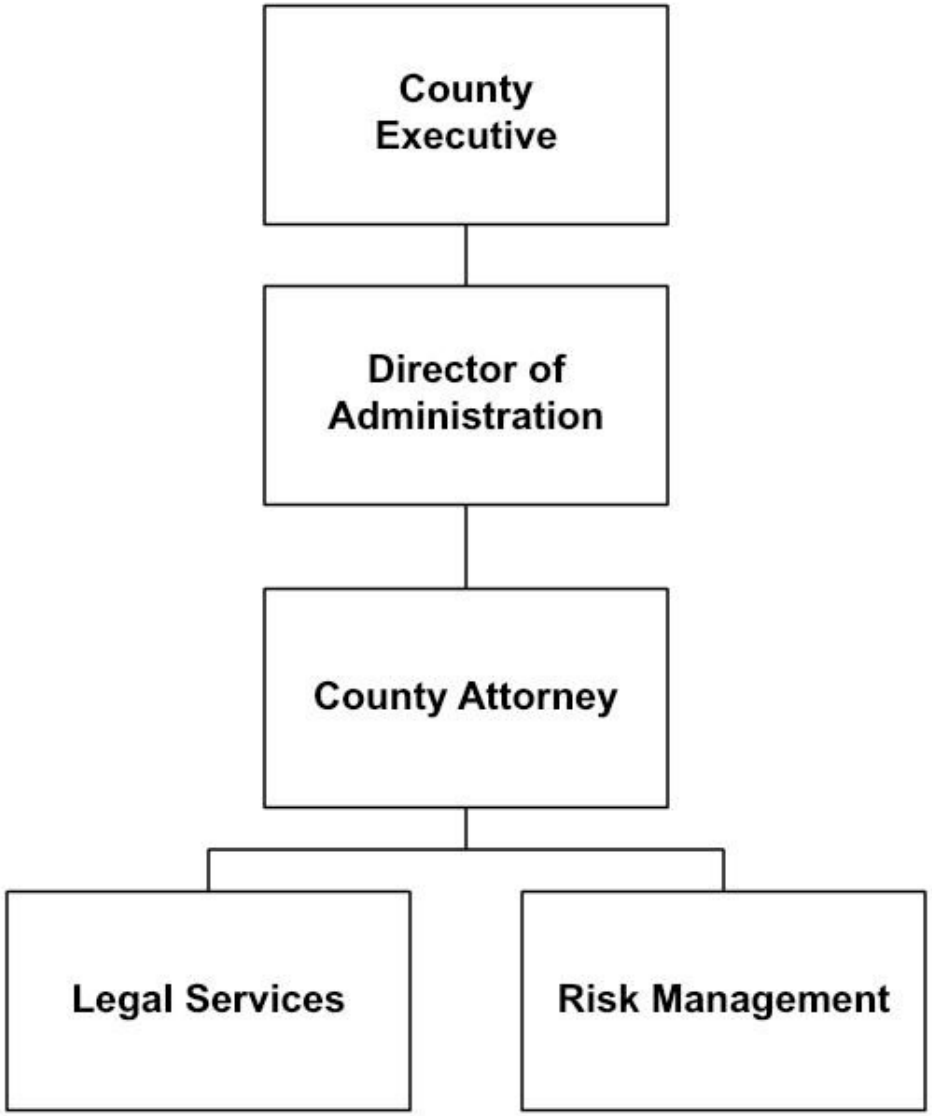
To maintain the County's Triple A rating with all three major bond rating agencies. We will continue to strive to produce the highest quality Official Statement when offering our bonds in the market place. To achieve these measures we will: 1) setup meetings to discuss the credit rating presentation and Official Statement; 2) work with our financial advisor and legal counsel to prepare Official Statement; 3) prepare presentation by updating all information presented in prior year's presentation; 4) Treasurer will review presentation to add or delete from prior presentation and perform a dry run of presentation; 5) schedule and present credit rating presentation to all three credit rating agencies; 6) prepare final Official Statement and submit to prospective buyers; and 7) sell bonds and receive Legislative approval for the sale.

Major Revenue Sources



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DEPARTMENT OF LAW



LAW

ORIGIN/PURPOSE:

The Department of Law, created by Charter Section 403 and amended by Bill 76-35, is administered by the appointed County Attorney, who is the chief legal officer of the Executive Branch and is responsible for all the legal affairs of the County Executive, County departments, agencies, and offices. The department also advises non-County agencies, such as the Board of Library Trustees, and the Sheriff's Office on selected matters, as directed by the County Executive.

The Risk Management Division, established by Bill No. 88-6 is now a division of the Law Department pursuant to Executive Order 14-08. Duties include managing claims pertaining to property and vehicle damage and general liability claims. Working in concert with the Law Department, information is shared concerning County responsibility for accidental occurrences. The self-insurance fund, which is actuarially determined annually, is the monetary source by which all claims are paid. The financial welfare of the County is further protected by the purchase of an excess insurance contract that can be triggered and the financial obligation is then transferred and paid by that entity.

MISSION STATEMENT:
PROVIDE TIMELY AND ACCURATE ADVICE, AS WELL AS COMPETENT AND DILIGENT REPRESENTATION TO THE EXECUTIVE BRANCH AND COUNTY AGENCIES IN SUPPORT OF THEIR OBJECTIVE.

FY 18 GOALS:
TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENT AGENCIES

TO PROVIDE EFFECTIVE ADVOCACY IN ADMINISTRATIVE, JUDICIAL AND LEGISLATIVE FORUMS

TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENTS

TO REMAIN INVOLVED PROACTIVELY AS A MANAGEMENT RESOURCE

TO SUPPORT LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND OBJECTIVES

MINIMIZE THE COUNTY'S EXPOSURE FOR FINANCIAL LOSS

LAW

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,027,931	2,011,752	1,962,600	1,938,737	1,938,737
20	CONTRACTUAL SERVICES	15,636	40,021	69,875	69,875	69,875
30	SUPPLIES AND MATERIALS	6,479	5,860	9,535	9,535	9,535
40	BUSINESS AND TRAVEL	18,566	22,200	27,440	27,440	27,440
50	CAPITAL OUTLAY	12,351	1,200	0	0	0
70	MISCELLANEOUS	25,052	25,800	25,698	26,948	26,948
80	INTER-GOVERNMENTAL/INTERFUND	287	532	500	500	500
	GRAND TOTAL	**2,106,302**	**2,107,365**	**2,095,648**	**2,073,035**	**2,073,035**
SUMMARY BY FUND:						
11	GENERAL	2,106,302	2,107,365	2,095,648	2,073,035	2,073,035
	GRAND TOTAL	**2,106,302**	**2,107,365**	**2,095,648**	**2,073,035**	**2,073,035**
SUMMARY BY DIVISION:						
52,000	LEGAL SERVICES	2,106,302	1,883,094	1,955,820	1,951,424	1,951,424
54,000	RISK MANAGEMENT	0	224,271	139,828	121,611	121,611
	GRAND TOTAL	**2,106,302**	**2,107,365**	**2,095,648**	**2,073,035**	**2,073,035**

LAW

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($23,863)
1,420,622	1,395,719	(24,903)	Full-time salaries (11,303) Turnover (.008%) 1,400 Salary Adjustments (9,903)
15,000	5,000	(10,000)	Temporary Salaries decrease based on actual expense history but still provides for summer law intern
	58,636	58,636	FY 18 Merit Salary Increase of 4%
142,062	118,668	(23,394)	Pension/Retirement adjustments
5,343	5,285	(58)	Workers' Compensation adjustment
272,047	234,296	(37,751)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
14,992	14,460	(532)	PEHP (Post Employment Health Plan)
105,434	104,573	(861)	FICA adjustments

LAW

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
69,875	69,875	0	CONTRACTUAL SERVICES no change in funding over FY 17 Funds provide for Legal and Other Professional Services to provide for expert legal counsel for tax sale, labor counsel, and unanticipated outsourced legal services
9,535	9,535	0	SUPPLIES AND MATERIALS no change in funding over FY 17 Funding for computer supplies and printing
27,440	27,440	0	BUSINESS AND TRAVEL no change in funding over FY 17 Funding for Vehicle Maintenance, Fuel Charges, Professional Books & Periodicals, Membership Fees and Dues and Training Seminars & Courses
25,698	26,948	1,250	MISCELLANEOUS increase $1,250 Funds provide for public defenders grant inmate services project and litigation expenses which are adjusted based on actual expense history

DEPARTMENT STAFF SUMMARY
LAW

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Secretary III	1.00	54,000	1.00	55,620	1.00	59,581
Administrative Specialist I	1.00	51,365	2.00	123,213	2.00	128,141
Assistant County Attorney I	0.00	0	0.00	0	1.00	105,000
Assistant County Attorney II	1.00	80,756	0.00	0	0.00	0
Claims Adjuster	1.00	50,296	0.00	0	0.00	0
County Attorney	1.00	135,000	1.00	136,000	1.00	141,440
Legal Specialist II	1.00	61,882	0.00	0	0.00	0
Legal Specialist III	1.00	63,484	2.00	121,002	2.00	122,443
Management Assistant I	1.00	74,932	1.00	77,180	1.00	80,267
Risk & Safety Officer	0.00	0	1.00	74,160	1.00	77,126
Risk Manager	1.00	97,969	0.00	0	0.00	0
Senior Assistant County Attorney	7.00	809,385	7.00	818,447	6.00	733,349
TOTAL FULL-TIME SALARIES	**16.00**	**1,479,069**	**15.00**	**1,405,622**	**15.00**	**1,447,347**
TEMPORARY SALARIES		0		15,000		5,000
SALARY TOTAL	**16.00**	**1,479,069**	**15.00**	**1,420,622**	**15.00**	**1,452,347**
OTHER PERSONAL SERVICES						
Pension & Retirement		140,414		142,062		123,037
Workers' Compensation		3,153		5,343		5,482
Health Benefits		290,275		272,047		234,296
PEHP		27,120		14,992		14,460
FICA		111,028		105,434		107,015
Miscellaneous		2,240		2,100		2,100
TOTAL OTHER PERSONAL SERVICES		**574,230**		**541,978**		**486,390**
TOTAL PERSONAL SERVICES	**16.00**	**2,053,299**	**15.00**	**1,962,600**	**15.00**	**1,938,737**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

LAW
Legal Services
Index #052000

ORIGIN/PURPOSE:

The Department of Law, created by Charter Section 403 and amended by Bill 76-35, is administered by the appointed County Attorney, who is the chief legal officer of the Executive Branch and is responsible for all the legal affairs of the County Executive, County departments, agencies, and offices. The department also advises non-County agencies, such as the Board of Library Trustees, and the Sheriff's Office on selected matters, as directed by the County Executive.

FY 18 GOALS:

TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENT AGENCIES

TO PROVIDE EFFECTIVE ADVOCACY IN ADMINISTRATIVE, JUDICIAL AND LEGISLATIVE FORUMS

TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENTS

TO REMAIN INVOLVED PROACTIVELY AS A MANAGEMENT RESOURCE

TO SUPPORT LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND OBJECTIVES

TO ASSIST CLIENTS IN IDENTIFYING EFFICIENCIES IN OPERATIONS AND METHODS TO STREAMLINE PROCESSES

LAW
Legal Services
Index #052000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,027,931	1,794,383	1,833,617	1,827,971	1,827,971
20 CONTRACTUAL SERVICES	15,636	38,811	68,500	68,500	68,500
30 SUPPLIES AND MATERIALS	6,479	5,142	7,600	7,600	7,600
40 BUSINESS AND TRAVEL	18,566	17,226	19,905	19,905	19,905
50 CAPITAL OUTLAY	12,351	1,200	0	0	0
70 MISCELLANEOUS	25,052	25,800	25,698	26,948	26,948
80 INTER-GOVERNMENTAL/INTERFUND	287	532	500	500	500
GRAND TOTAL	**2,106,302**	**1,883,094**	**1,955,820**	**1,951,424**	**1,951,424**
SUMMARY BY FUND:					
11 GENERAL	2,106,302	1,883,094	1,955,820	1,951,424	1,951,424
GRAND TOTAL	**2,106,302**	**1,883,094**	**1,955,820**	**1,951,424**	**1,951,424**

LAW
Legal Services
Index #052000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($5,646)
1,331,462	1,321,559	(9,903)	Full-time salaries (11,303) Turnover (.0085%) 1,400 Salary adjustments (9,903)
	55,150	55,150	FY 18 Merit Salary Increase of 4%
0	5,000	5,000	Temporary salaries provide for a summer law intern
133,146	111,994	(21,152)	Pension/Retirement adjustments
4,527	4,625	98	Workers' Compensation adjustment
252,677	214,323	(38,354)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
11,244	14,460	3,216	PEHP (Post Employment Health Plan)
98,601	98,900	299	FICA adjustments
68,500	68,500	0	CONTRACTUAL SERVICES no change in funding over FY 17 Funds provide for Legal Services for tax sale counsel, labor counsel, and other unanticipated outsourced legal services
7,600	7,600	0	MATERIALS & SUPPLIES no change in furnding over FY 17 Funds for office supplies, computers supplies, etc.,
19,905	19,905	0	BUSINESS & TRAVEL no change in funding over FY 17 Funds for professional books, training seminars, membership fees, etc.,
25,698	26,948	1,250	MISCELLANEOUS INCREASE $1,250 Funds provide for public defenders grant inmate service project and litigation expense adjusted based on actual expense history

DIVISION STAFF SUMMARY
Legal Services
Index #052000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Secretary III	1.00	54,000	1.00	55,620	1.00	59,581
Administrative Specialist I	1.00	51,365	2.00	123,213	2.00	128,141
Assistant County Attorney I	0.00	0	0.00	0	1.00	105,000
Assistant County Attorney II	1.00	80,756	0.00	0	0.00	0
County Attorney	1.00	135,000	1.00	136,000	1.00	141,440
Legal Specialist II	1.00	61,882	0.00	0	0.00	0
Legal Specialist III	1.00	63,484	2.00	121,002	2.00	122,443
Management Assistant I	1.00	74,932	1.00	77,180	1.00	80,267
Senior Assistant County Attorney	7.00	809,385	7.00	818,447	6.00	733,349
TOTAL FULL-TIME SALARIES	**14.00**	**1,330,804**	**14.00**	**1,331,462**	**14.00**	**1,370,221**
TEMPORARY SALARIES		0		0		5,000
SALARY TOTAL	**14.00**	**1,330,804**	**14.00**	**1,331,462**	**14.00**	**1,375,221**

DIVISION STAFF SUMMARY
Legal Services
Index #052000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		125,587			133,146		116,096
Workers' Compensation		2,528			4,527		4,796
Health Benefits		256,034			252,677		214,323
PEHP		18,080			11,244		14,460
FICA		99,686			98,601		101,115
Miscellaneous		1,960			1,960		1,960
TOTAL OTHER PERSONAL SERVICES		**503,875**			**502,155**		**452,750**
TOTAL PERSONAL SERVICES	**14.00**	**1,834,679**	*	**14.00**	**1,833,617**	**14.00**	**1,827,971**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

LAW
Risk Management
Index #054000

ORIGIN/PURPOSE:

The Risk Management Division, established by Bill No. 88-6 is now a division of the Law Department pursuant to Executive Order 14-08. Duties include managing claims pertaining to property and vehicle damage and general liability claims. Working in concert with the Law Department, information is shared concerning County responsibility for accidental occurrences. The self-insurance fund, which is actuarially determined annually, is the monetary source by which all claims are paid. The financial welfare of the County is further protected by the purchase of an excess insurance contract that can be triggered and the financial obligation is then transferred and paid by that entity.

FY 18 GOALS:

MINIMIZE THE COUNTY'S EXPOSURE FOR FINANCIAL LOSS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	217,369	128,983	110,766	110,766
20 CONTRACTUAL SERVICES	0	1,210	1,375	1,375	1,375
30 SUPPLIES AND MATERIALS	0	718	1,935	1,935	1,935
40 BUSINESS AND TRAVEL	0	4,974	7,535	7,535	7,535
GRAND TOTAL	**0**	**224,271**	**139,828**	**121,611**	**121,611**
FUNDING SOURCE:					
11 GENERAL	**0**	**224,271**	**139,828**	**121,611**	**121,611**

LAW
Risk Management
Index #054000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($18,217)
74,160	74,160	0	Full-time Salaries
15,000	0	(15,000)	Temporary Salaries - funds eliminated for FY 18
	3,486	3,486	FY 18 Merit Salary Increase of 4%
3,748	0	(3,748)	PEHP (Post Employment Health Plan)
8,916	6,674	(2,242)	Pension adjustments
1,375	1,375	0	CONTRACTUAL SERVICES no change in funding over FY 17 Funding for Telephone Service, Management Services and Other Professional Services
1,935	1,935	0	SUPPLIES AND MATERIALS no change in funding over FY 17 Funding for General Office Supplies, Printing Commercial and Safety Equipment
7,535	7,535	0	BUSINESS AND TRAVEL no change in funding over FY 17 Funding for Vehicle Maintenance, Fuel Charges, Lodging, and Training Seminars & Courses

DIVISION STAFF SUMMARY
Risk Management
Index #054000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Claims Adjuster	1.00	50,296		0.00	0	0.00	
Risk and Safety Officer	0.00	0		1.00	74,160	1.00	77,126
Risk Manager	1.00	97,969		0.00	0	0.00	
TOTAL FULL-TIME SALARIES	**2.00**	**148,265**		**1.00**	**74,160**	**1.00**	**77,126**
TEMPORARY SALARIES		**0**			**15,000**		**0**
SALARY TOTAL	**2.00**	**148,265**		**1.00**	**89,160**	**1.00**	**77,126**
OTHER PERSONAL SERVICES							
Pension & Retirement		14,827			8,916		6,941
Workers' Compensation		625			816		686
Health Benefits		34,241			19,370		19,973
PEHP		9,040			3,748		0
FICA		11,342			6,833		5,900
Miscellaneous		280			140		140
TOTAL OTHER PERSONAL SERVICES		**70,355**			**39,823**		**33,640**
TOTAL PERSONAL SERVICES	**2.00**	**218,620**	*	**1.00**	**128,983**	**1.00**	**110,766**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

LAW DEPARTMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide efficient, expedient document review and processing for clients.

Department Objective

To continue improvement in document processing time and to provide recommendations for improving standard documents.

County Goal(s) Supported

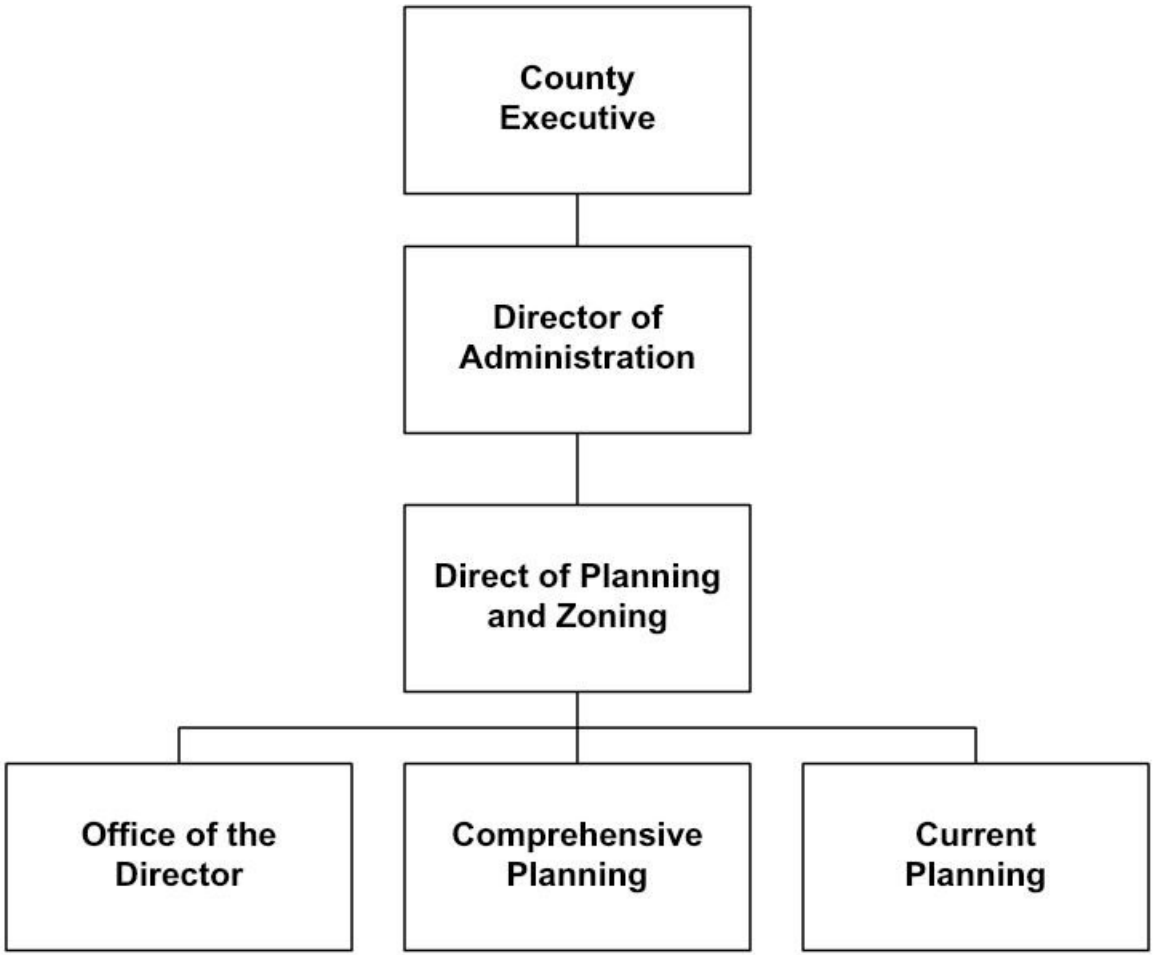
I. Fiscal Balance and Efficiency

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Dollars allocated	$2,043,809	$2,106,302	$1,883,094	$1,955,820	$1,951,424
	Number of staff	16	16	14	14	14
Output:						
	Number of deeds processed	27	19	33	21	40
	Number of plats processed	122	136	129	177	200
	Number of agreements processed	892	977	742	888	900
Outcome:						
	Turnaround time in days:					
	Deeds	0.75	1.90	1.40	1.66	1.50
	Plats	1.60	2.20	2.00	1.72	2.00
	Agreements	2.28	2.10	2.60	2.00	3.00



Harford County's Sunflower Fields

DEPARTMENT OF PLANNING AND ZONING



PLANNING AND ZONING

ORIGIN/PURPOSE:

The Department of Planning and Zoning is a charter agency, established under Section 405 of the Harford County Charter. Responsibilities include the preparation of master plans, the establishment of regulations affecting the physical development and growth of the county, the enforcement of rules governing subdivisions, and the administration of zoning regulations.

The Department is comprised of the Director's Office and two divisions: Comprehensive Planning and Current Planning. Comprehensive Planning oversees long-range planning efforts (e.g., the Master Plan process, corridor studies, community plans), research and data analysis, and environmental planning; the Current Planning Division facilitates the development process and includes the administration and enforcement of the Zoning Code.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. In order to be compliant with their GASB Statement No. 34, special revenue accounts were established for the County Ag Preservation (Fund 27) and State Ag Preservation (Fund 28) Programs in FY 02. Prior to FY 02, these programs qualified as "trusts."

MISSION STATEMENT:

TO BALANCE COMMUNITY, ECONOMIC, AND ENVIRONMENTAL INTERESTS WITH THE VALUES AND TRADITIONS THAT PROVIDE FOR A HIGH QUALITY OF LIFE FOR THOSE WHO LIVE, WORK, AND VISIT HARFORD COUNTY

FY 2018 GOALS:

TO EXPAND COMMUNITY PLANNING AND OUTREACH EFFORTS

TO EXPAND ONLINE MAPPING AND DATA ANALYSIS TOOLS

TO PROVIDE QUALITY CUSTOMER SERVICE

PLANNING AND ZONING

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	3,721,340	3,243,711	3,449,683	3,422,312	3,422,312
20	CONTRACTUAL SERVICES	43,190	25,394	154,438	155,938	155,938
30	SUPPLIES & MATERIALS	24,683	17,090	29,075	28,375	28,375
40	BUSINESS AND TRAVEL	22,272	17,859	31,275	29,275	29,275
50	CAPITAL OUTLAY	3,165,822	6,745	3,000,000	4,538,000	4,538,000
70	MISCELLANEOUS	501,360	25,873	443,048	2,143,300	2,143,300
80	INTER-GOVERNMENTAL/INTERFUND	151	0	100	100	100
	GRAND TOTAL	**7,478,818**	**3,336,672**	**7,107,619**	**10,317,300**	**10,317,300**
SUMMARY BY FUND:						
11	GENERAL	3,734,912	3,300,160	3,654,919	3,625,800	3,625,800
27	AG PRESERVATION - COUNTY	3,235,235	300	3,302,200	6,541,000	6,541,000
28	AG PRESERVATION - STATE	508,671	36,212	150,500	150,500	150,500
	GRAND TOTAL	**7,478,818**	**3,336,672**	**7,107,619**	**10,317,300**	**10,317,300**
SUMMARY BY DIVISION:						
	GENERAL FUND:					
061000	DIRECTOR OF PLANNING & ZONING	474,508	456,936	597,726	621,415	621,415
062000	COMPREHENSIVE PLANNING	1,455,000	1,121,787	1,240,100	1,151,574	1,151,574
063000	CURRENT PLANNING	1,805,404	1,721,437	1,817,093	1,852,811	1,852,811
	AG PRESERVATION - COUNTY					
064270	AG PRESERVATION - COUNTY	3,235,235	300	3,302,200	6,541,000	6,541,000
	AG PRESERVATION - STATE					
064280	AG PRESERVATION - STATE	508,671	36,212	150,500	150,500	150,500
	GRAND TOTAL	**7,478,818**	**3,336,672**	**7,107,619**	**10,317,300**	**10,317,300**
	SUMMARY OF GRANT BUDGETS					**22,800**

DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PLANNING AND ZONING - GENERAL FUND						
Administrative Assistant I	1.00	41,485	0.00	0	0.00	0
Administrative Assistant II	1.00	38,300	2.00	83,461	2.00	86,799
Administrative Secretary III	1.00	56,755	1.00	58,457	1.00	62,620
Administrative Specialist II	1.00	58,428	1.00	60,181	1.00	62,588
Clerk Typist	1.00	28,500	0.00	0	0.00	0
Customer Support Analyst I	0.00	0	0.00	0	1.00	36,608
Customer Support Analyst II	0.00	0	0.00	0	3.00	147,282
Deputy Director of Planning and Zoning	1.00	101,500	1.00	102,500	1.00	106,600
Director, Planning and Zoning	1.00	105,000	1.00	107,500	1.00	115,440
GIS Analyst II	2.00	129,530	1.00	55,414	1.00	57,631
GIS Coordinator	1.00	111,944	0.00	0	0.00	0
GIS Technician I	1.00	42,496	1.00	45,522	1.00	47,343
GIS Technician II	1.00	65,983	1.00	67,963	1.00	70,682
Permits Clerk	1.00	34,059	0.00	0	1.00	37,943
Permits Review Supervisor	1.00	66,520	0.00	0	0.00	0
Permits Technician	0.00	0	1.00	36,133	0.00	0
Planner I	0.00	0	1.00	41,097	1.00	46,800
Planner II	8.00	423,870	7.00	391,173	7.00	408,894
Planner III	4.00	337,378	3.00	248,549	2.00	186,674
Planner IV	0.00	0	5.00	475,080	5.00	461,944
Planning Assistant I	0.00	0	0.00	0	0.00	0
Planning Assistant II	7.00	357,460	7.00	368,184	3.00	190,246
Zoning Enforcement Coordinator	1.00	76,372	0.00	0	0.00	0

DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Zoning Inspector II	3.00	165,588		3.00	170,556	3.00	177,379
Zoning Technician	1.00	34,100		1.00	35,123	1.00	36,528
FULL-TIME SALARIES	38.00	2,275,268		37.00	2,346,893	36.00	2,340,001
SALARY OFFSET		(142,740)			(142,740)		(143,930)
TOTAL FULL-TIME SALARIES	38.00	2,132,528		37.00	2,204,153	36.00	2,196,071
TEMPORARY SALARIES		100,000			103,000		107,120
SUB-TOTAL P & Z - GENERAL FUND	**38.00**	**2,232,528**	*	**37.00**	**2,307,153**	**36.00**	**2,303,191**
P & Z - AG PRESERVATION - STATE							
Planner III		30,000			30,000		30,000
SUB-TOTAL P & Z - AG PRES - STATE	**0.00**	**30,000**	*	**0.00**	**30,000**	**0.00**	**30,000**

DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension		237,527			244,989		220,241
Workers' Compensation		7,917			13,721		13,205
Health Benefits		566,760			612,518		605,677
PEHP		54,240			48,724		57,840
FICA		181,709			187,258		187,118
Miscellaneous		5,460			5,320		5,040
TOTAL OTHER PERSONAL SERVICES		**1,053,613**	*		**1,112,530**		**1,089,121**

PLANNING AND ZONING - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	38.00	2,305,268	37.00	2,376,893	36.00	2,370,001
TOTAL SALARY OFFSET		(142,740)		(142,740)		(143,930)
TEMPORARY		100,000		103,000		107,120
TOTAL OTHER PERSONAL SERVICES		1,053,613		1,112,530		1,089,121
PLANNING & ZONING SALARY TOTALS	**38.00**	**3,316,141** *	**37.00**	**3,449,683**	**36.00**	**3,422,312**

***FY 16 Salaries and Other Personal Services are Enacted not Audited Amounts**

PLANNING AND ZONING

GENERAL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	3,621,810	3,213,711	3,419,683	3,392,312	3,392,312
20	CONTRACTUAL SERVICES	41,990	25,394	154,438	154,438	154,438
30	SUPPLIES & MATERIALS	23,690	17,058	28,075	28,075	28,075
40	BUSINESS AND TRAVEL	21,996	17,591	30,075	28,075	28,075
50	CAPITAL OUTLAY	2,586	6,745	0	0	0
70	MISCELLANEOUS	22,689	19,661	22,548	22,800	22,800
80	INTER-GOVERNMENTAL/INTERFUND	151	0	100	100	100
	GRAND TOTAL	**3,734,912**	**3,300,160**	**3,654,919**	**3,625,800**	**3,625,800**
SUMMARY BY FUND:						
11	GENERAL	3,734,912	3,300,160	3,654,919	3,625,800	3,625,800
	GRAND TOTAL	**3,734,912**	**3,300,160**	**3,654,919**	**3,625,800**	**3,625,800**
SUMMARY BY DIVISION:						
061000	DIRECTOR OF PLANNING & ZONING	474,508	456,936	597,726	621,415	621,415
062000	COMPREHENSIVE PLANNING	1,455,000	1,121,787	1,240,100	1,151,574	1,151,574
063000	CURRENT PLANNING	1,805,404	1,721,437	1,817,093	1,852,811	1,852,811
	GRAND TOTAL	**3,734,912**	**3,300,160**	**3,654,919**	**3,625,800**	**3,625,800**

DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PLANNING AND ZONING - GENERAL FUND						
Administrative Assistant I	1.00	41,485	0.00	0	0.00	0
Administrative Assistant II	1.00	38,300	2.00	83,461	2.00	86,799
Administrative Secretary III	1.00	56,755	1.00	58,457	1.00	62,620
Administrative Specialist II	1.00	58,428	1.00	60,181	1.00	62,588
Clerk Typist	1.00	28,500	0.00	0	0.00	0
Customer Support Analyst I	0.00	0	0.00	0	1.00	36,608
Customer Support Analyst II	0.00	0	0.00	0	3.00	147,282
Deputy Director of Planning and Zoning	1.00	101,500	1.00	102,500	1.00	106,600
Director, Planning and Zoning	1.00	105,000	1.00	107,500	1.00	115,440
GIS Analyst II	2.00	129,530	1.00	55,414	1.00	57,631
GIS Coordinator	1.00	111,944	0.00	0	0.00	0
GIS Technician I	1.00	42,496	1.00	45,522	1.00	47,343
GIS Technician II	1.00	65,983	1.00	67,963	1.00	70,682
Permits Clerk	1.00	34,059	0.00	0	1.00	37,943
Permits Review Supervisor	1.00	66,520	0.00	0	0.00	0
Permits Technician	0.00	0	1.00	36,133	0.00	0
Planner I	0.00	0	1.00	41,097	1.00	46,800
Planner II	8.00	423,870	7.00	391,173	7.00	408,894
Planner III	4.00	337,378	3.00	248,549	2.00	186,674
Planner IV	0.00	0	5.00	475,080	5.00	461,944
Planning Assistant I	0.00	0	0.00	0	0.00	0
Planning Assistant II	7.00	357,460	7.00	368,184	3.00	190,246
Zoning Enforcement Coordinator	1.00	76,372	0.00	0	0.00	0

DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Zoning Inspector II	3.00	165,588	3.00	170,556	3.00	177,379
Zoning Technician	1.00	34,100	1.00	35,123	1.00	36,528
FULL-TIME SALARIES	38.00	2,275,268	37.00	2,346,893	36.00	2,340,001
SALARY OFFSET		(142,740)		(142,740)		(143,930)
TOTAL FULL-TIME SALARIES	38.00	2,132,528	37.00	2,204,153	36.00	2,196,071
TEMPORARY SALARIES		100,000		103,000		107,120
SUB-TOTAL P & Z - GENERAL FUND	**38.00**	**2,232,528**	**37.00**	**2,307,153**	**36.00**	**2,303,191**
OTHER PERSONAL SERVICES						
Pension		237,527		244,989		220,241
Workers' Compensation		7,917		13,721		13,205
Health Benefits		566,760		612,518		605,677
PEHP		54,240		48,724		57,840
FICA		181,709		187,258		187,118
Miscellaneous		5,460		5,320		5,040
TOTAL OTHER PERSONAL SERVICES		**1,053,613**		**1,112,530**		**1,089,121**
TOTAL PERSONAL SERVICES	**38.00**	**3,286,141** *	**37.00**	**3,419,683**	**36.00**	**3,392,312**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PLANNING AND ZONING
Director of Planning and Zoning
Index #061000

ORIGIN/PURPOSE:

The Director of Planning and Zoning is responsible for the performance of all functions within the Department to ensure development activity within the County is consistent with related regulations (e.g., development, zoning) and the County's Master Plan, thus preserving the general integrity and welfare of the community. The Director supervises, directs, and supports agency personnel and programs and is responsible for maintaining guidelines.

The Director is mandated to revise and enforce the rules and regulations governing the physical development and growth of the County. The Director maintains an administrative liaison with the County Council to provide that legislative body with sufficient information to render equitable decisions.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	465,137	444,186	468,651	493,840	493,840
20 CONTRACTUAL SERVICES	2,247	1,408	102,500	102,500	102,500
30 SUPPLIES & MATERIALS	1,125	2,006	6,775	6,775	6,775
40 BUSINESS AND TRAVEL	4,282	2,869	19,700	18,200	18,200
50 CAPITAL OUTLAY	1,643	6,467	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	74	0	100	100	100
GRAND TOTAL	**474,508**	**456,936**	**597,726**	**621,415**	**621,415**
FUNDING SOURCE:					
11 GENERAL	**474,508**	**456,936**	**597,726**	**621,415**	**621,415**

PLANNING AND ZONING
Director of Planning and Zoning
Index #061000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $25,189
328,638	333,893	5,255	Full-Time Salaries
			5,255 Salary Adjustments
	15,649	15,649	FY 18 Merit Salary Increase of 4%
32,864	30,050	(2,814)	Pension decrease due to rate adjustments per Treasury
1,117	1,722	605	Workers' Compensation adjustments
65,339	67,143	1,804	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
14,992	19,280	4,288	PEHP (Post Employment Health Plan)
25,141	25,543	402	FICA adjustments
			CONTRACTUAL SERVICES no change for FY18
100,000	100,000	0	Other Professional Services funding is to provide consultant services for comprehensive rezoning, for laserfiche document conversion, and as needed due to reduction in permanent staff
			BUSINESS & TRAVEL decrease ($1,500)
9,200	7,700	(1,500)	Fuel Charges, Transportation Costs, and Lodging decrease based on actual expense history and expected rates

DIVISION STAFF SUMMARY
Director of Planning and Zoning
Index #061000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Secretary III	1.00	56,755		1.00	58,457	1.00	62,621
Administrative Specialist II	1.00	58,428		1.00	60,181	1.00	62,588
Deputy Director of Planning and Zoning	1.00	101,500		1.00	102,500	1.00	106,600
Director, Planning and Zoning	1.00	105,000		1.00	107,500	1.00	115,440
SALARY TOTAL	**4.00**	**321,683**		**4.00**	**328,638**	**4.00**	**347,249**
OTHER PERSONAL SERVICES							
Pension & Retirement		32,168			32,864		31,252
Workers' Compensation		611			1,117		1,791
Health Benefits		53,050			65,339		67,143
PEHP		13,560			14,992		19,280
FICA		24,609			25,141		26,565
Miscellaneous		560			560		560
TOTAL OTHER PERSONAL SERVICES		**124,558**			**140,013**		**146,591**
TOTAL PERSONAL SERVICES	**4.00**	**446,241**	*	**4.00**	**468,651**	**4.00**	**493,840**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PLANNING AND ZONING
Comprehensive Planning
Index #062000

ORIGIN/PURPOSE:

The Comprehensive Planning Division is primarily responsible for preparing long-range plans guiding the physical growth of the County. This process requires substantial public outreach along with research, data collection, and analysis regarding land use patterns, demographics, and economic trends.

Planners in this division have knowledge in a broad range of disciplines. These include environmental planning, community planning, transportation planning, and agricultural and historical preservation. Their expertise supports various planning projects in the County, such as the Transportation Management Program, the Chesapeake Bay Critical Area Program, Coastal Zone Management Program, and the Agricultural Land Preservation Program.

This Comprehensive Planning Division is also responsible for managing studies (e.g., the MD-22 Multimodal Corridor Study) and grants (e.g., Safe Routes to School). Additionally, the division is staffed by several Geographic Information System specialists and data analysts who provide informational reports and mapping services to all County departments and agencies.

FY '17 - '18 GOALS:

TO EXPAND COMMUNITY PLANNING AND OUTREACH EFFORTS
TO EXPAND ONLINE MAPPING AND DATA ANALYSIS TOOLS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,392,346	1,083,127	1,183,527	1,095,249	1,095,249
20 CONTRACTUAL SERVICES	19,811	7,111	17,800	17,800	17,800
30 SUPPLIES & MATERIALS	8,999	4,934	7,900	7,900	7,900
40 BUSINESS AND TRAVEL	10,135	6,954	8,325	7,825	7,825
50 CAPITAL OUTLAY	943	0	0	0	0
70 MISCELLANEOUS	22,689	19,661	22,548	22,800	22,800
80 INTERGOVERNMENTAL/INTERFUND	77	0	0	0	0
GRAND TOTAL	**1,455,000**	**1,121,787**	**1,240,100**	**1,151,574**	**1,151,574**
FUNDING SOURCE:					
11 GENERAL	**1,455,000**	**1,121,787**	**1,240,100**	**1,151,574**	**1,151,574**

PLANNING AND ZONING
Comprehensive Planning
Index #062000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($88,278)
775,431	771,929	(3,502)	Full-Time Salaries
			(2,312) Salary adjustments
			(1,190) Offset - Transportation Management Grant
			(3,502)
	38,516	38,516	FY 18 Merit Salary Increase of 4%
	(131,578)	(131,578)	One (1) vacant Planner III position transferred to DES - Emergency Medical Services (#224000) and reclassified to Paramedic (PIN #1204)
			# of Positions: (1.0) Salary: (92,700) Fringe: (38,878) Total: (131,578)
91,817	83,354	(8,463)	Pension decrease due to rate adjustments per Treasury
6,509	5,177	(1,332)	Workers' Compensation adjustments
226,625	246,328	19,703	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
11,244	9,640	(1,604)	PEHP (Post Employment Health Plan)
70,081	70,063	(18)	FICA adjustments
			BUSINESS & TRAVEL decrease ($500)
1,500	1,000	(500)	Transportation Costs and Lodging decrease based on actual expense history
			MISCELLANEOUS increase $252
22,548	22,800	252	County Match increases for Unified Planning Work Program grant for transportation planning

DIVISION STAFF SUMMARY
Comprehensive Planning
Index #062000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
GIS Analyst II	2.00	129,530		1.00	55,414	1.00	57,631
GIS Coordinator	1.00	111,944		0.00	0	0.00	0
GIS Technician I	1.00	42,496		1.00	45,522	1.00	47,342
GIS Technician II	1.00	65,983		1.00	67,963	1.00	70,682
Planner II	5.00	276,318		5.00	286,956	5.00	298,434
Planner III	2.00	174,266		3.00	248,549	2.00	186,674
Planner IV	0.00	0		2.00	213,767	2.00	195,322
Zoning Technician	1.00	34,100		0.00	0	0.00	0
FULL-TIME SALARIES	13.00	834,637		13.00	918,171	12.00	856,085
SALARY OFFSET		(142,740)			(142,740)		(143,930)
SALARY TOTAL	13.00	691,897		13.00	775,431	12.00	712,155
OTHER PERSONAL SERVICES							
Pension & Retirement		83,464			91,817		77,048
Workers' Compensation		3,513			6,509		5,056
Health Benefits		191,021			226,625		224,267
PEHP		18,080			11,244		9,640
FICA		63,850			70,081		65,403
Miscellaneous		1,820			1,820		1,680
TOTAL OTHER PERSONAL SERVICES		**361,748**			**408,096**		**383,094**
TOTAL PERSONAL SERVICES	**13.00**	**1,053,645**	*	**13.00**	**1,183,527**	**12.00**	**1,095,249**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PLANNING AND ZONING
Current Planning
Index #063000

ORIGIN/PURPOSE:

The Current Planning Division enforces the County's Zoning Code and Subdivision Regulations, including provisions for the protection of the natural environment. Additionally, the Division is responsible for composing technical staff reports for use by the Board of Appeals in determining the outcome of applications for variances from the zoning regulations. The Division is comprised of three sections: Development Review, Zoning Administration, and Zoning Enforcement.

The Development Review Section examines subdivision plans, site plans, forest conservation plans, landscaping planes, and other materials submitted in relation to a development proposal to ensure compliance with all applicable requirements of the Zoning Code and Subdivision Regulations.

The Zoning Administration Section is responsible for the intake and review of building permit applications to ensure the proposed activity is consistent with County zoning regulations; planners work in conjunction with other County and state agencies to coordinate the approval of permits. Applications to the Board of Appeals are coordinated through Zoning Administration staff.

The Zoning Enforcement Section is responsible for responding to constituent complaints regarding potential zoning violations. Section personnel perform zoning inspections, generate reports and notifications, and manage the litigation of violations.

FY '17 - '18 GOALS:

TO PROVIDE QUALITY CUSTOMER SERVICE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,764,327	1,686,398	1,767,505	1,803,223	1,803,223
20 CONTRACTUAL SERVICES	19,932	16,875	34,138	34,138	34,138
30 SUPPLIES & MATERIALS	13,566	10,118	13,400	13,400	13,400
40 BUSINESS AND TRAVEL	7,579	7,768	2,050	2,050	2,050
50 CAPITAL OUTLAY	0	278	0	0	0
GRAND TOTAL	**1,805,404**	**1,721,437**	**1,817,093**	**1,852,811**	**1,852,811**
FUNDING SOURCE:					
11 GENERAL	**1,805,404**	**1,721,437**	**1,817,093**	**1,852,811**	**1,852,811**

PLANNING AND ZONING
Current Planning
Index #063000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $35,718
1,100,084	1,092,949	(7,135)	Full-Time Salaries:
			(781) Salary adjustment
			(6,356) Staff Turnover (.58%)
			2 Rounding offset
			(7,135)
	56,046	56,046	FY 18 Merit Salary Increase of 4%
103,000	103,000	0	Temporary funding provides for a Planning & Zoning Division Chief
120,308	107,636	(12,672)	Pension decrease due to rate adjustments per Treasury
6,095	6,114	19	Workers' Compensation adjustments
320,554	314,267	(6,287)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
		(140)	Life Insurance adjustments
22,488	28,920	6,432	PEHP (Post Employment Health Plan)
92,036	91,491	(545)	FICA adjustments

DIVISION STAFF SUMMARY

Current Planning

Index #063000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	41,485	0.00	0	0.00	0
Administrative Assistant II	1.00	38,300	2.00	83,461	2.00	86,799
Clerk Typist	1.00	28,500	0.00	0	0.00	0
Customer Support Analyst I	0.00	0	0.00	0	1.00	36,608
Customer Support Analyst II	0.00	0	0.00	0	3.00	147,282
Permits Clerk	1.00	34,059	0.00	0	1.00	37,943
Permits Review Supervisor	1.00	66,520	0.00	0	0.00	0
Permits Technician	0.00	0	1.00	36,133	0.00	0
Planner I	0.00	0	1.00	41,097	1.00	46,800
Planner II	3.00	147,552	2.00	104,217	2.00	110,460
Planner III	2.00	163,112	0.00	0	0.00	0
Planner IV	0.00	0	3.00	261,313	3.00	266,622
Planning Assistant II	7.00	357,460	7.00	368,184	3.00	190,246
Zoning Enforcement Coordinator	1.00	76,372	0.00	0	0.00	0
Zoning Inspector II	3.00	165,588	3.00	170,556	3.00	177,379
Zoning Technician	0.00	0	1.00	35,123	1.00	36,528
FULL TIME SALARIES	21.00	1,118,948	20.00	1,100,084	20.00	1,136,667
TEMPORARY SALARIES		100,000		103,000		107,120
SALARY TOTAL	21.00	1,218,948	20.00	1,203,084	20.00	1,243,787

DIVISION STAFF SUMMARY
Current Planning
Index #063000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension		121,895			120,308		111,941
Workers' Compensation		3,793			6,095		6,358
Health Benefits		322,689			320,554		314,267
PEHP		22,600			22,488		28,920
FICA		93,250			92,036		95,150
Miscellaneous		3,080			2,940		2,800
TOTAL OTHER PERSONAL SERVICES		**567,307**			**564,421**		**559,436**
TOTAL PERSONAL SERVICES	**21.00**	**1,786,255**	*	**20.00**	**1,767,505**	**20.00**	**1,803,223**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PLANNING AND ZONING
Agricultural Preservation - County
Index #064270

ORIGIN/PURPOSE:

The Maryland General Assembly enacted House Bill No. 1481, effective July 1, 1992, authorizing the Harford County Council to impose a Transfer Tax. Subsequently, the County Council enacted Bill No. 93-3 to add new Article IV, Transfer Tax, to Chapter 123, Finance and Taxation, of the Harford County Code which imposes a 1% Transfer Tax on any instruments of writing that convey title to, or a leasehold interest in, real property, effective July 1, 1993; fifty percent of the proceeds are dedicated to the County's agricultural land preservation program.

The Harford County Council, via Bill No. 93-2, added language to the Harford County Code authorizing the establishment of the Harford County Land Preservation Program to preserve productive agricultural land and woodland. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Land Preservation Advisory Board.

The Harford County Agricultural Land Preservation Program allows land owners to preserve productive farmland for future generations through the use of conservation easements; the land owner receives payment for selling their development rights and/or via a tax credit.

All easement purchases are handled through an Installment Purchase Agreement (IPA) between the County and the seller. The agreement sets payment terms, including the fixed interest rate on which the landowner will receive annual payments. An IPA may be up to 30 years in length with interest and a small portion of the principal being paid annually. At the end of the term, the landowner will receive a lump sum payment constituting the remainder of the principal. This final payment is made with the proceeds of a stripped-coupon U.S. Treasury obligation purchased at settlement and held by the County until maturity.

As of September 2016, the County has permanently preserved 50,230 acres of farmland through County and State Agricultural Programs along with donated easements.

PLANNING AND ZONING
Agricultural Preservation - County
Index #064270

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	69,530	0	0	0	0
20 CONTRACTUAL SERVICES	1,200	0	0	1,500	1,500
30 SUPPLIES & MATERIALS	993	32	1,000	300	300
40 BUSINESS & TRAVEL	276	268	1,200	1,200	1,200
50 CAPITAL OUTLAY	3,163,236	0	3,000,000	4,538,000	4,538,000
70 MISCELLANEOUS	0	0	300,000	2,000,000	2,000,000
GRAND TOTAL	**3,235,235**	**300**	**3,302,200**	**6,541,000**	**6,541,000**
FUNDING SOURCE:					
28 AG PRESERVATION - STATE	**3,235,235**	**300**	**3,302,200**	**6,541,000**	**6,541,000**

PLANNING AND ZONING
Agricultural Preservation - County
Index #064270

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $1,500
0	1,500	1,500	Other Professional Services increase for videography and other services for County Ag awards and banquet
			SUPPLIES & MATERIALS decrease ($700)
1,000	300	(700)	Delivery Charges decrease based on actual expense history for ag preservation documents
			CAPITAL OUTLAY increase $1,538,000
3,000,000	4,538,000	1,538,000	Ag Purchases increase for additional ag preservation through county's program
			MISCELLANEOUS increases $1,700,000
	1,600,000	1,600,000	Interfund Reimbursements - Ag Preservation tax credit reimbursement to General Fund and Highways Fund
300,000	400,000	100,000	Agricultural Preservation - estimated purchase of land under the State Program

PLANNING AND ZONING
Agricultural Preservation - State
Index #064280

ORIGIN/PURPOSE:

The Maryland Agricultural Land Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Preservation was also intended to curb the expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is funded with 1) a portion of the State's Property Transfer Tax, 2) local subdivision matching funds for easement purchases, and 3) a State Agricultural Land Transfer Tax, which is imposed on all transfers of title in agricultural land taken out of production.

As of September 2016, the County has permanently preserved 50,230 acres of farmland through County and State Agricultural Programs along with donated easements.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
70 MISCELLANEOUS	478,671	6,212	120,500	120,500	120,500
GRAND TOTAL	**508,671**	**36,212**	**150,500**	**150,500**	**150,500**
FUNDING SOURCE:					
28 AG PRESERVATION - STATE	**508,671**	**36,212**	**150,500**	**150,500**	**150,500**

PLANNING AND ZONING
Agricultural Preservation - State
Index #064280

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES no change for FY18
30,000	30,000	0	Full-Time Salaries - represents offset available for a Planner III position in Comprehensive Planning 062000
			MISCELLANEOUS no change for FY18
120,500	120,500	0	Agricultural Preservation - funds for match available for easement purchases the Maryland Agricultural Land Preservation Foundation (MALPF) will make on the County's behalf

DIVISION STAFF SUMMARY
Planning and Zoning - Ag Preservation - State
Index #064280

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Planner III		30,000			30,000		30,000
SALARY TOTAL	**0.00**	**30,000**	*	**0.00**	**30,000**	**0.00**	**30,000**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Department of Planning & Zoning - Anticipated FY 18 Grants							
		Source of Anticipated Funding				Grant Dates	Recurring or One Time
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match		
Safe Routes to School Infrastructure and Non-Infrastructure Project	The goal of this project is to revitalize the walking culture at Emmorton Elementary and establish "walking and/or bicycling" as the preferred transportation option that the school and parents will continue to promote.		$69,300			5/1/17 - 5/31/18	One-Time
United Transportation Work Program	This grant supports the Regional Transportation Planning Process that is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. Work activities include everything from preparation of the Transportation Improvement Program to Regional Cooperative forecasting of population growth throughout the region.	$91,144			$22,800	7/1/17 - 6/30/18	Recurring
Critical Area Management Program	This grant supports staff in implementing the Harford County Chesapeake Bay Critical Area Management Program. The grant contributes to the salary of one or more full time budget funded employees and sometimes includes the cost of printing, postage, etc.		$10,000			7/1/17- 6/30/18	Recurring
	TOTALS:	**$91,144**	**$79,300**	**$ —**	**$ 22,800**		

PLANNING & ZONING - DIRECTOR'S OFFICE
OBJECTIVES & PERFORMANCE MEASURES

Department Goals

To expand community planning and outreach efforts.

Department Objective

To maintain consistency of growth management practices by promoting and implementing programs through research and/or legislation on a yearly basis.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

III. Strengthen our Communities

V. Building Economic Vitality

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Dollars allocated/expended	$474,923	$465,137	$444,186	$468,651	$493,840
	Number of staff	4	4	4	4	4
Output:						
	Number of programs initiated	10	3	11	8	4
	Number of programs completed or adopted	8	5	12	10	4
	Number of public meetings held for initiatives	6	33	36	40	35
Outcome:						
	Percent of initiated growth management programs	80%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

By initiating changes through research and/or legislation we encourage smart growth and preservation of land and resources.
FY14 Initiated: Zoning Code Updates (5); Priority Preservation Plan; Subdivision Regulations Update; AG Preservation; Historic Landmark; Commercial Design Study.
FY14 Completed or Passed: Zoning Code Updates (5); Urban Tree Canopy; Subdivision Regulations Update; Historic Landmark.
FY15 Initiated: MD 22 Extended Study (Business US 1 and MD 22 Multimodal Corridor Study w/FY15 UPWP Grant; HarfordNext; Hazard Mitigation Program (to be completed in FY18).
FY15 Completed or Passed: Commercial Design Study; GIS Updates; AG Preservation; Floodplain Management; Priority Preservation Plan (included in HarfordNext).
FY16 Initiated: Safe Routes to School Program (to be completed by in FY18); MD924 Corridor Study (under FY16 UPWP Grant - to be completed in December 2016); Zoning Code Updates (6); Agricultural Preservation; Floodplain Ordinance; Green Infrastructure Grant.
FY16 Completed or Passed: MD 22 Extended Study (Business US 1 and MD 22 Multimodal Corridor Study under FY15 UPWP Grant); HarfordNEXT; Stream Buffer Plantings; Priority Preservation Plan; Zoning Code Updates (6); Agricultural Preservation; Floodplain Ordinance.
FY17 Initiated: Recreational Trails Program; Zoning Code Updates (6); Comprehensive Rezoning.
FY17 Completed: MNOD; AG Preservation Incentive; Zoning "Clean-Up"; MD 924 Corridor Study; Zoning Code Updates (6).
FY18 Initiate: Historic Preservation CLG; Scenic Byways; Bike/Pedestrian Plan; GI Plan.

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION
OBJECTIVE & PERFORMANCE MEASURES

Department Goals

To provide quality customer service.

Department Objective

To maintain a response time of 5 working days or less to written inquiries and/or requests for information regarding comprehensive planning issues.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

III. Strengthen our Communities

V. Building Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars allocated/expended	$1,467,665	$1,392,346	$1,083,127	$1,183,527	$1,095,249
Number of staff	14	13	13	13	12
Output:					
Number of written inquiries/requests for information	1,321	1,339	1,485	1,307	1,400
Amount of staff dollars spent per inquiry/request	$1,111	$1,040	$729	$906	$782
Average number of days to respond to each inquiry/request	1 day	1 day	1 day	1 day	1 day
Outcome:					
Percent of inquiries/requests responded to within the 5 day goal	99%	99%	100%	99%	100%

Explanation and Analysis of Performance Measures

By keeping the number of working days required to respond to informational requests at 5 or less, we maintain an efficient process in Comprehensive Planning. (Note, this does not include technical analysis or study work.)

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To expand community planning and outreach efforts.

Department Objective

To respond to requests for community presentations and provide educational awareness programs, including the promotion of agricultural and historic preservation and environmental protection, by conducting meetings, events, or other presentations yearly, and by promoting opportunities for public participation.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

III. Strengthen our Communities

V. Building Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars allocated/expended	$1,467,665	$1,392,346	$1,083,127	$1,183,527	$1,095,249
Number of staff	14	13	13	13	12
Output:					
Number of public meetings scheduled	81	95	100	106	75
Amount of staff dollars spent per meeting	$20,671	$17,189	$12,743	$11,835	$14,603
Number of meetings held in comparison to number of meetings scheduled	81 scheduled and 71 held	95 scheduled and 81 held	100 scheduled and 85 held	106 scheduled and 100 held	75 to be scheduled and 75 to be held
Outcome:					
Percentage of meetings that were successfully held	88%	85%	85%	94%	100%

Explanation and Analysis of Performance Measures

Through advisory boards, commissions, and community presentations, we encourage public participation in our planning programs and processes. Participation in presentations promoting preservation programs as well as educational and community related functions to helps us to promote programs.

PLANNING & ZONING - CURRENT PLANNING DIVISION
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide quality customer service.

Department Objective

To maintain a response time of 4 days or less from initial zoning enforcement complaint to initial inspection; and to maintain a response time of 30 working days or less to written inquiries and/or requests for information as requested for current planning issues.

County Goal(s) Supported

I. Fiscal Balance and Efficiency III. Strengthen our Communities V. Building Economic Vitality

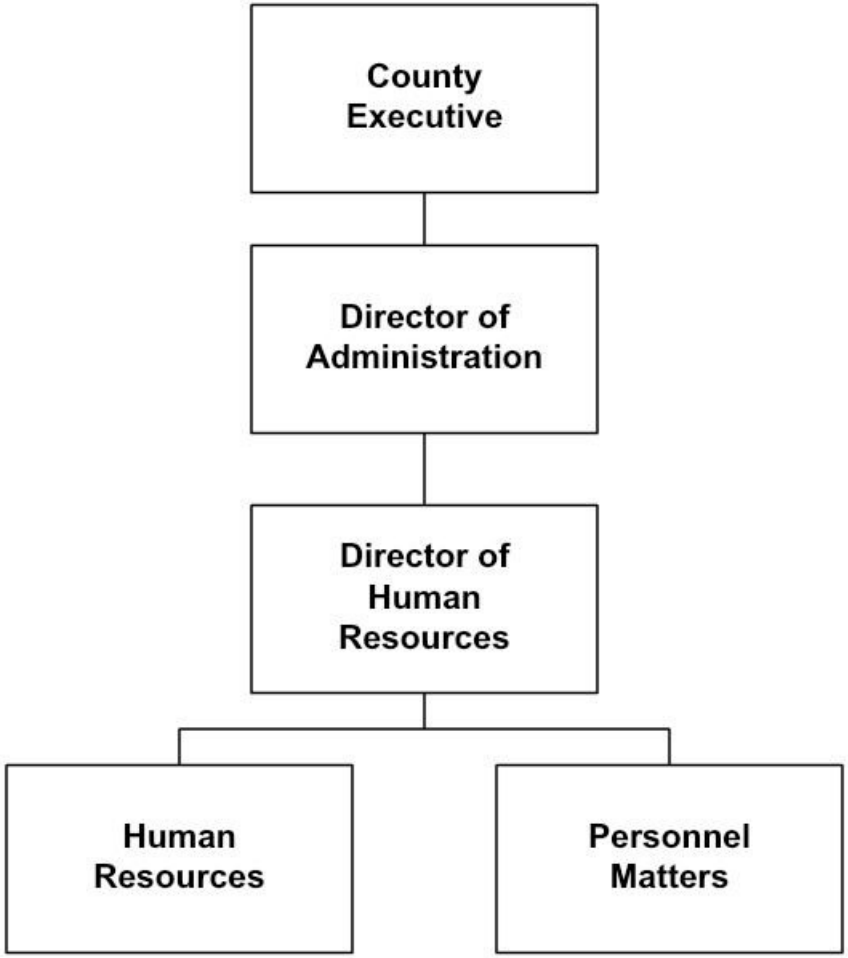
Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars allocated/expended	$1,686,414	$1,764,327	$1,686,398	$1,767,505	$1,803,223
Number of staff	21	22	21	20	20
Output:					
Number of new zoning enforcement cases	952	904	948	925	925
Amount of staff dollars spent per zoning inspection case	$1,771	$1,952	$1,779	$1,911	$1,949
Average number of days to respond to each zoning case	4 days	4 days	4 days	4 days	4 days
Number of new zoning enforcement cases resolved	n/a	n/a	737	755	755
Number of new zoning enforcement cases resulting in court action	n/a	n/a	8	2	5
Number of written requests for information (Permits, Dev. Review)	278	356	462	505	480
Amount of staff dollars spent per informational request	$6,066	$4,956	$3,650	$3,500	$3,757
Average number of days to respond to each informational request	4 days	3 days	6 days	6 days	5 days
Outcome:					
Percent of new zoning inspection cases that receive response within target	73%	82%	77%	84%	84%
Percent of new zoning enforcement cases resolved	n/a	n/a	78%	82%	82%
Percent of new zoning enforcement cases resolved without court action	n/a	n/a	99%	99%	99%
Percent of written inquiries/requests for information fulfilled within 30 days	99%	99%	98%	99%	99%

Explanation and Analysis of Performance Measures

By tracking the number of working days required to perform initial inspection of property after receiving inquiry/complaint, and the number of working days to respond to requests for information in Current Planning, we maintain an efficient process.

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DEPARTMENT OF HUMAN RESOURCES



HUMAN RESOURCES

ORIGIN/PURPOSE:

The Department of Human Resources was originally formed under Harford County Charter, Article IV, Section 402 (amended by Bill No. 88 - 35) and Sections 601 - 607 as the Office of Personnel. Bill No. 91 - 37 changed the name to more accurately reflect the duties and responsibilities of the department.

The department is divided into four vital areas of responsibility: Recruitment and Selection; Employee Benefits; Wellness and Training; Classification, Compensation and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations are also responsibilities of the department.

MISSION STATEMENT:
TO WORK UNDER THE CORE PRINCIPLE THAT **HR C.A.R.E.S** (COMMUNICATION, ADVANCEMENT, RESPECT, EQUALITY & SAFETY), THE DEPARTMENT WILL STRIVE TO DEMONSTRATE EXCEPTIONAL CUSTOMER SERVICE, RESPONSIVENESS, ATTITUDE AND PROFESSIONALISM TO BOTH INTERNAL AND EXTERNAL STAKEHOLDERS.

FY 2017 - FY 2018 GOALS:

COMMUNICATION - PROVIDE ON-GOING INFORMATIONAL EXCHANGE

ADVANCEMENT - ATTRACT AND RETAIN A TALENTED AND DEDICATED WORKFORCE

RESPECT - BUILD EMPLOYEE MORALE

EQUALITY - CONCENTRATE SPECIFIC TRAINING AND MONITORING OF ISSUES IN THE WORKPLACE

HUMAN RESOURCES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	7,851,169	2,632,589	1,868,239	1,910,336	1,910,336
20	CONTRACTUAL SERVICES	156,189	215,598	308,005	308,005	308,005
30	SUPPLIES AND MATERIALS	6,309	5,369	6,450	5,950	5,950
40	BUSINESS AND TRAVEL	12,105	12,004	69,500	69,500	69,500
70	MISCELLANEOUS	16,717	8,277	33,000	33,000	33,000
80	INTER-GOVERNMENTAL	277	112	250	250	250
	GRAND TOTAL	**8,042,766**	**2,873,949**	**2,285,444**	**2,327,041**	**2,327,041**
FUNDING SOURCE:						
11	GENERAL	6,447,786	2,563,393	1,865,638	1,907,235	1,907,235
25	HIGHWAYS	942,403	124,778	215,271	215,271	215,271
51	WATER AND SEWER OPERATING	652,577	185,778	204,535	204,535	204,535
	GRAND TOTAL	**8,042,766**	**2,873,949**	**2,285,444**	**2,327,041**	**2,327,041**
SUMMARY BY DIVISION:						
GENERAL FUND						
082000	HUMAN RESOURCES	752,949	911,399	862,388	903,985	903,985
084110	GENERAL - PERSONNEL MATTERS	5,694,837	1,651,994	1,003,250	1,003,250	1,003,250
HIGHWAYS FUND						
084250	HIGHWAYS - PERSONNEL MATTERS	942,403	124,778	215,271	215,271	215,271
WATER AND SEWER FUND						
084510	WATER & SEWER - PERSONNEL MATTERS	652,577	185,778	204,535	204,535	204,535
	GRAND TOTAL	**8,042,766**	**2,873,949**	**2,285,444**	**2,327,041**	**2,327,041**

HUMAN RESOURCES

GENERAL FUND SUMMARY

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	6,339,854	2,428,052	1,605,833	1,647,930	1,647,930
20	CONTRACTUAL SERVICES	80,731	112,270	186,605	186,605	186,605
30	SUPPLIES AND MATERIALS	6,309	5,369	6,450	5,950	5,950
40	BUSINESS AND TRAVEL	12,105	12,004	49,500	49,500	49,500
70	MISCELLANEOUS	8,510	5,586	17,000	17,000	17,000
80	INTER-GOVERNMENTAL	277	112	250	250	250
	GRAND TOTAL	**6,447,786**	**2,563,393**	**1,865,638**	**1,907,235**	**1,907,235**
11	GENERAL	6,447,786	2,563,393	1,865,638	1,907,235	1,907,235
	GRAND TOTAL	**6,447,786**	**2,563,393**	**1,865,638**	**1,907,235**	**1,907,235**

SUMMARY BY DIVISION

GENERAL FUND

082000	HUMAN RESOURCES	752,949	911,399	862,388	903,985	903,985
084110	GENERAL - PERSONNEL MATTERS	5,694,837	1,651,994	1,003,250	1,003,250	1,003,250
	GRAND TOTAL	**6,447,786**	**2,563,393**	**1,865,638**	**1,907,235**	**1,907,235**

HUMAN RESOURCES
Director of Human Resources
Index #082000

ORIGIN/PURPOSE:

The Department of Human Resources strives to identify, develop, recruit and retain the talent necessary for the various departments of Harford County to achieve their strategic plans; to promote a positive attitude within the workforce through communication and education of policies, procedures and programs with support, equality, trust and respect; and to accomplish these goals in the most efficient manner.

FY 2017 - FY 2018 GOALS:

COMMUNICATION - PROVIDE ON-GOING INFORMATIONAL EXCHANGE

ADVANCEMENT - ATTRACT AND RETAIN A TALENTED AND DEDICATED WORKFORCE

RESPECT - BUILD EMPLOYEE MORALE

EQUALITY - CONCENTRATE SPECIFIC TRAINING AND MONITORING OF ISSUES IN THE WORKPLACE

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	728,104	879,984	817,583	859,680	859,680
20	CONTRACTUAL SERVICES	15,602	14,188	21,605	21,605	21,605
30	SUPPLIES AND MATERIALS	6,261	5,369	6,450	5,950	5,950
40	BUSINESS AND TRAVEL	2,705	8,918	9,500	9,500	9,500
70	MISCELLEANOUS	0	2,828	7,000	7,000	7,000
80	INTGEROVERNMENTAL	277	112	250	250	250
	GRAND TOTAL	**752,949**	**911,399**	**862,388**	**903,985**	**903,985**
FUNDING SOURCE:						
11	GENERAL	**752,949**	**911,399**	**862,388**	**903,985**	**903,985**

HUMAN RESOURCES
Director of Human Resources
Index #082000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $42,097
558,771	575,331	16,560	Full-time salaries
			16,560 Salary Adjustment
	23,642	23,642	FY 18 Merit Salary Increase of 4%
26,600	25,000	(1,600)	Temporary Salaries
55,877	51,780	(4,097)	Pension adjustments
113,903	116,428	2,525	Health Benefits are adjusted due to staff opting for changes in levels of coverage
14,992	19,280	4,288	PEHP
43,940	45,085	1,145	FICA adjustments
			Supplies and Materials decrease ($500)
3,000	2,500	(500)	Funding for general office supplies reduced based on actual expense history

DEPARTMENT STAFF SUMMARY
HUMAN RESOURCES
Index # 082000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Secretary III	1.00	56,700		1.00	58,401	1.00	60,737
Clerical Assistant II	1.00	33,091		0.00	0	0.00	0
Deputy Director of Human Resources	1.00	95,000		1.00	96,000	1.00	99,840
Director, Human Resources	1.00	131,066		1.00	132,066	1.00	137,349
Human Resources Clerk	0.00	0		1.00	35,788	1.00	37,168
Human Resources Generalist	0.00	0		0.00	0	2.00	125,524
Human Resources Manager	1.00	74,850		1.00	77,095	1.00	80,179
Human Resources Specialist	2.00	92,265		2.00	96,297	1.00	55,022
Senior Human Resources Analyst	1.00	61,285		1.00	63,124	0.00	0
Training Officer	1.00	61,795		0.00	0	0.00	0
FULL-TIME SALARIES	9.00	606,052		8.00	558,771	8.00	595,819
SALARY OFFSET		0			0		0
TOTAL FULL-TIME SALARIES	9.00	606,052		8.00	558,771	8.00	595,819
TEMPORARY SALARIES		0			26,600		25,000
SALARY TOTAL	**9.00**	**606,052**		**8.00**	**585,371**	**8.00**	**620,819**
OTHER PERSONAL SERVICES							
Pension & Retirement		60,605			55,877		53,624
Workers' Compensation		1,582			2,380		2,085
Health Benefits		134,416			113,903		116,428
PEHP		13,560			14,992		19,280
FICA		45,584			43,940		46,324
Miscellaneous		1,260			1,120		1,120
TOTAL OTHER PERSONAL SERVICES		**257,007**			**232,212**		**238,861**
TOTAL PERSONAL SERVICES	**9.00**	**863,059**	*	**8.00**	**817,583**	**8.00**	**859,680**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

HUMAN RESOURCES
Personnel Matters
Index # : 084110, 084250, 084510

ORIGIN/PURPOSE:

The Personnel Matters accounts were established to provide unified management control of those areas of employee services which are budgeted within and charged to each fund, yet provide and approved by the Department of Human Resources. Combining these accounts allows for more accurate budgeting, tighter control of expenditures and centralization of information and reporting.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	7,123,065	1,752,605	1,050,656	1,050,656	1,050,656
20	CONTRACTUAL SERVICES	140,587	201,410	286,400	286,400	286,400
30	SUPPLIES AND MATERIALS	48	0	0	0	0
40	BUSINESS AND TRAVEL	9,400	3,086	60,000	60,000	60,000
70	MISCELLANEOUS	16,717	5,449	26,000	26,000	26,000
	GRAND TOTAL	**7,289,817**	**1,962,550**	**1,423,056**	**1,423,056**	**1,423,056**
FUNDING SOURCE:						
11	GENERAL	5,694,837	1,651,994	1,003,250	1,003,250	1,003,250
25	HIGHWAYS	942,403	124,778	215,271	215,271	215,271
51	WATER AND SEWER OPERATING	652,577	185,778	204,535	204,535	204,535
	GRAND TOTAL	**7,289,817**	**1,962,550**	**1,423,056**	**1,423,056**	**1,423,056**
SUMMARY BY DIVISION:						
084110	GENERAL - PERSONNEL MATTERS	5,694,837	1,651,994	1,003,250	1,003,250	1,003,250
084250	HIGHWAYS - PERSONNEL MATTERS	942,403	124,778	215,271	215,271	215,271
084510	WATER & SEWER - PERSONNEL MAT	652,577	185,778	204,535	204,535	204,535
	GRAND TOTAL	**7,289,817**	**1,962,550**	**1,423,056**	**1,423,056**	**1,423,056**

Personnel Matters
Index # : 084110, 084250, 084510

GENERAL PERSONNEL MATTERS INDEX # 084110		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
1101	Current Authorized	15,570	0			
1102	Special Pays For anticipated retirement leave payouts	5,002,114	1,286,469	500,000	500,000	500,000
1355	PEHP (Post Employment Health Plan)	250,639	174,467	250,000	250,000	250,000
1602	Social Security	343,427	87,132	38,250	38,250	38,250
2401	Personnel/Recruitment	0	0	2,000	2,000	2,000
2601	Medical Services	44,912	47,147	54,000	54,000	54,000
2602	Legal Services	1,636	2,072	3,900	3,900	3,900
2603	Management Services Wellness program and consultant for health benefits	18,581	23,863	31,000	31,000	31,000
2699	Other Professional Services	0	25,000	74,100	74,100	74,100
3103	Printing Commercial	48	0	0	0	0
4701	Tuition Reimbursement	0	0	40,000	40,000	40,000
4702	In-House Training	9,400	3,086	0	0	0
7703	Service Awards	8,510	2,758	10,000	10,000	10,000
	TOTAL INDEX	**5,694,837**	**1,651,994**	**1,003,250**	**1,003,250**	**1,003,250**

HUMAN RESOURCES
Personnel Matters
Index # : 084110, 084250, 084510

HIGHWAYS FUND PERSONNEL MATTERS INDEX # 084250		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
1102	Special Pays For anticipated retirement leave payouts	829,832	62,162	122,500	122,500	122,500
1355	PEHP (Post Employment Health Plan)	31,792	18,416	25,000	25,000	25,000
1602	Social Security	54,943	4,755	9,371	9,371	9,371
2401	Personnel/Recruitment	0	0	500	500	500
2601	Medical Services	12,269	13,267	13,000	13,000	13,000
2602	Legal Services	51	441	600	600	600
2603	Management Services Wellness program and consultant for health benefits	9,290	11,931	11,800	11,800	11,800
2699	Other Professional Services	0	12,498	14,500	14,500	14,500
4701	Tuition Reimbursement	0	0	10,000	10,000	10,000
7703	Service Awards	4,226	1,308	8,000	8,000	8,000
	TOTAL INDEX	**942,403**	**124,778**	**215,271**	**215,271**	**215,271**

HUMAN RESOURCES
Personnel Matters
Index # : 084110, 084250, 084510

WATER & SEWER FUND PERSONNEL MATTERS INDEX # 084510		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
1102	Special Pays For anticipated retirement leave payouts	524,681	72,157	70,000	70,000	70,000
1355	PEHP (Post Employment Health Plan)	33,236	43,669	30,000	30,000	30,000
1602	Social Security	36,831	3,378	5,535	5,535	5,535
2401	Personnel/Recruitment	0	0	1,000	1,000	1,000
2601	Medical Services	44,330	39,854	53,000	53,000	53,000
2602	Legal Services	228	909	1,000	1,000	1,000
2603	Management Services Wellness program and consultant for health benefits	9,290	11,931	11,500	11,500	11,500
2699	Other Professional Services	0	12,497	14,500	14,500	14,500
4701	Tuition Reimbursement	0	0	10,000	10,000	10,000
7703	Service Awards	3,981	1,383	8,000	8,000	8,000
	TOTAL INDEX	**652,577**	**185,778**	**204,535**	**204,535**	**204,535**

DEPARTMENT OF HUMAN RESOURCES
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Communication

Department Objective

Training and Employee/Manager Development; raising the skill level of employees.

County Goal(s) Supported

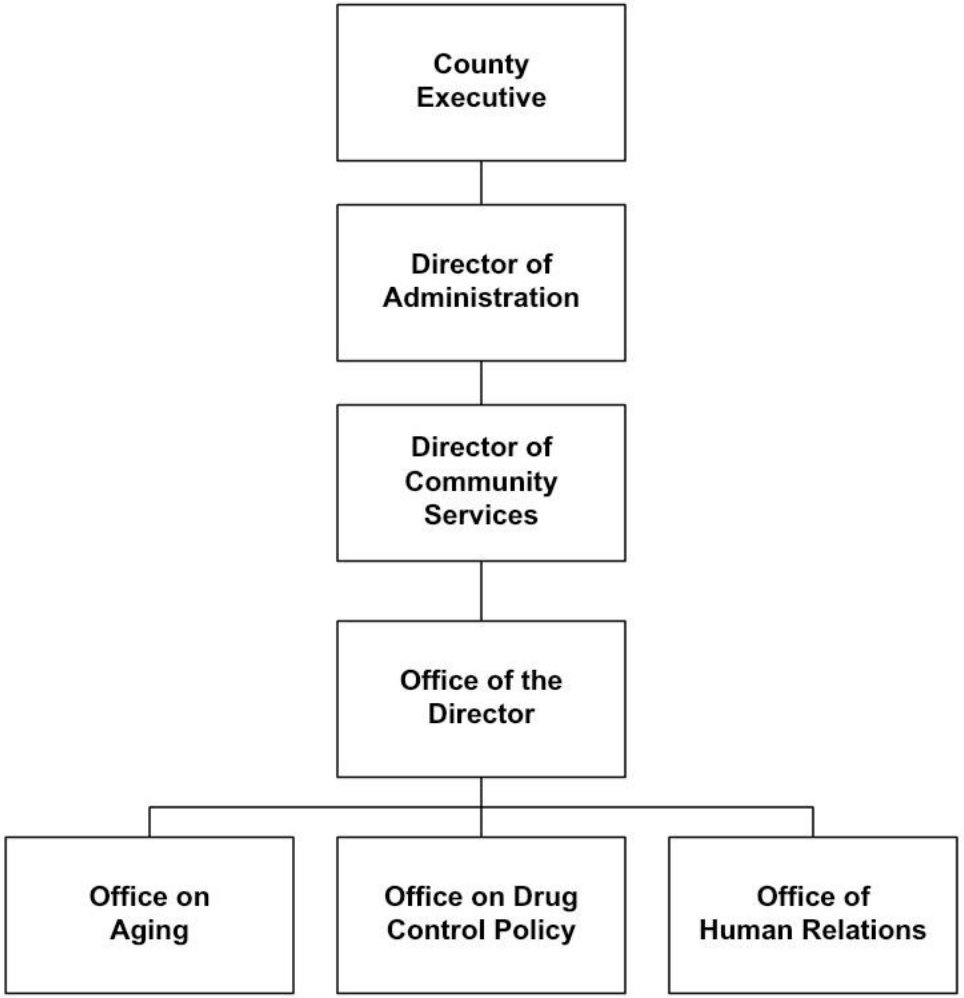
II. Investing in Our Workforce

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Staff	2	2	2	2	2
	Funding of Harford e-Learning and Training Program	$0	$1,000	$75,000	$78,000	$80,000
Output:						
	Managers Trained	0	100	160	160	160
	Employees Trained	0	200	830	900	1,000
Outcome:						
	Total Manager Classes	0	100	930	930	930
	Total Employee Classes	0	0	753	11559	13,000

Explanation and Analysis of Performance Measures

We achieved our goal of introducing new management platforms, improving supervisory skills and introducing employees to the e-learning.

DEPARTMENT OF COMMUNITY SERVICES



COMMUNITY SERVICES

ORIGIN/PURPOSE:

The Department of Community Services was established pursuant to Chapter 16, Article IV, Section 22 of the Harford County Code.

The Department of Community Services coordinates programs which meet an array of needs in Harford County. The Department of Community Services coordinates programs which meet a vast array of needs in Harford County. The Department includes five divisions: The Office of Aging, Office on Drug Control Policy, Office of Human Relations and Mediation, the Office of Disabilities Services and the Office of Children, Youth and Families. The department works with federal, state, local and private agencies to strengthen our communities by continuously improving the quality and availability of human services for our citizens.

MISSION STATEMENT:

TO STRENGTHEN OUR COMMUNITIES BY SERVING AS THE PREMIER RESOURCE FOR HUMAN SERVICES IN HARFORD COUNTY, AND TO CONTINUOUSLY IMPROVE THE NETWORK OF AVAILABLE SERVICES TO ENSURE EFFICIENT, EFFECTIVE AND PROACTIVE ASSISTANCE FOR ALL HARFORD COUNTY CITIZENS.

FY 2018 GOALS:

TO STRENGTHEN COMMUNITY OUTREACH AND AWARENESS
TO RESEARCH AND DEVELOP OPPORTUNITIES FOR RE-ENTRY PROGRAMS IN COUNTY
INCREASE AWARENESS AND UTILIZATION OF THE MEDIATION PROGRAM.
TO INCREASE PARTNERSHIPS AND COLLABORATIONS WITH THE DISABILITY COMMUNITY AND PROVIDERS THROUGH OUTREACH AND PARTICIPATION AT LEAST THREE COMMUNITY EVENTS
STRENGTHEN COMMUNITY OUTREACH, AWARENESS AND EMPLOYMENT ACCESSIBILITY
TO SUCCESSFULLY IMPLEMENT THE GRANT IN AID PROGRAM
DEVELOP AND SUPPORT YOUTH OUTREACH PROGRAMS

COMMUNITY SERVICES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	3,826,663	2,357,519	2,695,023	2,705,790	2,705,790
20	CONTRACTUAL SERVICES	263,882	182,534	222,920	147,070	147,070
30	SUPPLIES AND MATERIALS	37,977	33,023	32,275	33,275	33,275
40	BUSINESS AND TRAVEL	48,572	18,924	26,700	22,100	22,100
50	CAPITAL OUTLAY	2,528	0	0	0	0
70	MISCELLANEOUS	3,519,092	1,517,280	1,753,623	1,950,962	1,950,962
80	INTER-GOVERNMENTAL/INTERFUND	37	0	310	310	310
	GRAND TOTAL	**7,698,751**	**4,109,280**	**4,730,851**	**4,859,507**	**4,859,507**
SUMMARY BY FUND:						
11	GENERAL	7,698,751	4,109,280	4,730,851	4,859,507	4,859,507
	GRAND TOTAL	**7,698,751**	**4,109,280**	**4,730,851**	**4,859,507**	**4,859,507**
SUMMARY BY DIVISION:						
091000	DIRECTOR OF COMMUNITY SVCS	705,151	1,499,512	1,636,050	1,653,833	1,653,833
094000	OFFICE OF DRUG CONTROL POLICY	1,023,638	872,296	1,081,391	1,115,733	1,115,733
095000	COMMUNITY DEVELOPMENT	1,446,759	0	0	0	0
096300	EMERGENCY ASSISTANCE	158,055	0	0	0	0
097100	OFFICE ON AGING	1,871,393	1,737,472	2,013,410	2,089,941	2,089,941
097200	HARFORD TRANSIT	2,493,755	0	0	0	0
	GRAND TOTAL	**7,698,751**	**4,109,280**	**4,730,851**	**4,859,507**	**4,859,507**

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $10,767
1,546,581	1,548,272	1,691	Full-Time Salaries:
			3,955 Salary adjustments
			(2,264) Staff Turnover
			1,691
	92,347	92,347	FY 18 Merit Salary Increase of 4%
316,587	272,149	(44,438)	Temporary Salaries:
			Director of Community Services 93,101
			Office of Drug Control Policy 126,528
			Office on Aging 52,520
			272,149
181,890	161,731	(20,159)	Pension adjustments
9,458	8,987	(471)	Workers' Compensation adjustments
444,138	416,041	(28,097)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
49,496	62,660	13,164	PEHP (Post Employment Health Plan)
142,533	139,263	(3,270)	FICA adjustments

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
222,920	147,070	(75,850)	CONTRACTUAL SERVICES decrease ($75,850) Funding in the amount of $80,000 in the Office of Drug Control moved to Grants and Contributions for the Heroin Initiative; as well as other adjustments in telephone service, fax service and Other Professional Services in the Director's Office.
32,275	33,275	1,000	SUPPLIES AND MATERIALS increase $1,000 Adjustments made to office supplies in the Director's Office as well as materials and supplies in the Office of Drug Control.
26,700	22,100	(4,600)	BUSINESS AND TRAVEL decrease ($4,600) Transportation costs decreased in the Office of Drug Control due to increased bus service; other adjustments made to mileage and lodging in the Director's Office; and fuel charges in the Office on Aging.

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			MISCELLANEOUS increase $197,339
310,258	350,073	39,815	Grants & Contributions

		Change	
28,985	0	(28,985)	Mediation Coordinator (moved to Match)
7,500	7,500	0	Miscellaneous Grants
12,500	12,500	0	Local Management Board (LMB) for additional hours not covered by grant
10,000	10,000	0	Visitation Center
0		0	Crisis Assistance moved to Community Development
18,000	20,000	2,000	OPEB/PEHP for Office of Drug Control Policy
15,000	35,000	20,000	Miscellaneous grants/health benefits for ODCP grant employees
15,000	15,000	0	Support for DUI Court Grant
67,500	67,500	0	Support for Senior Care grant
135,773	135,773	0	Healthcare/PEHP costs not covered
0	46,800	46,800	Senior Emergency Funds County Grant
310,258	350,073	39,815	

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			MISCELLANEOUS (CONT'D)
368,200	368,200	0	County Match/Transfers Out

FY 18	
26,985	Mediation Grant moved from Grants and Contributions in Director's Office
33,327	Office on Aging - IIIA Grant
294,927	Office on Aging - IIIB Grant
21,917	Office on Aging - IIIE Grant
11,543	Office on Aging - SHIP Grant
6,486	Office on Aging - SMP Grant
368,200	

558,000 | 738,000 | 180,000 | Contributions:

FY 17	FY 18	Change	
12,000	12,000	0	Hosanna Community House
76,000	206,000	130,000	Miscellaneous Contributions
195,000	195,000	0	Support for Mann House @ $117,500 and Homecoming @ $77,500
15,000	15,000	0	Service Reform Initiative (SRI)
60,000	60,000	0	Anti-Crime/Drug Initiatives
200,000	250,000	50,000	Center for Excellence for Heroin Addiction
558,000	738,000	180,000	

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE
369,665	396,054	26,389

EXPLANATION OF INCREASE/DECREASE

Grant-In-Aid:

FY 17	FY 18	Change	
113,000	113,000	0	Boys and Girls Club of Harford County
20,000	24,000	4,000	Early Headstart
33,339	33,339	0	Family & Children Services of Central MD Trauma Treatment Center
2,500	2,500	0	Havre de Grace Housing Authority Youth Leadership Achievement
22,000	30,000	8,000	Inner-County Outreach
12,000	12,000	0	LASOS
5,000	7,000	2,000	Village at Lakeview NNC Center
13,000	13,000	0	Wilson Ministry Center
0	2,500	2,500	Bar Foundation of Harford County
29,412	30,000	588	Legal Aid Bureau, Inc.
50,000	50,000	0	Office on Mental Health - Core Services Agency
10,776	15,039	4,263	ARC Northern Chesapeake Region - Family Support
43,083	43,676	593	ARC of Harford County - Vocation Services
15,555	20,000	4,445	Family & Children Services of Central Maryland Adult Day Care
369,665	396,054	26,389	

DEPARTMENT STAFF SUMMARY
COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	2.00	88,101	0.00	0	0.00	0
Administrative Assistant II	2.00	120,494	3.00	146,910	3.00	152,787
Administrative Budget Technician I	1.00	40,900	1.00	42,127	1.00	43,812
Administrative Secretary III	1.00	56,000	1.00	57,680	1.00	59,280
Administrative Specialist I	4.00	225,029	4.00	229,334	3.00	191,660
Administrative Specialist II	0.00	0	0.00	0	1.00	50,960
Administrator	2.00	164,105	2.00	169,028	2.00	175,789
Client Advocacy Services Assistant Manager	2.00	105,600	2.00	109,798	2.00	112,543
Client Advocacy Services Manager	2.00	152,338	2.00	156,909	2.00	163,184
Coordinator for Disabilities	1.00	49,000	1.00	50,470	1.00	52,489
Deputy Director of Community Services	1.00	98,280	1.00	82,000	1.00	85,280
Director of Community Services	1.00	105,000	1.00	106,000	1.00	110,240
Grants Specialist	0.00	0	1.00	40,128	1.00	41,734
Human Relations Manager	1.00	68,600	1.00	61,800	1.00	64,272
Juvenile Drug Court Coordinator	1.00	62,235	0.00	0	0.00	0
Long Term Care Coordinator	1.00	54,925	1.00	56,573	1.00	58,836
Manager, Senior Center Division	1.00	63,400	1.00	65,302	1.00	67,914

DEPARTMENT STAFF SUMMARY
COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Planner I	1.00	63,400	1.00	65,302	1.00	67,914
Senior Center Specialist	2.00	104,097	2.00	107,220	2.00	111,509
FULL-TIME SALARIES	26.00	1,621,504	25.00	1,546,581	25.00	1,610,203
TOTAL FULL-TIME SALARIES	26.00	1,621,504	25.00	1,546,581	25.00	1,610,203
TEMPORARY SALARIES		329,305		316,587		291,892
SALARY TOTAL	**26.00**	**1,950,809**	**25.00**	**1,863,168**	**25.00**	**1,902,095**
OTHER PERSONAL SERVICES						
Pension		176,572		181,890		167,306
Workers' Compensation		5,216		9,458		9,347
Health Benefits		408,909		444,138		416,041
PEHP		49,720		49,496		62,660
FICA		143,285		142,533		144,001
Miscellaneous		4,548		4,340		4,340
TOTAL OTHER PERSONAL SERVICES		**788,250**		**831,855**		**803,695**
TOTAL PERSONAL SERVICES	**26.00**	**2,739,059** *	**25.00**	**2,695,023**	**25.00**	**2,705,790**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COMMUNITY SERVICES
Director of Community Services
Index #091000

ORIGIN/PURPOSE:

The Department of Community Services was established pursuant to Chapter 16, Article IV, Section 22 of the Harford County Code.

The Department of Community Services coordinates programs which meet an array of needs in Harford County. The agencies and programs include: the Office of Human Relations and Mediation; the Division of Children, Youth and Family, the Office of Disability; the Office on Aging; and the Office of Drug Control Policy.

Human Relations and Mediation works to strengthen our communities by investigating and resolving complaints in employment, housing, education, public accommodation, credit, and other areas, and providing information to employers and the general public about human relations matters. This includes studying the origin and impact of social friction in the community and making recommendations to the County Executive and Council to alleviate social problems, and promote equality, understanding and harmonious relations among the citizens of Harford County. Further, the Office of Human Relations and Mediation coordinates, develops and directs the activities of the Human Relations Commission, Women's Commission, Mediation Commission, and Volunteer Harford.

Disability Services advocates for citizens with disabilities and acts as a catalyst for positive change. The Office promotes and facilitates the independence of people with disabilities in all aspects of community life and connects individuals with disabilities, their families, and their caregivers to resources regarding health care, employment, disability benefits and accessible housing. The division supports Harford County's Disability Commission, and investigates and resolves complaints.

Children, Youth and Family advocates for children, youth and families, provides financial and development assistance to public and private organizations that deliver human services to children, youth and families, and administers local and state grant funding to meet public service needs not provided by County Government.

FY 2018 GOALS:

TO STRENGTHEN COMMUNITY OUTREACH AND AWARENESS
TO RESEARCH AND DEVELOP OPPORTUNITIES FOR RE-ENTRY PROGRAMS IN COUNTY
INCREASE AWARENESS AND UTILIZATION OF THE MEDIATION PROGRAM.
TO INCREASE PARTNERSHIPS AND COLLABORATIONS WITH THE DISABILITY COMMUNITY AND PROVIDERS THROUGH OUTREACH AND PARTICIPATION AT LEAST THREE COMMUNITY EVENTS
TO SUCCESSFULLY IMPLEMENT THE GRANT IN AID PROGRAM
DEVELOP AND SUPPORT YOUTH OUTREACH PROGRAMS

COMMUNITY SERVICES
Director of Community Services
Index #091000

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	627,327	905,654	937,140	932,834	932,834
20	CONTRACTUAL SERVICES	33,407	19,517	37,400	40,250	40,250
30	SUPPLIES AND MATERIALS	5,812	4,611	4,800	5,300	5,300
40	BUSINESS AND TRAVEL	2,763	1,925	2,500	2,350	2,350
70	MISCELLANEOUS	35,805	567,805	654,150	673,039	673,039
80	INTER-GOVERNMENTAL/INTERFUND	37	0	60	60	60
	GRAND TOTAL	**705,151**	**1,499,512**	**1,636,050**	**1,653,833**	**1,653,833**
FUNDING SOURCE:						
11	GENERAL	**705,151**	**1,499,512**	**1,636,050**	**1,653,833**	**1,653,833**

COMMUNITY SERVICES
Director of Community Services
Index #091000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($4,306)
514,722	517,997	3,275	Full-Time Salaries:
			3,955 Salary adjustments
			(680) Staff Turnover (.13%)
			3,275
	32,399	32,399	FY 18 Merit Salary Increase of 4%
137,375	101,206	(36,169)	Temporary Salaries - funding for a Clerk Typist and an Administrative Specialist
60,783	55,530	(5,253)	Pension adjustments
3,552	3,093	(459)	Workers' Compensation
146,935	153,644	6,709	Health Benefits are adjusted for an anticipated increase and staff opting for changes in levels of coverage
22,488	28,920	6,432	PEHP (Post Employment Health Plan)
49,885	46,750	(3,135)	FICA adjustments
			CONTRACTUAL SERVICES increase $2,850
37,400	40,250	2,850	Adjustments made for telephone service, fax services and Other Professional Services based on actual expense history.
			MATERIALS & SUPPLIES increase $500
4,800	5,300	500	Adjustments made in computer and office supplies based on actual expense history
			BUSINESS & TRAVEL decrease ($150)
2,500	2,350	(150)	Decrease in mileage and meals based on actual expense history

COMMUNITY SERVICES
Director of Community Services
Index #091000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE		
			MISCELLANEOUS increase $18,889		
58,985	30,000	(28,985)	Grants & Contributions:	FY 18	
			Miscellaneous Grants	7,500	
			Local Management Board Grant	12,500	Addt'l hours and PEHP for grant emp.
			HC Visitation Center	10,000	Moved from Community Development
				30,000	
0	28,985	28,985	County Match/Transfers Out - Mediation Grant match moved from Grants and Contributions		
88,000	218,000	130,000	Contributions:		
			Hosanna Community House	12,000	
			Miscellaneous Contributions	206,000	
				218,000	
			Grant-in-Aid Awards:		
113,000	113,000	0	Boys and Girls Club of Harford County		
20,000	24,000	4,000	Early Headstart		
33,339	33,339	0	Family & Children Services of Central MD Trauma Treatment Center		
2,500	2,500	0	Havre de Grace Housing Authority Youth Leadership Achievement		
22,000	30,000	8,000	Inner-County Outreach		
12,000	12,000	0	LASOS		
5,000	7,000	2,000	Village at Lakeview NNC Center		
13,000	13,000	0	Wilson Ministry Center		
0	2,500	2,500	Bar Foundation of Harford County		
29,412	30,000	588	Legal Aid Bureau, Inc.		
50,000	50,000	0	Office on Mental Health - Core Services Agency		
10,776	15,039	4,263	ARC Northern Chesapeake Region - Family Support		
43,083	43,676	593	ARC of Harford County - Vocation Services		
15,555	20,000	4,445	Family & Children Services of Central Maryland Adult Day Care		

DIVISION STAFF SUMMARY
Director of Community Services
Index #091000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	77,794	1.00	62,596	1.00	65,100
Administrative Secretary III	1.00	56,000	1.00	57,680	1.00	59,280
Administrative Specialist I	2.00	93,806	2.00	94,176	1.00	51,096
Administrative Specialist II	0.00	0	0.00	0	1.00	50,960
Coordinator for Disabilities	1.00	49,000	1.00	50,470	1.00	52,489
Deputy Director of Community Services	1.00	98,280	1.00	82,000	1.00	85,280
Director of Community Services	1.00	105,000	1.00	106,000	1.00	110,240
Human Relations Manager	1.00	68,600	1.00	61,800	1.00	64,272
TOTAL FULL-TIME SALARIES	8.00	548,480	8.00	514,722	8.00	538,717
TEMPORARY SALARIES		112,421		137,375		101,206
SALARY TOTAL	**8.00**	**660,901**	**8.00**	**652,097**	**8.00**	**639,923**
OTHER PERSONAL SERVICES						
Pension		58,310		60,783		57,395
Workers' Compensation		1,606		3,552		3,217
Health Benefits		140,768		146,935		153,644
PEHP		22,600		22,488		28,920
FICA		44,607		49,885		48,335
Miscellaneous		1,260		1,400		1,400
TOTAL OTHER PERSONAL SERVICES		**269,151**		**285,043**		**292,911**
TOTAL PERSONAL SERVICES	**8.00**	**930,052**	**8.00**	**937,140**	**8.00**	**932,834**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Department of Community Services (Director of Community Services) - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
MACRO Performance Grant	Grant provides quality, free alternative dispute resolution services to the citizens of Harford County.		$55,000			7/1/17 - 6/30/18	Recurring
Local Management Board	Program funding for Local Management Board		$482,994			7/1/17 - 6/30/18	Recurring
	TOTALS:		**$537,994**		**$0**		

COMMUNITY SERVICES
Office of Drug Control Policy
Index #094000

ORIGIN/PURPOSE:

The Office of Drug Control Policy (ODCP) is the County's lead Prevention Agency, working daily to create a drug free Harford County. Employees provide prevention outreach, support to treatment providers, monitoring and reporting activities, coordination of government agencies and non-profit organizations to address drug and alcohol abuse, and operate Harford County's Specialty Courts. The Office on Drug Control Policy provides information and assistance to Federal, State and local organizations, treatment providers and to individuals suffering from substance abuse and their families. Further, the Office on Drug Control Policy strives to continuously improve the network of available services to ensure efficient, effective, and proactive assistance for Harford County citizens.

FY 2018 GOALS:

PROVIDE PREVENTION OUTREACH AND RECOVERY SUPPORT TO MORE THAN 10,000 YOUTH AND 6,000 ADULTS
OPERATE FOUR SPECIALTY COURTS FOR 75 PARTICIPANTS
APPLY FOR $500,000 STATE AND FEDERAL GRANTS ADDRESSING SUBSTANCE ISSUES
RAISE AWARENESS AND PREVENT OPIATE USE AND OVERDOSE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	588,155	328,930	391,491	375,833	375,833
20 CONTRACTUAL SERVICES	127,790	124,655	128,250	49,550	49,550
30 SUPPLIES AND MATERIALS	20,581	21,368	19,400	19,900	19,900
40 BUSINESS AND TRAVEL	10,426	10,500	14,250	10,800	10,800
70 MISCELLANEOUS	276,686	386,843	528,000	659,650	659,650
GRAND TOTAL	**1,023,638**	**872,296**	**1,081,391**	**1,115,733**	**1,115,733**
FUNDING SOURCE:					
11 GENERAL	**1,023,638**	**872,296**	**1,081,391**	**1,115,733**	**1,115,733**

COMMUNITY SERVICES
Office of Drug Control Policy
Index #094000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($15,658)
148,938	148,938	0	Full Time Salaries
	14,038	14,038	FY 18 Merit Salary Increase of 4%
126,682	126,528	(154)	Temporary Salaries
27,562	21,629	(5,933)	Pension adjustments
61,497	42,406	(19,091)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
4,520	0	(4,520)	PEHP (Post Employment Health Benefits)
			CONTRACTUAL SERVICES decrease of ($78,700)
128,250	49,550	(78,700)	Funding decreased due to moving $80,000 into Grants and Contributions for the Heroin Initiative. Other adjustments made to telephone service and other advertising based on actual spending.
			MATERIALS AND SUPPLIES increase $500
19,400	19,900	500	Other Supplies and Materials increased due to heroin prevention initiative supplies and educational materials
			BUSINESS AND TRAVEL decrease ($3,450)
14,250	10,800	(3,450)	Transportation costs decreased due to increased use of bus services, other adjustments made to mileage, parking and tolls, and professional books based on actual spending

COMMUNITY SERVICES
Office of Drug Control Policy
Index #094000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE		
			MISCELLANEOUS increase $131,650		
48,000	70,000	22,000	Grants & Contributions:		
			OPEB/PEHP	20,000	For grants that cannot support this expense
			Health/Misc.	35,000	For grants that cannot cover health costs decreased due to outsourcing of Juvenile Drug Court
			DUI Grant	15,000	Driving Under Influence Offender Program support
				70,000	
480,000	589,650	109,650	Includes contributions to the Mann House @ $117,500; Homecoming @ $77,500; Service Reform Initiative @ $15,000; Anti-Crime Drug Initiatives @ $60,000; Center for Excellence for Heroin Addiction @ $250,000.		

DIVISION STAFF SUMMARY
Office of Drug Control Policy
Index #094000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist I	1.00	54,874	1.00	56,519	1.00	58,780
Administrator	1.00	89,727	1.00	92,419	1.00	96,116
Juvenile Drug Court Coordinator	1.00	62,235	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	3.00	206,836	2.00	148,938	2.00	154,896
TEMPORARY SALARIES		165,884		126,682		133,594
SALARY TOTAL	**3.00**	**372,720**	**2.00**	**275,620**	**2.00**	**288,490**
OTHER PERSONAL SERVICES						
Pension		32,883		27,562		22,166
Workers' Compensation		707		506		542
Health Benefits		64,192		61,497		42,406
PEHP		4,520		4,520		0
FICA		28,513		21,086		21,529
Miscellaneous		1,048		700		700
TOTAL OTHER PERSONAL SERVICES		**131,863**		**115,871**		**87,343**
TOTAL PERSONAL SERVICES	**3.00**	**504,583** *	**2.00**	**391,491**	**2.00**	**375,833**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Department of Community Services (Office of Drug Control Policy) - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
DJS-Juvenile Drug Court	Grant provides for the enhancement of the Juvenile Drug Court.		$75,000			7/1/17 - 6/30/18	Recurring
Alcohol and Drug Prevention	Grant provides funding for drug and alcohol prevention.		$126,766			7/1/17 - 6/30/18	Recurring
Harford County Circuit Family Recovery - Juvenile Drug Court Program	Grant provides for the coordinator's salary, drug testing, transportation, and for case management for family recovery and juvenile drug courts.		$113,151			7/1/17 - 6/30/18	Recurring
Harford County District Adult Drug - DUI Court Programs	Grant funds provide for drug testing, transportation, and case management for the Drug Court operating in the District Court		$147,250			7/1/17 - 6/30/18	Recurring
Opioid Misuse Prevention	Grant funds are used to address the opioid misuse problem; strategies include data collection using the Strategic Prevention Framework model.	$88,679				7/1/17 - 6/30/18	Recurring
Harford County DUI Offender Court	Grant funds supplement the operation of a DUI Court in the District Court of Maryland serving Harford County.	$57,150				10/1/17 - 9/30/18	Recurring
	TOTALS:	**$145,829**	**$462,167**		**$0**		

COMMUNITY SERVICES
Community Development
Index #095000

ORIGIN/PURPOSE:

Administrative Policy 300-01 provides for financial and programmatic development assistance to designated private, nonprofit human services agencies in Harford County. In FY 01, the name of this index changed from Local Grants to Community Development. Through Community Development, qualified organizations, new or established, are assisted in delivering public service needs which may not be provided within the County government structure.

This Division administers local, state and federal grants given to organizations meeting citizen needs. Community Development designs programs for and writes/ administers grants from outside sources resulting in additional services without additional taxpayer costs. It also provides technical assistance to any agency or organization requesting assistance.

Functions of this division have been split between Community Services - Director of Community Services and Housing & Community Development.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	581,697	0	0	0	0
20 CONTRACTUAL SERVICES	1,000	0	0	0	0
30 SUPPLIES AND MATERIALS	1,144	0	0	0	0
40 BUSINESS AND TRAVEL	353	0	0	0	0
50 CAPITAL OUTLAY	700	0	0	0	0
70 MISCELLANEOUS	861,865	0	0	0	0
GRAND TOTAL	**1,446,759**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**1,446,759**	**0**	**0**	**0**	**0**

COMMUNITY SERVICES
Emergency Assistance
Index #096300

ORIGIN/PURPOSE:

By authority of the annual Budget and Appropriation Ordinance, funds to the Maryland Department of Social Services/Harford County provide assistance to citizens as follows:

- Assistance to persons in emergency situations for whom there are no or insufficient State or Federal funds to help. Illustratively, aid is provided in forestalling evictions/foreclosures, temporary shelter, utility payments, medical (optical and dental needs, prescription drugs) and other miscellaneous emergency needs. Funds are also used for the PREP Program (Prisoners Released from Harford County Detention Center).
- State Foster Care Board monthly supplements are forwarded to approved foster parents for each child in their care that month. Supplements increase the agency's ability to recruit foster parents for Harford County children who must be placed out of the homes of their parents or relatives. Based on the child's age (birth through 11 years of age and 12 years and older), supplements are used for items for which foster families would have to pay "out of pocket" such as class trips, caps and gowns, and other incidentals. Funds may be used for foster parent applicants who cannot afford the cost of required medical examinations.
- In-home aide care to severely disabled adults, thereby preventing family break-up, institutionalization, and/or hospitalization.
- Matching funds to those funds provided by outside sources, funds are used to meet the emergency needs of Harford County citizens.

This index was closed July 1, 2015.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	148	0	0	0	0
70 MISCELLANEOUS	157,907	0	0	0	0
GRAND TOTAL	**158,055**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**158,055**	**0**	**0**	**0**	**0**

COMMUNITY SERVICES
Office on Aging
Index #097100

ORIGIN/PURPOSE:

The Office on Aging serves as the single point of entry for seniors and adults age 18 and older who are living with disabilities as well as their caregivers. The Office works to strengthen our communities by serving as the premier resource for services and to help our target populations achieve an optimal quality of life and personal wellbeing. The Office provides information and assistance to adults living with disabilities and their caregivers to enable them to remain independent with an enhanced quality of life. The Office also provides a broad array of programs and services to support the needs of older adults in our community through direct service provision, referral, case management and advocacy. The Office on Aging also runs five senior activity centers throughout Harford County, empowering citizens with knowledge and promoting life-long physical and mental health. Furthermore, the Office on Aging strives to continuously improve the network of available services to ensure efficient, effective and proactive assistance for all Harford County citizens.

FY 2018 GOALS:

PROVIDE MEDICAL ASSITANCE
CONNECT AND PROVIDE SENIORS AND CARETAKERS TO RESOURCES THAT PROMOTE WELL BEING

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,264,292	1,122,935	1,366,392	1,397,123	1,397,123
20 CONTRACTUAL SERVICES	46,170	38,362	57,270	57,270	57,270
30 SUPPLIES AND MATERIALS	9,058	7,044	8,075	8,075	8,075
40 BUSINESS AND TRAVEL	5,945	6,499	9,950	8,950	8,950
70 MISCELLANEOUS	545,928	562,632	571,473	618,273	618,273
80 INTER-GOVERNMENTAL/INTERFUND	0	0	250	250	250
GRAND TOTAL	**1,871,393**	**1,737,472**	**2,013,410**	**2,089,941**	**2,089,941**
FUNDING SOURCE:					
11 GENERAL	**1,871,393**	**1,737,472**	**2,013,410**	**2,089,941**	**2,089,941**

COMMUNITY SERVICES
Office on Aging
Index #097100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $30,731
882,921	881,337	(1,584)	Full-Time Salaries:
			(1,584) Staff Turnover (.18%)
	41,338	41,338	FY 18 Merit Salary Increase of 4%
52,530	57,092	4,562	Temporary - funding provides for a M.A.P. Coordinator (Maryland Access Point)
93,545	84,572	(8,973)	Pension adjustments
235,706	219,991	(15,715)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
22,488	33,740	11,252	PEHP (Post Employment Health Plan)
5,400	5,373	(27)	Workers' Compensation adjustments
71,562	71,440	(122)	FICA adjustments
57,270	57,270	0	CONTRACTUAL SERVICES no change in funding for FY 18
8,075	8,075	0	MATERIALS AND SUPPLIES no change in funding for FY 18
			BUSINESS AND TRAVEL decrease of ($1,000)
9,950	8,950	(1,000)	Funds provide for County owned vehicles, fuel charges and non-targeted fleet charges; decrease in fuel charges based on actual spending.
			MISCELLANEOUS increase $46,800
203,273	250,073	46,800	Grants & Contributions:

FY 17	FY 18	Change	
67,500	67,500	0	Senior Care Program - support for program due to reduction in grant funds
135,773	135,773	0	Health/PEHP costs not covered by grants
0	46,800	46,800	Senior Emergency Funds County Grant
203,273	203,273	46,800	

COMMUNITY SERVICES
Office on Aging
Index #097100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
368,200	368,200	0	County Match/Transfer Out

FY 18 Total Match Required for Federal and State Grants:

33,327	IIIA Grant
294,927	IIIB Grant
21,917	IIIE Grant
11,543	SHIP Grant
6,486	SMP Grant
368,200	

DIVISION STAFF SUMMARY
Office on Aging
Index #097100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	2.00	88,101		0.00	0	0.00	0
Administrative Assistant II	1.00	42,700		2.00	84,314	2.00	87,687
Administrative Budget Technician I	1.00	40,900		1.00	42,127	1.00	43,812
Administrative Specialist I	1.00	76,349		1.00	78,639	1.00	81,785
Administrator	1.00	74,378		1.00	76,609	1.00	79,673
Client Advocacy Services Assistant Manager	2.00	105,600		2.00	109,798	2.00	112,543
Client Advocacy Services Manager	2.00	152,338		2.00	156,909	2.00	163,184
Grants Specialist	0.00	0		1.00	40,128	1.00	41,734
Long Term Care Coordinator	1.00	54,925		1.00	56,573	1.00	58,836
Manager, Senior Center Division	1.00	63,400		1.00	65,302	1.00	67,914
Planner I	1.00	63,400		1.00	65,302	1.00	67,914
Senior Center Specialist	2.00	104,097		2.00	107,220	2.00	111,509
FULL-TIME SALARIES	15.00	866,188		15.00	882,921	15.00	916,591
SALARY OFFSET		51,000			0		0
TEMPORARY SALARIES		51,000			52,530		57,092
SALARY TOTAL	**15.00**	**968,188**		**15.00**	**935,451**	**15.00**	**973,683**
OTHER PERSONAL SERVICES							
Pension		85,379			93,545		87,745
Workers' Compensation		2,903			5,400		5,588
Health Benefits		203,949			235,706		219,991
PEHP		22,600			22,488		33,740
FICA		70,165			71,562		74,137
Miscellaneous		2,240			2,240		2,240
TOTAL OTHER PERSONAL SERVICES		**387,236**			**430,941**		**423,441**
TOTAL PERSONAL SERVICES	**15.00**	**1,355,424**	*	**15.00**	**1,366,392**	**15.00**	**1,397,124**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Department of Community Services (Office on Aging) - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Maryland Department of Aging Grants	These grants provide a variety of services to people over the age of 60; State Nutrition; Senior 1 & A; Senior Care; SALGHS, State Ombudsman and VEPI.		$153,709			7/1/17 - 6/30/18	Recurring
Older Americans Act	Grant provides a variety of services to people over the age of 60. Programs include Congregate Nutrition, Home Delivered Meals, Legal Services, Senior Center operation and programs, Ombudsman, Senior Information & Assistance, In-Home Services, Health Education and Physical Fitness, and Caregiver's support and services.	$666,896			$338,923	10/1/17 - 9/30/18	Recurring
Senior Medicare Patrol - Health Care Fraud Program Expansion	Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse.	$4,734			$9,433	6/1/17 - 5/31/18	Recurring
State Health Insurance Program (SHIP)	This grant provides health insurance counseling (e.g. Medicare, private insurance, HMOs, insurance fraud, et.); assists people with organizing medical bills, and advocates with medical providers.	$20,632			$19,844	4/1/17- 3/31/18	Recurring
Medicare Improvements for Patients and Providers (MIPPA)	Grant funds allow for outreach and enrollment for low income Medicare beneficiaries to help with drug premiums, copayments and deductibles.	$7,777				9/30/17 - 9/29/18	Recurring
Senior Center Operating	The program's goal is to increase overall awreness about healthy eating and to target the nutritionally at riskk population.		$3,000			7/1/17 - 6/30/18	Recurring
	TOTALS:	**$700,039**	**$156,709**	**$ —**	**$368,200**		

COMMUNITY SERVICES
Harford Transit
Index #097200

ORIGIN/PURPOSE:

Harford Transit provides public and specialized transportation services in Harford County. Services include ten public bus routes operating Monday through Friday, as well as door-to-door service for the elderly and disabled persons.
Per Executive Order 14-09 funding for Harford Transit was transferred to a new index 653000 under the purview of Economic Development.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	765,044	0	0	0	0
20 CONTRACTUAL SERVICES	55,515	0	0	0	0
30 SUPPLIES AND MATERIALS	1,382	0	0	0	0
40 BUSINESS AND TRAVEL	29,085	0	0	0	0
50 CAPITAL OUTLAY	1,828	0	0	0	0
70 MISCELLANEOUS	1,640,901	0	0	0	0
GRAND TOTAL	**2,493,755**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**2,493,755**	**0**	**0**	**0**	**0**

DEPARTMENT OF COMMUNITY SERVICES
HUMAN RELATIONS & MEDIATION
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

Strengthen community outreach and awareness

Department Objective

To increase outreach to the public making them aware of available services

County Goal(s) Supported

III. Strengthen Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Grants and sponsorships to finance initiatives	N/A	N/A	$63,053.00	$70,000.00	$80,000.00
Staff			3	4	3
Output:					
Timely, within 10 days of receipt, respond to Human Relations inquiries/complaints	N/A	N/A	N/A	17	20
Successfully implement/expand two Human Relations/ Volunteer Harford initiatives	N/A	N/A	2	3	3
Successfully implement/expand two Reentry initiatives	N/A	N/A	N/A	2	2
Increase mediation referrals by 10%	251	257	258	294	320
Outcome:					
Increased awareness of human relations and mediation services, etc.	N/A	N/A	N/A	200*	200
Expanded community partnerships	N/A	N/A	8	14	18

Explanation and Analysis of Performance Measures

Expanded the number and set-up of the conflict resolution classes taught at the Detention Center such the those completing the program receive a certificate of completion. A result of this is that more individuals who are incarcerated use mediation to make plans with supports for life post release. Research shows this significantly reduces recidivism.

*200 students participated in MLK Bridge Building program through the Boys & Girls Clubs and other after school programs.

DEPARTMENT OF COMMUNITY SERVICES
CHILDREN YOUTH AND FAMILIES/DISABILITY SERVICES
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

Strengthen community outreach and awareness

Department Objective

To increase outreach to the public making them aware of available services

County Goal(s) Supported

III. Strengthen Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Grants and sponsorships to finance initiatives	N/A	$482,994.00	$482,994.00	$482,994.00	$570,994.00
Staff	N/A	2	2	2	3
Output:					
Successfully implement programs to support families of incarcerated parents	N/A	N/A	N/A	1	2
Successfully implement programs to support at risk youth including childhood hunger	N/A	N/A	N/A	1	2
Support community programs that assist people with disabilities with employment/inclusion	N/A	N/A	2	2	3
Expand marketing and outreach	N/A	100,000	180,000	180,000	189,000
Outcome:					
Provide financial and development assistance to public and private organizations that deliver human services to children, youth and families especially at risk families	N/A	N/A	N/A	16	16
Promote and facilitate the independence of people with disabilities in all aspects of community life	N/A	N/A	N/A	2	2

Explanation and Analysis of Performance Measures

Conducted several very well-attended community conversations that assisted people with disabilities and their families navigate the continuum to obtain needed services. Conducted the first Youth & Family Resource Festival that attracted nearly 1,000 attendees.

DEPARTMENT OF COMMUNITY SERVICES - OFFICE OF DRUG CONTROL POLICY
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Provide Prevention Outreach and Recovery to 10,000 youth and 6,000 adults

Department Objective

Raise awareness about drug use and prevent opioid use and overdose

County Goal(s) Supported

III. Strengthen Our Communities

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Grants applications to State and Federal agencies	11	11	10	11	10
	Grant award from State and Federal agencies	$806,141	$607,996	$607,996	$519,621	$500,000
Output:						
	Number of presentations	223	202	225	219	225
	Attendance	16095	20226	20191	30233	35000
Outcome:						
	Increase in citizen participation	5%	5%	5%	5%	5%
		meets	exceeds	flat	exceeds	meets

Explanation and Analysis of Performance Measures

The entire County is in an Opiate epidemic. The Governor has declared a State of Emergency, more deadly drugs like Fentanyl are in our county.

DEPARTMENT OF COMMUNITY SERVICES - OFFICE ON AGING
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Connect and provide seniors and caregivers to resources that promote wellbeing

Department Objective

To inform the elderly and general public about the services and opportunities available to older adults. To respond to the needs of the elderly and their families by assessing their needs and providing programs, direct services, and referrals to agencies equipped to serve them.

County Goal(s) Supported

I. Fiscal Balance & Efficiency

III. Strengthen Our Communities

IV. Investing in Education

V. Building Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Service categories provided per the Older Americans Act	14	14	14	14	14
Funds from grants utilized	$1,396,409	$1,583,113	$1,364,970	$1,196,219	$1,201,706
Senior Centers operated (including 2 satellite locations)	6	6	5	5	5
Output:					
Total meals financed by Office on Aging Funds	38,320	46,973	47,381	45,048	53,700
Number of responses to requests for senior services	16,024	16,669	16,894	17,247	18,271
Outcome:					
Improve data mgmt. system within senior centers	Met	Met	Met	Met	Met
Implement innovative, evidence based health promotion programs in senior centers	Exceeded	Exceeded	Exceeded	Exceeded	Exceeded
Expand center-based offerings thru community based partners	Exceeded	Exceeded	Exceeded	Exceeded	Exceeded
Expand membership of vulnerable Adult Multi-Disciplinary Team	Exceeded	Exceeded	Exceeded	Exceeded	Exceeded

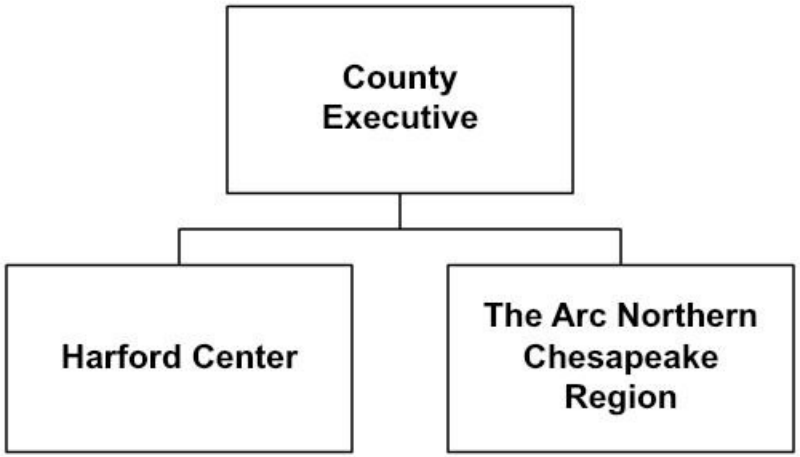
Explanation and Analysis of Performance Measures

All objectives have been met. We anticipate continued meeting of objectives in next fiscal period.



Havre de Grace Promenade

HANDICAPPED CARE CENTER



HANDICAPPED CARE CENTERS

ORIGIN/PURPOSE:

Handicapped Care Centers is a group of budgetary funds supporting mentally/physically handicapped rehabilitation services. These services are provided by two private, non-profit organizations - the Harford Center, Inc., and the ARC Northern Chesapeake Region. These programs offer educational and vocational opportunities with the community for mentally/physically handicapped residents.

County contributions to these organizations are payable to the Maryland State Department of Health and Mental Hygiene and must be, at a minimum, the amount paid by County government in Fiscal Year 1984. These payments are mandated by the Development Disabilities Law, Section 7-705, in the Health General Article of the Annotated Code of Maryland.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
70	MISCELLANEOUS	2,298,730	2,438,730	2,298,730	2,298,730	2,298,730
	GRAND TOTAL	**2,298,730**	**2,438,730**	**2,298,730**	**2,298,730**	**2,298,730**
SUMMARY BY FUND:						
11	GENERAL	2,298,730	2,438,730	2,298,730	2,298,730	2,298,730
	GRAND TOTAL	**2,298,730**	**2,438,730**	**2,298,730**	**2,298,730**	**2,298,730**
SUMMARY BY DIVISION:						
141000	HARFORD CENTER	553,036	693,036	553,036	553,036	553,036
142000	ARC NORTHERN CHESAPEAKE REGION	1,745,694	1,745,694	1,745,694	1,745,694	1,745,694
	GRAND TOTAL	**2,298,730**	**2,438,730**	**2,298,730**	**2,298,730**	**2,298,730**

HANDICAPPED CARE CENTERS
The Harford Center, Inc.
Index #141000

ORIGIN/PURPOSE:

The Harford Center, Inc. was created by Bill No. 78-3, Article XXV of the Harford County Code, to operate a residential and day-care training and rehabilitation center to properly care for and provide necessary services to the severely/profoundly developmentally disabled and multi-handicapped adults. The Center services the following individuals: mentally retarded, autistic, brain damaged, cerebral palsied, hearing impaired, visually impaired, physically handicapped, emotionally disturbed, dually diagnosed Mentally Handicapped (MH) and Mental Retardation (MR), and head trauma.

FY 2017 - FY 2018 GOAL:

PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
70 MISCELLANEOUS	553,036	693,036	553,036	553,036	553,036
GRAND TOTAL	**553,036**	**693,036**	**553,036**	**553,036**	**553,036**
FUNDING SOURCE:					
11 GENERAL	**553,036**	**693,036**	**553,036**	**553,036**	**553,036**

HANDICAPPED CARE CENTERS
The ARC Northern Chesapeake Region
Index #142000

ORIGIN/PURPOSE:

The ARC Northern Chesapeake Region creates opportunities for people with mental retardation to develop and exercise the competence that will empower them to make choices in the pursuit of their own personal futures and to participate fully in the life of the community. It also provides support for families of persons with mental retardation to enable them to provide a stable and nurturing environment for all family members. The ARC provides direct services in the areas of residential, community supported living arrangements, individual support services, family support services, foster care, adoption, employment and transportation services. The ARC Northern Chesapeake Region also provides individual and systems advocacy plus information and referral services.

FY 2017 - FY 2018 GOAL:

TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
70 MISCELLANEOUS	1,745,694	1,745,694	1,745,694	1,745,694	1,745,694
GRAND TOTAL	**1,745,694**	**1,745,694**	**1,745,694**	**1,745,694**	**1,745,694**
FUNDING SOURCE:					
11 GENERAL	**1,745,694**	**1,745,694**	**1,745,694**	**1,745,694**	**1,745,694**

THE HARFORD CENTER
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Provide each participant the opportunity to have a meaningful day through vocational placements, day habilitation, and provision of personal supports

Department Objective

To increase the percentage of participants' participating in the community and in employment.

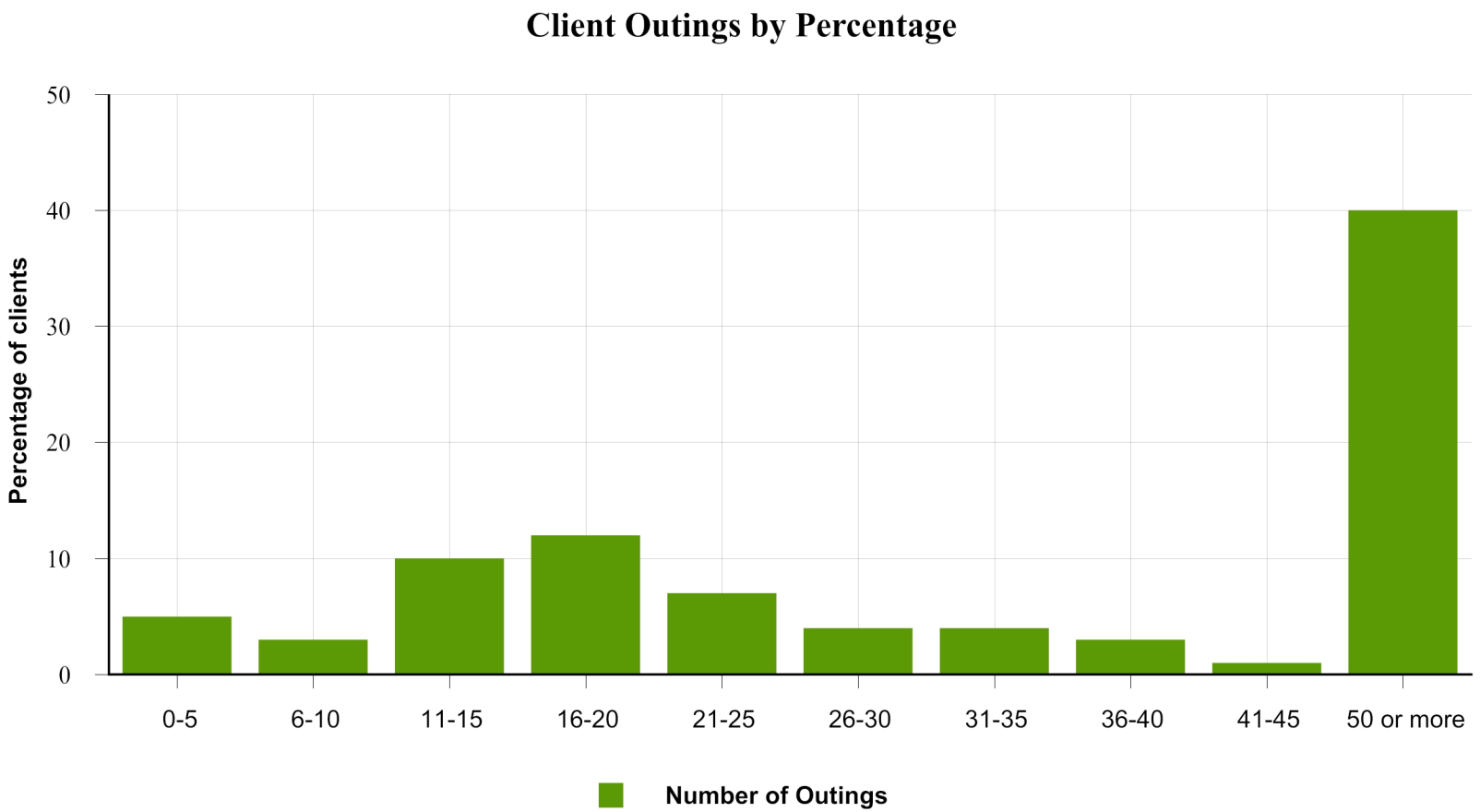
County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars allocated	$488,366	$488,366	$488,366	$488,366	$488,366
Number of Staff	71	65	63	69	73
Output:					
Number of comprehensive programs offered to participants	115	121	117	123	128
Number of participants served	115	121	117	123	128
Outcome:					
Percent of participants involved in community outings	100%	100%	100%	100%	100%
Number of individuals in employment	new	new	new	5	10

Explanation and Analysis of Performance Measures

The results for Fy16 achieved their objective of giving participants the opportunity to engage in a meaningful way in their communities. By being in the community, individuals are able to develop their life-skills, achieve independence, network with peers, and potentially find employment opportunities.


Client Outings by Percentage
Percentage of clients
50
40
30
20
10
0
0-5
6-10
11-15
16-20
21-25
26-30
31-35
36-40
41-45
50 or more
Number of Outings

GOVERNMENT & COMMUNITY RELATIONS



OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ORIGIN/PURPOSE:

The Office of Governmental and Community Relations was created by Executive Order 14-05. The Office shall be administered by a Director of Governmental and Community Relations. The Office of Governmental and Community Relations shall be responsible for the coordination of county boards, agencies and organizations regarding application of governmental policies, laws and programs. Emphasis shall be placed on educational and agricultural initiatives. The Office shall review proposed state legislation and present the County Executive's position on legislation presented in the General Assembly. Per Executive Order 16-03 the Division of Citizen Affairs and Agricultural Services is transferred to the Office of Governmental and Community Relations. The Office of Governmental and Community Relations may be assigned and shall perform such related duties as assigned to it by the County Executive.

MISSION:

Our mission is to communicate with the public and maintain positive and effective relationships with governing bodies, other public entities, and the community at large. By focusing on outreach, adapting to stakeholders' needs and feedback, and keeping them informed, we seek to further the County administration's goals of responsiveness, transparency, and efficiency.

FY 18 GOALS:

TO EXPAND OPPORTUNITIES FOR COMMUNICATION AND ENGAGEMENT BETWEEN COUNTY GOVERNMENT AND THE CITIZENS OF HARFORD COUNTY

TO PROVIDE FRIENDLY CUSTOMER SERVICE WITH EFFIECIENCY, TRANSPARENCY AND ACCOUNTABILITY

TO ANALYZE PUBLIC INPUT TO INFORM AND GUIDE COUNTY GOVERNMENT ACTIONS

TO NURTURE RELATIONSHIPS WITH OUTSIDE AGENCIES WITH SPECIAL EMPHASIS ON PUBLIC EDUCATION AND THE AGRICULTURAL COMMUNITY

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	0	447,272	760,832	714,348	714,348
20	CONTRACTUAL SERVICES	0	14,141	138,750	138,750	138,750
30	SUPPLIES AND MATERIALS	0	4,493	19,150	19,150	19,150
40	BUSINESS AND TRAVEL	0	4,781	25,700	25,700	25,700
50	CAPITAL OUTLAY	0	2,526	0	0	0
70	MISCELLANEOUS	0	0	254,000	254,000	254,000
80	INTERGOVERNMENTAL/INTERFUND	0	655	3,500	3,500	3,500
	GRAND TOTAL	**0**	**473,868**	**1,201,932**	**1,155,448**	**1,155,448**
FUNDING SOURCE:						
11	GENERAL	**0**	**473,868**	**1,201,932**	**1,155,448**	**1,155,448**
SUMMARY BY DIVISION:						
151000	OFFICE OF GOVT & COMM RELATION	0	473,868	610,320	569,213	569,213
154000	CITIZEN AFFAIRS & AG SVCS	0	0	591,612	586,235	586,235
	GRAND TOTAL	**0**	**473,868**	**1,201,932**	**1,155,448**	**1,155,448**

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($46,484)
455,692	450,543	(5,149)	Full-Time Salaries:
			(5,149) Turnover (1.12%)
	14,516	14,516	FY 18 Merit Salary Increase of 4%
84,664	42,332	(42,332)	Temporary Salaries provides for one part-time Administrative Specialists
116,189	107,007	(9,182)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage
41,336	37,704	(3,632)	FICA
45,569	40,549	(5,020)	Pension adjustments
14,992	19,280	4,288	PEHP (Personal Employee Health Plan)
138,750	138,750	0	CONTRACTUAL SERVICES no change in funding for FY 18
			Funds provide for copier lease, telephone and fax services, management and professional services

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
19,150	19,150	0	SUPPLIES & MATERIALS no change in funding for FY 18 Funds provide for office supplies, printing, audio visual and office mailing
25,700	25,700	0	BUSINESS & TRAVEL no change in funding for FY 18 Funds provide for mileage, lodging, books and membership fees
254,000	254,000	0	MISCELLANEOUS no change in funding for FY 18 Funds provides for an Ag award program that replaced the Ag Co-Op as well funds for various other contributions for agricultural related activities. These are supported with dedicated Hotel Tax Revenue
3,500	3,500	0	INTERGOVERNMENTAL/INTERFUND no change in funding for FY 18 Funds provide for fleet lease rental for pool car

DEPARTMENT STAFF SUMMARY
OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Secretary III	0.00	0		1.00	54,344	1.00	54,344
Administrative Specialist I	0.00	0		1.00	61,800	0.00	0
Administrative Specialist II	2.00	125,983		1.00	75,418	2.00	137,352
Chief, Citizen Affairs and Agricultural Services	0.00	0		1.00	73,130	1.00	76,055
Director	1.00	129,500		1.00	105,000	1.00	109,200
Deputy Director	1.00	86,000		1.00	86,000	1.00	86,000
TOTAL FULL-TIME SALARIES	**4.00**	**341,483**		**6.00**	**455,692**	**6.00**	**462,951**
TEMPORARY SALARIES		0			84,664		42,332
SALARY TOTAL	**4.00**	**341,483**		**6.00**	**540,356**	**6.00**	**505,283**
OTHER PERSONAL SERVICES							
Pension & Retirement		34,148			45,569		41,665
Workers' Compensation		649			1,550		1,620
Health Benefits		62,965			116,189		107,007
PEHP		13,560			14,992		19,280
FICA		25,441			41,336		38,653
Miscellaneous		560			840		840
TOTAL OTHER PERSONAL SERVICES		**137,323**			**220,476**		**209,065**
TOTAL PERSONAL SERVICES	**4.00**	**478,806**	*	**6.00**	**760,832**	**6.00**	**714,348**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
Office of Governmental and Community Relations
Index #151000

ORIGIN/PURPOSE:

The Office of Governmental and Community Relations was created by Executive Order 14-05. The Office shall be administered by a Director of Governmental and Community Relations. The Office of Governmental and Community Relations shall be responsible for the coordination of county boards, agencies and organizations regarding application of governmental policies, laws and programs. Emphasis shall be placed on educational and agricultural initiatives. The Office shall review proposed state legislation and present the County Executive's position on legislation presented in the General Assembly. The Office of Governmental and Community Relations may be assigned and shall perform such related duties as assigned to it by the County Executive.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	447,272	509,870	468,763	468,763
20 CONTRACTUAL SERVICES	0	14,141	68,350	68,350	68,350
30 SUPPLIES AND MATERIALS	0	4,493	10,600	10,600	10,600
40 BUSINESS AND TRAVEL	0	4,781	20,500	20,500	20,500
50 CAPITAL OUTLAY	0	2,526	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	0	655	1,000	1,000	1,000
GRAND TOTAL	**0**	**473,868**	**610,320**	**569,213**	**569,213**
FUNDING SOURCE:					
11 GENERAL	**0**	**473,868**	**610,320**	**569,213**	**569,213**

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
Office of Governmental and Community Relations
Index #151000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($41,107)
	8,443	8,443	FY 18 Merit Salary Increase of 4%
77,777	74,827	(2,950)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage.
42,322	0	(42,322)	Temporary Salaries funding for part-time Administrative Specialist eliminated
7,496	9,640	2,144	PEHP costs
27,776	24,538	(3,238)	FICA adjustments
32,076	28,869	(3,207)	Pension adjustments
68,350	68,350	0	CONTRACTUAL SERVICES no change in funding for FY 18
10,600	10,600	0	SUPPLIES & MATERIALS no change in funding for FY 18
20,500	20,500	0	BUSINESS & TRAVEL no change in funding for FY 18
1,000	1,000	0	INTERGOVERNMENTAL/INTERFUND no change in funding for FY 18

DEPARTMENT STAFF SUMMARY

Office of Governmental and Community Relations

Index #151000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	2.00	125,983		1.00	75,418	1.00	78,436
Administrative Secretary III	0.00	0		1.00	54,344	1.00	54,344
Director	1.00	129,500		1.00	105,000	1.00	109,200
Deputy Director	1.00	86,000		1.00	86,000	1.00	86,000
TOTAL FULL-TIME SALARIES	**4.00**	**341,483**		**4.00**	**320,762**	**4.00**	**327,980**
TEMPORARY SALARIES		**0**			**42,322**		**0**
SALARY TOTAL	**4.00**	**341,483**		**4.00**	**363,084**	**4.00**	**327,980**
OTHER PERSONAL SERVICES							
Pension & Retirement		34,148			32,076		29,518
Workers' Compensation		649			1,091		1,148
Health Benefits		62,965			77,777		74,827
PEHP		13,560			7,496		9,640
FICA		25,441			27,776		25,090
Miscellaneous		560			560		560
TOTAL OTHER PERSONAL SERVICES		**137,323**			**146,776**		**140,783**
TOTAL PERSONAL SERVICES	**4.00**	**478,806**	*	**4.00**	**509,860**	**4.00**	**468,763**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
Citizen Affairs and Agricultural Services
Index #154000

ORIGIN/PURPOSE:

This division was retitled and transferred to the Office of Governmental and Community Relations by Executive Order 16-03. The division is administered by the Chief, Citizen Affairs and Agricultural Services who reports directly the Director, Governmental & Community Relations. The primary responsibilities of this division include the coordination, control and oversight of the investigation, research and resolution of citizen issues and concerns regarding the application of governmental policies, laws and programs, as well as extensive work with the agricultural community. Additional responsibilities will include acting as a liaison between the County Executive and various community councils and providing assistance on constituent matters to the Harford County Council.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	0	250,962	245,585	245,585
20 CONTRACTUAL SERVICES	0	0	70,400	70,400	70,400
30 SUPPLIES AND MATERIALS	0	0	8,550	8,550	8,550
40 BUSINESS AND TRAVEL	0	0	5,200	5,200	5,200
70 MISCELLANEOUS	0	0	254,000	254,000	254,000
80 INTERGOVERNMENTAL/INTERFUND	0	0	2,500	2,500	2,500
GRAND TOTAL	**0**	**0**	**591,612**	**586,235**	**586,235**
FUNDING SOURCE:					
11 GENERAL	**0**	**0**	**591,612**	**586,235**	**586,235**

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
Citizen Affairs and Agricultural Services
Index #154000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
134,930	129,780	(5,150)	PERSONAL SERVICES decrease ($5,377) Full-time Salaries (5,150) Turnover (4.0%)
	6,073	6,073	FY 18 Merit Salary Increase of 4%
42,332	42,332		Temporary Salaries provide for assistance with Consituent Services
13,560	13,166	(394)	FICA for temporary salaries
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
38,412	32,180	(6,232)	Health Benefits are adjusted for a cost increase as well as staff opting for chanes in level of coverage
13,493	11,680	(1,813)	Pension adjustments
70,400	70,400	0	CONTRACTUAL SERVICES no change in funding for FY 18
8,550	8,550	0	SUPPLIES AND MATERIALS no change in funding for FY 18
5,200	5,200	0	BUSINESS AND TRAVEL no change in funding for FY 18
254,000	254,000	0	MISCELLANEOUS no change in funding for FY 18 Contribution funding provides for an AG contribution award program to replace the Ag Marketing Co-op; remaining funds provide for various other contributions for agricultural related activities. These are supported with dedicated Hotel Tax revenue.

DEPARTMENT STAFF SUMMARY

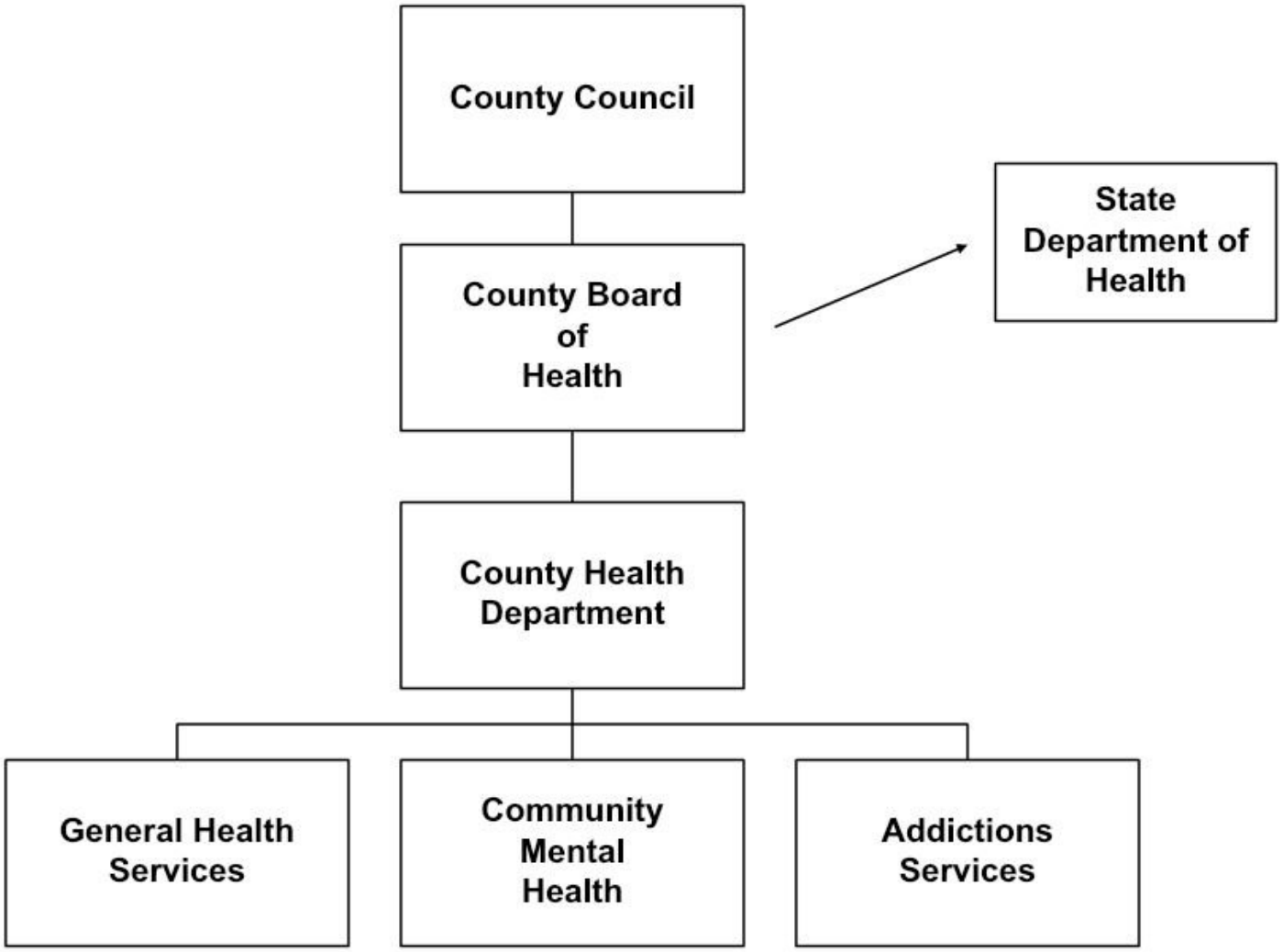
Citizen Affairs and Agricultural Services

Index #154000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Chief, Citizen Affairs and Agricultural Services	0.00	0		1.00	73,130	1.00	76,055
Administrative Specialist I	0.00	0		1.00	61,800	1.00	58,916
TOTAL FULL-TIME SALARIES	**0.00**	**0**		**2.00**	**134,930**	**2.00**	**134,971**
TEMPORARY SALARIES		0			42,332		42,332
SALARY TOTAL	**0.00**	**0**		**2.00**	**177,262**	**2.00**	**177,303**
OTHER PERSONAL SERVICES							
Pension & Retirement		0			13,493		12,147
Workers' Compensation		0			459		472
Health Benefits		0			38,412		32,180
PEHP		0			7,496		9,640
FICA		0			13,560		13,563
Miscellaneous		0			280		280
TOTAL OTHER PERSONAL SERVICES		**0**			**73,700**		**68,282**
TOTAL PERSONAL SERVICES	**0.00**	**0**	*	**2.00**	**250,962**	**2.00**	**245,585**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

HEALTH DEPARTMENT



HEALTH

ORIGIN/PURPOSE:

The Harford County Health Department is a service delivery unit of the State Department of Health and Mental Hygiene and the County Board of Health. It is responsible for the provision of a wide range of preventative health care and clinical and environmental health services. This department also provides alcoholism and drug treatment services and Women's, Infants and Children Nutrition Program (WIC) services. The department provides for assessment, policy development and assurance functions which protect all citizens against preventable disease, premature loss of life and environmental pollution.

MISSION STATEMENT:
TO MAKE HARFORD COUNTY THE HEALTHIEST COUNTY IN THE STATE OF MARYLAND

FY 2017 - FY 2018 GOALS:

1. ESTABLISH AND MAINTAIN A COORDINATED SYSTEM OF CONTINUOUS HEALTH ASSESSMENT, POLICY DEVELOPMENT AND ASSURANCE FOR THE DELIVERY OF PUBLIC HEALTH SERVICES TO THE CITIZENS

2. STRIVE FOR AN OPTIMUM LEVEL OF PROTECTION AGAINST PREVENTABLE DISEASE, PREMATURE LOSS OF LIFE AND ENVIRONMENTAL POLLUTION

3. PREVENT AND CONTROL EPIDEMICS

HEALTH

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	35,424	34,923	34,924	34,924	34,924
20	CONTRACTUAL SERVICES	249,480	250,546	250,546	250,546	250,546
70	MISCELLANEOUS	4,067,652	3,342,848	3,417,848	3,417,848	3,442,848
	GRAND TOTAL	**4,352,556**	**3,628,317**	**3,703,318**	**3,703,318**	**3,728,318**
SUMMARY BY FUND:						
11	GENERAL	4,352,556	3,628,317	3,703,318	3,703,318	3,728,318
	GRAND TOTAL	**4,352,556**	**3,628,317**	**3,703,318**	**3,703,318**	**3,728,318**
SUMMARY BY DIVISION:						
161000	HEALTH DEPARTMENT	4,352,556	3,628,317	3,703,318	3,703,318	3,728,318
	GRAND TOTAL	**4,352,556**	**3,628,317**	**3,703,318**	**3,703,318**	**3,728,318**

HEALTH

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE	
			PERSONAL SERVICES no change	
32,441	32,441	0	Temporary Salaries - stipends for County Health Officer, Director of Administrative Services, and Emergency Preparedness Manager	
			CONTRACTUAL SERVICES no change	
250,546	250,546	0	Space and Real Estate Rental	
			MISCELLANEOUS no change	
3,342,848	3,367,848	25,000	Payments to Other Government Agencies	
			Administrative expenses	590,848
			Environmental Health expenses	2,277,000
			Community Health expenses	150,000
			Addiction expenses	350,000
				3,367,848
75,000	75,000	0	Contributions - County funding to supplement and enhance Health Department programs	
			Behavioral Health Treatment Services	50,000
			Teen Diversion Program	25,000
				75,000

DIVISION STAFF SUMMARY
General Health Services
Index #161000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		32,441		32,441		32,441
SALARY TOTAL		**32,441**		**32,441**		**32,441**
OTHER PERSONAL SERVICES						
FICA		2,483		2,483		2,483
TOTAL OTHER PERSONAL SERVICES		**2,483**		**2,483**		**2,483**
TOTAL PERSONAL SERVICES		**34,924** *		**34,924**		**34,924**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

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HOUSING & COMMUNITY DEVELOPMENT



HOUSING & COMMUNITY DEVELOPMENT

ORIGIN/PURPOSE:

The Housing Agency was created by Harford County Code Chapter 9, Article XXXII, Section 189, Executive Order No. 83-1, to accept and administer Federal, State and local housing funding and to address the housing needs of residents and assist with housing issues. Through Community Development, qualified organizations are assisted in delivering public service needs which may not be provided within County Government structure.

MISSION STATEMENT:

THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT STRIVES TO PROVIDE OPPORTUNITIES FOR ALL COUNTY RESIDENTS TO OBTAIN AND MAINTAIN SAFE, DECENT AND AFFORDABLE HOUSING AND TO DEVELOP VIABLE COMMUNITIES BY CREATING PARTNERSHIPS AND PROGRAMS THAT IMPROVE QUALITY OF LIFE FOR OUR CITIZENS.

FY 2017 - FY 2018 GOALS:

TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTINITIES FOR HARFORD COUNTY CITIZENS THROUGH ADMINISTRATION OF DOWN PAYMENT AND ASSISTANCE PROGRAMS, HOMEOWNER AND RENTAL ASSISTANCE COUNSELING

DEVLOP ADMINISTRATIVE POLICIES AND PROCEDURES

TO PROVIDE SAFE AND SANITARY HOUSING FOR LOW-MODERATE INCOME HOUSEHOLDS, THE ELDERLY AND SPECIAL NEEDS POPULATIONS

IMPROVE OFFICE EFFICIENCY AND INTEGRATE SERVICE COORDINATION

TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS THAT PROVIDE HOMELESS PREVENTION SERVICES TO LOW-MODERATE INCOME CITIZENS

PROVIDE CUSTOMER SERVICE OPPORTUNITIES

TO PROMOTE AFFORDABLE HOUSING OPPORTINITIES FOR LOW-MODERATE INCOME HOUSEHOLDS, THE ELDERLY AND DISABLED AND TO CREATE VIABLE COMMUNITIES BY CREATING PARTNERSHIP AND PROGRAMS THAT IMPROVE THE QUALITY OF LIFE FOR OUR CITIZENS

HOUSING & COMMUNITY DEVELOPMENT

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	414,240	521,365	611,390	645,127	645,127
20 CONTRACTUAL SERVICES	8,713	31,285	18,820	12,600	12,600
30 SUPPLIES AND MATERIALS	14,027	11,291	10,880	8,080	8,080
40 BUSINESS AND TRAVEL	4,653	7,163	9,400	8,400	8,400
50 CAPITAL OUTLAY	0	35,464	0	0	0
70 MISCELLANEOUS	50,000	600,126	713,997	730,646	730,646
GRAND TOTAL	**491,633**	**1,206,694**	**1,364,487**	**1,404,853**	**1,404,853**
SUMMARY BY FUND:					
11 GENERAL	491,633	1,206,694	1,364,487	1,404,853	1,404,853
GRAND TOTAL	**491,633**	**1,206,694**	**1,364,487**	**1,404,853**	**1,404,853**

HOUSING & COMMUNITY DEVELOPMENT

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $33,737
392,903	394,510	1,607	Full-time salaries
			1,607 Salary adjustments
	18,473	18,473	FY 18 Merit Salary Increase of 4%
39,290	35,506	(3,784)	Pension adjustments
135,082	144,423	9,341	Health Benefits are adjusted due to staff opting for changes in levels of coverage
11,244	19,280	8,036	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES decrease ($6,220)
18,070	10,750	(7,320)	Funding for office equipment, telephone service, and other professional services reduced based on actual expense history
750	1,600	850	Funding for other advertising increased for housing voucher ad
			MATERIALS AND SUPPLIES decrease ($2,800)
7,300	4,500	(2,800)	Funding for other office supplies and general office supplies reduced based on actual expense history
			BUSINESS AND TRAVEL decrease ($1,000)
4,000	2,600	(1,400)	Funding for fuel charges and training seminars decreased based on actual expense history
200	600	400	Funding for professional books increased based on actual expense history

HOUSING & COMMUNITY DEVELOPMENT

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			MISCELLANEOUS increase $16,649
161,468	179,117	17,649	Grants and Contributions

FY 17	FY 18	Change	
50,000	12,500	(37,500)	MacArthur Grant ending September 2017
54,523	64,189	9,666	Support for Grant employees (PEHP, etc.)
45,000	45,000	0	Crisis Assistance Grant
11,945	11,945	0	Human Services Grant
0	45,483	45,483	Grant in Aid support seed funding
161,468	179,117	17,649	

86,274	86,274	0	County Match/Transfer Out - match for Home grant
4,000	2,500	(1,500)	Contributions - Non profit sponsorships for community events
462,255	462,755	500	Grant-In-Aid

FY 17	FY 18	Change	
29,570	29,570	0	Habitat for Humanity
73,061	73,061	0	SARC
36,567	34,067	(2,500)	Mason Dixon Com Services
35,000	35,000	0	Marriage License/Spouse Abuse
156,019	156,019	0	Harford Community Action Agency
47,000	47,000	0	Assoc Catholic Char-Anna's House
17,500	17,500	0	Harford Family House
0	2,500	2,500	Wilson Ministry Center
49,000	49,500	500	FCCAU
5,788	0	(5,788)	Alliance
6,750	6,750	0	Homecoming for Women
4,000	0	(4,000)	Tabernacle of Faith
2,000	2,500	500	Success Project
0	5,788	5,788	United Way
0	3,500	3,500	Charhope Foundation
462,255	**462,755**	**500**	

DEPARTMENT STAFF SUMMARY
HOUSING AGENCY
Index # 171000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accounting Technician I	0.00	0		1.00	39,449	1.00	41,027
Accounting Technician II	1.00	40,900		0.00	0	0.00	0
Administrative Assistant II	1.00	49,596		1.00	51,084	1.00	53,127
Administrative Budget Technician II	1.00	52,514		1.00	56,794	1.00	59,066
Administrative Secretary I	1.00	52,000		1.00	53,560	0.00	0
Administrative Secretary III	0.00	0		0.00	0	1.00	57,373
Grants Specialist I	2.00	53,926		0.00	0	0.00	0
Housing Inspector	1.00	45,752		1.00	47,125	1.00	49,010
Housing Services Counselor	2.00	95,521		3.00	144,891	3.00	150,687
TOTAL FULL-TIME SALARIES	9.00	390,209		8.00	392,903	8.00	410,290
OTHER PERSONAL SERVICES							
Pension & Retirement		42,871			39,290		36,926
Workers' Compensation		1,508			1,694		1,701
Health Benefits		156,514			135,082		144,423
PEHP		4,520			11,244		19,280
FICA		32,796			30,057		31,387
Miscellaneous		1,260			1,120		1,120
TOTAL OTHER PERSONAL SERVICES		**239,469**			**218,487**		**234,837**
TOTAL PERSONAL SERVICES	**9.00**	**629,678**	*	**8.00**	**611,390**	**8.00**	**645,127**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Harford County Housing Agency - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Housing Choice Voucher	This grant provides for subsidized rental housing to eligible families.	$7,000,000				1/1/18 - 12/31/18	Recurring
Housing Counselor	This grant provides housing and reverse mortgage counselor services.	$36,000				7/1/17 - 6/30/18	Recurring
Rental Assistance Program	This grant provides funds for temporary (12 months) rental subsidy to eligible families with critical housing needs. Families assisted must demonstrate ability to become self-sufficient within the 12 month period.		$44,360			10/1/17 - 9/30/18	Recurring
Section 8 Mainstream Program	This grant provides financial assistance for housing to nonelderly, disabled individuals/families.	$554,862				1/1/17 - 12/31/17	Recurring
Family Self-Sufficiency	The Family Self-Sufficiency (FSS) program enables families assisted through the Housing Choice Voucher (HCV) program opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.	$28,118				1/1/17 - 12/31/17	Recurring
HOPWA	This grant provides funds for subsidized housing to individuals/families with specific disabilities.	$161,637				7/1/17 - 6/30/18	Recurring
Housing Choice Voucher Admin	This grant provides for the administration costs associated with providing subsidized rental housing to eligible families.	$680,000				1/1/17 - 12/31/17	Recurring

Fiscal Year 18
Summary of Grants

Harford County Housing Agency - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Service-Linked Housing	Grant funds the salary of a case manager employed by Inner County Outreach.		$17,242			7/1/17 - 6/30/18	Recurring
Homeless Women's Crisis Shelter Home Program	Grant funds the salary of a case manager employed by SARC.		$66,944			7/1/17 - 6/30/18	Recurring
Supportive Housing Grant	The Supportive Housing grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services.	$672,008				10/1/17 - 9/30/18	Recurring
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	$932,877				7/1/17 - 6/30/18	Recurring
Home Investment Partnership	Grant funds allow for the expanding the supply of decent and affordable housing in Harford County.	$306,223			$86,274	7/1/17 - 6/30/18	Recurring
Emergency and Transitional Housing Services (ETHS) and Homeless Prevention Program (HPP)	Grant funds assist homeless persons/families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters.		$54,338			7/1/17 - 6/30/18	Recurring
Homeless Prevention Program	This program provides non-monetary assistance to households with a pending eviction, and in some jurisdictions, support counselors who work with tenants and landlords to prevent evictions.		$19,734			7/1/17 - 6/30/18	Recurring
Emergency Solutions Grant	Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters.	$129,412				10/1/17 - 9/30/18	Recurring
TOTALS	**TOTALS:**	**$10,501,137**	**$202,618**	**$ —**	**$86,274**		

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To promote affordable housing opportunities for low-income households, the elderly and disabled, and to create viable communities by creating partnerships and programs that improve quality of life for residents of Harford County.

Department Objective

To prevent foreclosures and increase homeownership.

To eliminate homelessness.

To wisely allocate tax dollars to coordinate public and private resources that enhance the quality of life in Harford County.

To provide operating support to local non-profits that administer homeless prevention programs and assist in enhancing home ownership opportunities.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

II. Investing in our Workforce

III. Strengthen Our Communities

V. Building Economic Vitality

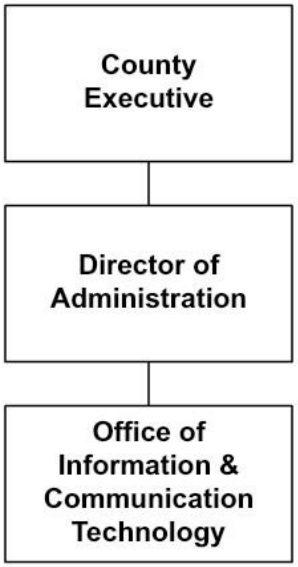
Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimate 2018
Input:					
Dollars allocated	$12,120,146	$11,963,360	$12,230,701	$11,585,390	$12,043,593
Number of staff	21	18	20	22	22
Output:					
Housing assistance payment monies distributed	$7,587,435	$8,025,933	$9,282,908	$8,542,515	$8,873,092
Community Development grant monies distributed to local orgs	$3,075,162	$3,019,022	$2,947,793	$3,042,875	$3,170,501
Number of projects and organizations served	265	191	59 + nonprofit partners	*115	*115
Number of training classes, workshops, counseling sessions	185	178	641	725	700
Outcome:					
Number of housing assistance payments made	12,397	12,938	12,624	13,080	12,576
Number of families who avoided foreclosure and/or prepared for homeownership	240	239	345	450	350
Number of homeless individuals who received shelter	468	806	790	850	800
Number of individuals who received homeless prevention services	17595	23,356	20,207	24,000	21,000

Explanation and Analysis of Performance Measures

Our funding is based on federal projections each year and can be impacted by changes within the new administration. We are prepared to make adjustments as needed should there be any major reductions or de-funding of the Community Development (CDBG and HOME grants) in the coming year. *Number of projects and organizations served = The FY16 number is the total projects plus the nonprofits, but because we were not able to verify the nonprofits we worked that term, we did not include them in a total. Moving forward in FY17 and FY18 we will be able to verify partners.

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INFORMATION & COMMUNICATION TECHNOLOGY



INFORMATION AND COMMUNICATION TECHNOLOGY

ORIGIN/PURPOSE:

The Office of Information and Communication Technology was created by Executive Order under Article XXXVIB. The Office is administered by the Director of Information and Communication Technology, who reports directly to the County Executive.

The Office of Information and Communication Technology is responsible for the coordination, control and oversight of the advancement of technology operations, services and other support options to ensure the success of County operations, missions, and strategic goals. The Office fosters a consultative partnership between County government departments and agencies, and provides technological support in a responsive, effective and efficient manner.

MISSION:
THE OFFICE OF INFORMATION AND COMMUNICATION TECHNOLOGY TEAM DELIVERS INNOVATIVE TECHNOLOGY SERVICES AND ELECTRONIC PROCESS EXPERTISE TO HARFORD COUNTY, ENABLING EFFICIENT USAGE OF COUNTY GOVERNMENT RESOURCES AND ULTIMATELY SUPPORTING QUALITY OF LIFE FOR COUNTY RESIDENTS.

FY 2018 GOALS:
TO IDENTIFY EFFICIENCIES WITHIN OPERATIONS AND MAKING RECOMMENDATIONS TO STREAMLINE PROCESSES AND REDUCE COSTS

TO IMPROVE CITIZEN ENGAGEMENT AND CUSTOMER SERVICE BY MAXIMIZING THE USE OF TECHNOLOGY

TO ENHANCE EMPLOYEE PRODUCTIVITY BY MAINTAINING AND UPGRADING TECHNOLOGY IN THE WORKPLACE

TO BUILD STRONG WORKING RELATIONSHIPS BY PROVIDING EMPLOYEES WITH TIMELY AND TRANSPARENT COMMUNICATIONS

INFORMATION AND COMMUNICATION TECHNOLOGY

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,656,045	2,125,274	2,260,527	2,368,778	2,368,778
20	CONTRACTUAL SERVICES	3,718,300	4,465,360	4,823,622	5,771,857	5,771,857
30	SUPPLIES AND MATERIALS	135,924	132,715	135,400	135,400	135,400
40	BUSINESS AND TRAVEL	43,696	24,312	53,455	43,455	43,455
50	CAPITAL OUTLAY	0	2,195	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	183	0	1,000	1,000	1,000
	GRAND TOTAL	**6,554,148**	**6,749,856**	**7,274,004**	**8,320,490**	**8,320,490**
SUMMARY BY FUND:						
11	GENERAL	6,554,148	6,749,856	7,274,004	8,320,490	8,320,490
	GRAND TOTAL	**6,554,148**	**6,749,856**	**7,274,004**	**8,320,490**	**8,320,490**
SUMMARY BY DIVISION:						
181000	INFORMATION & COMM. TECH	6,554,148	6,749,856	7,274,004	8,320,490	8,320,490
	GRAND TOTAL	**6,554,148**	**6,749,856**	**7,274,004**	**8,320,490**	**8,320,490**

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $108,251
1,591,220	1,590,096	(1,124)	Full-time salaries
			(1,093) Salary adjustments
			(31) Staff Turnover
			(1,124)
	73,924	73,924	FY 18 Merit Salary Increase of 4%
0	16,000	16,000	Temporary Salaries - two seasonal interns
152,495	137,145	(15,350)	Pension adjustments
280,570	303,832	23,262	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
37,480	48,200	10,720	Post Employment Health Plan (PEHP) adjustments
126,339	127,477	1,138	FICA adjustments

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $948,235
110,000	150,000	40,000	Internet Line Service increase for additional bandwith
1,454,000	1,362,000	(92,000)	Other Professional Services - decrease due to adjustment in contract with KCI and in VOIP support. Funding provides for SML data room cleaning; First Federal Network/Server Management and Network Consulting Services; an RMS contractor; Consulting and software development services; software maintenance fees; ePlus network/server management and consulting fees; and funds to contract with NMARC to provide scanning to the County's WAN.
709,500	1,059,900	350,400	Data Processing Hardware - increase for CISCO Smartnet as equipment comes out of warranty. Funding also provides for various maintenance contracts including Smart Net, PSR as well as HP server support.
2,207,622	2,829,957	622,335	Data Processing Software - software used by all County agencies is funded within the ICT budget. increase due to first year of countywide Office 365 ongoing expenses; countywide NetApp data storage increases; new software and software upgrades for Housing and Human Resources; as well as numerous new application requests or support/maintenance costs for apps purchased during FY 17.
37,500	65,000	27,500	Other Contractual Services - funds provide for pole rental as part of the HMAN One Call - cost of participation in Miss Utility.
135,400	135,400	0	SUPPLIES AND MATERIALS no change in funding for FY 18
53,455	43,455	(10,000)	BUSINESS AND TRAVEL decrease of $10,000 in Training, Seminars and Courses based on actual spending

DEPARTMENT STAFF SUMMARY
INFORMATION AND COMMUNICATION TECHNOLOGY
Index #181000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Budget Technician II	1.00	53,000	1.00	54,590	1.00	56,774
Administrative Secretary III	1.00	51,000	1.00	52,530	1.00	54,600
Computer Operator	1.00	38,000	1.00	39,140	1.00	40,706
Computer System Engineer I	3.00	141,761	0.00	0	0.00	0
Computer System Engineer II	5.00	201,021	6.00	313,062	6.00	325,238
Computer System Engineer IV	2.00	132,488	2.00	136,463	2.00	141,920
Director of ICT	1.00	120,000	1.00	121,000	1.00	125,840
GIS Coordinator	0.00	0	1.00	81,903	1.00	81,122
Programmer Analyst I	4.00	288,895	4.00	297,562	3.00	244,121
Programmer Analyst II	5.00	420,946	5.00	433,574	6.00	519,527
Senior Computer Operator	1.00	59,608	1.00	61,396	1.00	63,852
SALARY SUB-TOTAL	**24.00**	**1,506,719**	**23.00**	**1,591,220**	**23.00**	**1,653,700**
TEMPORARY SALARIES		**0**		**0**		**16,000**
SALARY OFFSET		**(27,029)**		**0**		**0**
SALARY TOTAL	**24.00**	**1,479,690**	**23.00**	**1,591,220**	**23.00**	**1,669,700**

DEPARTMENT STAFF SUMMARY
INFORMATION AND COMMUNICATION TECHNOLOGY
Index #181000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		144,239			152,495		142,630
Workers' Compensation		3,572			7,043		6,993
Health Benefits		281,015			280,570		303,832
PEHP		53,184			37,480		48,200
Overtime and Shift Differential		62,300			62,300		62,300
FICA		119,762			126,339		132,043
Miscellaneous		3,220			3,080		3,080
TOTAL OTHER PERSONAL SERVICES		**667,292**			**669,307**		**699,078**
TOTAL PERSONAL SERVICES	**24.00**	**2,174,011**	*	**23.00**	**2,260,527**	**23.00**	**2,368,778**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

OFFICE OF INFORMATION & COMMUNICATION TECHNOLOGY
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Mitigate OICT risk. Focus on Data and information security. Build resilient 'always available' systems.

Department Objective

Plan for recovery activities, and test responses to ensure resiliency during unplanned downtime or disasters.

County Goal(s) Supported

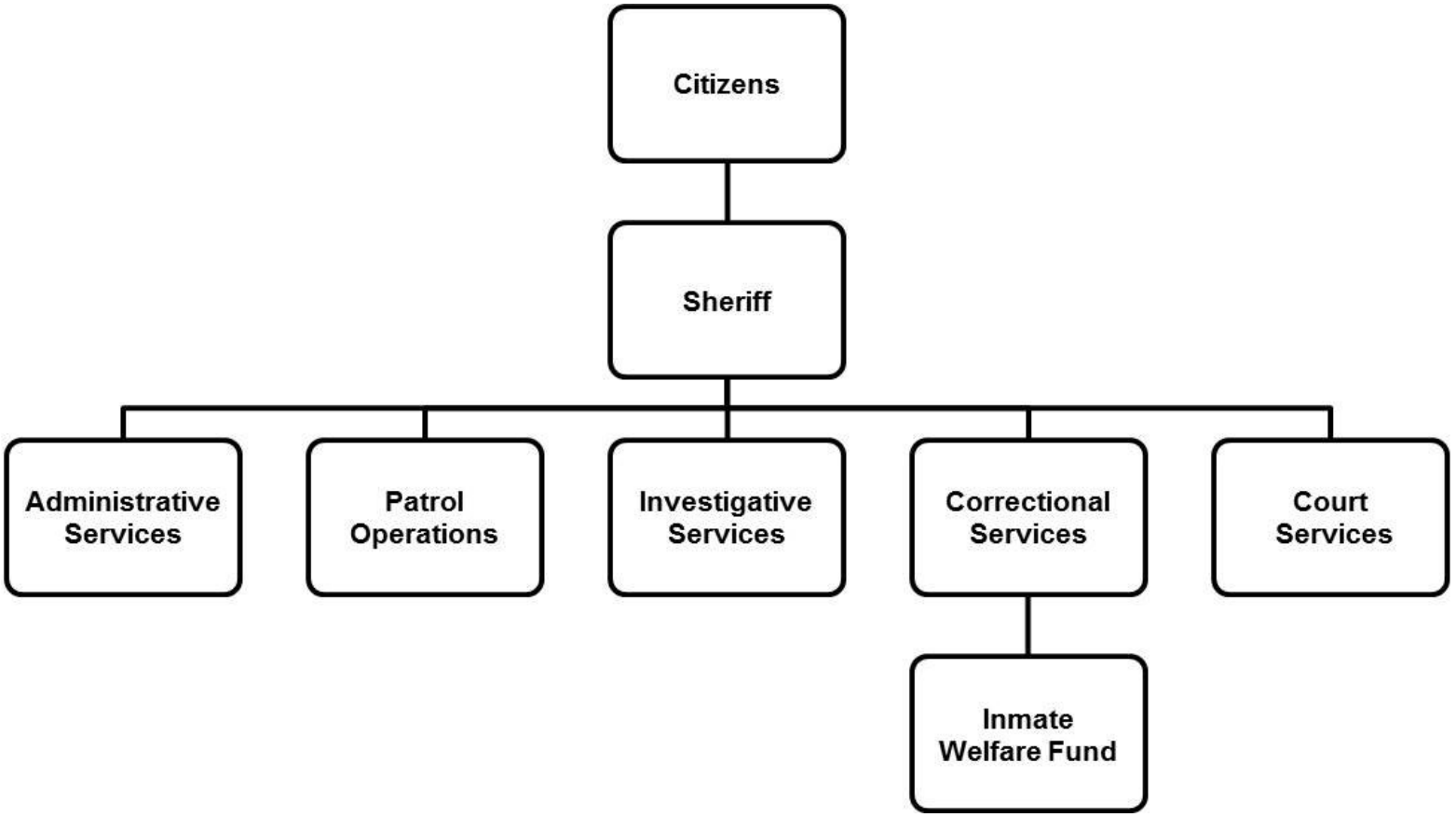
I.Fiscal Balance and Efficiency

Measure		Actual 2014	Actual 2015	Acutal 2016	Budget 2017	Estimated 2018
Input:						
	Dollars allocated	$5,825,138	$6,483,966	$6,609,541	$7,274,004	$8,320,490
	Number of staff	29	29	24	23	23
Output:						
1	Computers maintained	873	1023	994	1000	1300
2	Software Maintained					
	Financial (W&S Mainframe VSAM, TAXNET, CORE, ADPICS,					
	FAMIS, Cyborg)	7	7	7	7	7
	Departmental (Energov, City Works, OpenGov)	3	3	3	3	3
	Backoffice (Microsoft Server, SQL Server, Sharepoint, Exchange, Laserfiche)	5	5	5	5	5
Outcome:						
1	*Maintain modern technology (computers 3 years and newer)*	2.5	1.9	2.1	2.7	2.5
2	*Update software: Financial and Budget Software replaced by ERP and Open Gov*	N/A	TaxNet	Energov	Kronos	OpenGov and ERP
3	*Improve Security and Accessability by moving Energov to the Cloud and continuing to educate employees on Cyber Security*	N/A	N/A	Test Cloud environment	78% Security training	Energov to cloud

Explanation and Analysis of Performance Measures

This is a multi-year ongoing goal to maintain modern well performing equipment, update software that has aged beyond its best performance and to do this while maintaining a secure but accessible environment.

SHERIFF'S OFFICE



SHERIFF'S OFFICE

ORIGIN/PURPOSE:

The Harford County Sheriff's Office is dedicated to the protection of life and property, arrest and confinement of offenders, court security and service of process, and preservation of the public peace. The Sheriff's Office is directed by a Sheriff who is elected to office every four years by the voters of Harford County in accordance with Article IV, Section 44, of the Constitution of the State of Maryland. The Sheriff's Office is divided into five major components: Administrative Services, Patrol Operations, Investigative Services, Correctional Services and Court Services.

MISSION:

TO MAKE HARFORD COUNTY A PLACE WHICH IS SAFE AND SECURE TO LIVE, WORK AND VISIT

FY 2017 - FY 2018 GOALS:

TO ENSURE THAT AGENCY STAFFING IS ADEQUATE TO MEET CURRENT AND FUTURE SERVICE DEMANDS AND MANDATES IN A TIMELY AND EFFICIENT MANNER

TO ENHANCE THE SAFETY OF FAMILIES THROUGH THE MONITORING OF CONVICTED SEX OFFENDERS

SHERIFF'S OFFICE

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	58,138,752	56,950,377	60,862,908	63,943,409	63,943,409
20	CONTRACTUAL SERVICES	5,860,409	6,016,872	7,213,139	7,297,237	7,297,237
30	SUPPLIES AND MATERIALS	2,588,180	2,422,739	2,642,168	2,711,116	2,711,116
40	BUSINESS AND TRAVEL	1,998,272	2,095,141	2,185,329	1,925,465	1,925,465
50	CAPITAL OUTLAY	2,068,860	1,583,665	267,400	203,250	203,250
70	MISCELLANEOUS	389,769	448,104	1,379,609	449,158	449,158
80	INTERGOVERNMENTAL/INTERFUND	86	0	0	0	0
	GRAND TOTAL	**71,044,328**	**69,516,898**	**74,550,553**	**76,529,635**	**76,529,635**
SUMMARY BY FUND:						
11	GENERAL	71,044,328	69,516,898	74,550,553	76,529,635	76,529,635
	GRAND TOTAL	**71,044,328**	**69,516,898**	**74,550,553**	**76,529,635**	**76,529,635**
SUMMARY BY DIVISION:						
211100	ADMINISTRATION AND SUPPORT	7,853,481	7,688,767	10,580,960	11,125,185	11,125,185
211200	PATROL OPERATIONS	26,809,668	25,520,277	25,412,291	25,709,529	25,709,529
211300	INVESTIGATIVE SERVICES	8,016,299	7,774,147	7,880,580	8,087,651	8,087,651
212000	CORRECTIONAL SERVICES	22,182,358	22,037,175	23,124,533	24,121,726	24,121,726
212100	INMATE WELFARE FUND	545,239	493,218	910,361	905,286	905,286
213000	COURT SERVICES	5,637,283	6,003,314	6,641,828	6,580,258	6,580,258
	GRAND TOTAL	**71,044,328**	**69,516,898**	**74,550,553**	**76,529,635**	**76,529,635**
	SUMMARY OF GRANT BUDGETS					**350,158**

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $3,080,501
32,199,691	32,611,891	412,200	Full-time salaries
			77,240 Step/Grade adjustments
			(219,934) Staff Turnover (.68)%
			554,894 Offset - FY17 Law Enforcement Supplemental Increase
			412,200
	2,209,067	2,209,067	Law Enforcement Pay Study Implementation - Phase One
	317,344	317,344	FY 18 Merit Salary Increase - 4% for civilian personnel
	(342,542)	(342,542)	The net of full-time transfers between divisions within the Sheriff's Office:
			Salary Fringe Total
			(203,408) (139,135) (342,542)
2,039,125	2,061,947	22,822	Temporary Salaries increase based on actual staffing levels for Facility Deputies, Security Clerks, and other temporary employees
9,391,483	9,048,489	(342,994)	Pension decrease due to rate adjustments
870,989	912,872	41,883	Workers' Compensation adjustments
7,888,100	8,373,785	485,685	Health Benefits increase for an anticipated cost increase as well as employees opting for changes in level of coverage
3,009,477	3,059,446	49,969	FICA adjustments
4,920,796	5,142,052	221,256	Overtime and Shift Differential increase based on actual expense history and due to amount of overdose-related investigations

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $84,098
221,134	188,543	(32,591)	Office Equipment and Operating Equipment decrease based on actual expense history
434,352	411,688	(22,664)	Space & Real Estate Rental decrease due to consolidation of leased office space in Administration (#211100)
1,133,513	1,020,503	(113,010)	Electricity, Heating Fuel and Water & Sewer charges decrease based on actual expense history and expected rates
454,434	460,931	6,497	Telephone Service increase based on actual expense history
50,294	47,211	(3,083)	Internet Line Services decrease based on actual expense history
270,011	441,091	171,080	Other Insurance increase based on Treasury's estimates
3,291,118	3,324,444	33,326	Medical Services increase due to additional inmate toxicology screenings, K-9 veterinary services, and pre-employment examinations
372,453	361,408	(11,045)	County Facility Repair & Renovation, Building/Custodial Services, and Security Systems decrease based on actual expense history
271,046	291,176	20,130	Other Professional Services funds provided for Behavioral Health & Substance Abuse Services, and Re-entry Job Training for Correctional Services
432,914	485,612	52,698	Data Processing Software increase for new expenses for Microsoft 365, pre-trial software, and other existing software, partially offset by elimination of FY17 one-time expense for ArcGIS
57,678	51,063	(6,615)	Other Contractual Services decrease due to lower expenses for Task Force monitoring equipment and other machine contracts and based on actual expense history

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			SUPPLIES & MATERIALS increase $68,948
207,151	216,301	9,150	General Office Supplies, Printing, and General Office Mailing increase based on actual expense history, partially offset by decrease in Duplicating Machine Supplies
136,890	140,300	3,410	Janitorial Supplies and Paper Supplies increase based on actual expense history
1,237,555	1,233,985	(3,570)	Meals decrease based on food service contract for Detention Center
254,464	257,984	3,520	Uniform Purchase increase based on actual expense history for Inmate Welfare Fund
51,100	56,000	4,900	Equipment Repair Parts, Small Tools, and Building Supplies increase based on actual expense history
252,686	321,986	69,300	Safety Equipment and Weapons & Ammunition increase for additional tactical vest replacements and based on actual expense history
394,449	378,594	(15,855)	Paint and Other Supplies & Materials decrease based on actual expense history
9,908	8,433	(1,475)	Diesel Fuel decreases based on actual expense history for generator tank at Detention Center
			BUSINESS & TRAVEL decrease ($259,864)
1,120,405	845,100	(275,305)	Fuel Charges decrease based on actual expense history and expected rates
45,674	61,900	16,226	In-House Training increase for Workforce Basics Program, partially offset by decrease in HCC contract for GED programs in Inmate Welfare Fund
			EQUIPMENT decrease ($64,150)
47,500	20,000	(27,500)	Work Stations, Other Office Equipment, and Other Furniture & Fixtures decrease due to one-time expenses in FY17 for Inmate Welfare Fund
219,900	183,250	(36,650)	Police Car Package Contingency
			MISCELLANEOUS decrease ($930,451)
331,609	362,158	30,549	County Match increases for OCSE Grant and Community Mediation Grant
965,000	0	(965,000)	One-time salary contingency in FY17 - Funds now incorporated into salaries in Personal Services
8,000	12,000	4,000	Service Awards increase based on actual expense history and expected retirements

DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Sheriff	1.00	117,665	1.00	117,635	1.00	120,086
Chief Deputy	1.00	130,562	1.00	134,479	1.00	134,472
Major	3.00	356,658	2.00	252,032	2.00	252,054
Captain	9.00	919,936	9.00	957,265	9.00	957,030
Lieutenant	12.00	1,090,254	12.00	1,106,765	12.00	1,106,459
Sergeant	33.00	2,712,640	33.00	2,710,520	33.00	2,680,184
Corporal	30.00	2,184,900	30.00	2,186,119	30.00	2,244,218
Sr. Deputy First Class	93.00	6,351,787	88.00	5,956,043	88.00	6,173,932
Deputy First Class	95.00	5,197,304	92.00	5,174,186	81.00	4,782,057
Deputy	9.00	433,566	18.00	893,517	29.00	1,397,626
Major - Corrections	1.00	95,763	1.00	98,636	1.00	98,634
Captain - Corrections	2.00	168,442	2.00	173,534	2.00	173,472
Lieutenant - Corrections	7.00	511,837	8.00	595,501	8.00	595,252
Sergeant - Corrections	13.00	849,599	13.00	831,790	13.00	831,379
Corporal - Corrections	14.00	753,465	14.00	790,933	14.00	790,423
Sr. Deputy - Corrections	30.00	1,821,980	34.00	2,054,333	40.00	2,370,749
Officer First Class	56.00	2,642,176	53.00	2,537,714	49.00	2,301,325
Officer	18.00	770,544	16.00	705,789	14.00	599,578
Warden	1.00	117,541	1.00	121,067	1.00	125,920.0
Animal Control Manager	1.00	65,542	1.00	58,402	1.00	58,969
Animal Control Officer I	1.00	38,523	1.00	39,698	3.00	121,420
Animal Control Officer II	4.00	178,304	4.00	208,262	2.00	123,930
Animal Control Clerk	1.00	31,472	1.00	32,436	1.00	33,702
Accounting Clerk	1.00	39,750	0.00	0	0.00	0
Administrative Support Technician	5.00	265,707	5.00	257,860	5.00	268,085.0
Applicant Investigator	2.00	114,778	2.00	114,961	2.00	119,496
Budget Manager	1.00	90,045	1.00	92,766	1.00	96,457
Budget Technician	0.00	0	2.00	112,326	2.00	116,748
Classification Counselor	3.00	133,041	3.00	137,091	3.00	142,512.2
Classification Supervisor	1.00	69,619	1.00	71,727	1.00	74,565.92
Commissary Coordinator	1.00	41,976	1.00	43,255	1.00	44,950.88
Community & Legislative Liaison	1.00	84,928	1.00	87,495	1.00	90,984

DEPARTMENT STAFF SUMMARY

SHERIFF'S OFFICE

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Community Services Coordinator	1.00	44,347	1.00	51,310	1.00	53,322.88
Computer Forensics Examiner	1.00	69,474	1.00	71,578	1.00	56,701
Computer Manager	1.00	71,304	1.00	73,463	1.00	76,361
Computer Resources Technician	2.00	120,893	2.00	124,559	2.00	129,489
Corrections Quartermaster	1.00	57,701	1.00	59,452	1.00	61,803.04
Corrections Records Administrator	1.00	85,386	1.00	87,967	1.00	52,062
Corrections Records Clerk	2.00	81,581	2.00	84,068	2.00	87,415.12
Corrections Records Supervisor	1.00	63,878	1.00	65,815	1.00	68,443.44
Corrections Records Technician I	0.00	0	2.00	64,871	2.00	67,404.48
Corrections Records Technician II	4.00	171,481	2.00	94,480	2.00	79,303.12
Crime Analysis Manager	1.00	65,688	1.00	67,678	1.00	70,348
Criminal Intelligence Analysis Manager	1.00	71,512	1.00	73,677	1.00	56,701
DC Projects Coordinator	1.00	44,347	1.00	45,697	1.00	47,504.08
Electronic Services Technician	1.00	51,253	1.00	52,810	1.00	54,902
Electronic Surveillance Technician	1.00	59,261	1.00	61,058	1.00	63,468.08
Executive Office Manager	1.00	58,616	1.00	60,394	1.00	62,797
Financial Investigator	1.00	52,771	1.00	54,374	1.00	56,524
Fleet Technician	1.00	54,331	1.00	55,981	1.00	58,190
Grant Fiscal Technician	1.00	64,669	0.00	0	0.00	0
Human Resources Manager	1.00	84,928	1.00	87,495	1.00	90,984
Human Resources Specialist	1.00	59,926	1.00	61,744	1.00	64,183
Information Technology Specialist	1.00	73,800	1.00	76,034	1.00	79,043
Inmate Property Coordinator	1.00	48,382	1.00	49,854	1.00	51,808.64
Law Enforcement Analyst	3.00	155,527	3.00	160,253	3.00	158,608
Law Enforcement Records Manager	1.00	87,944	1.00	90,602	1.00	94,229
Law Enforcement Records Supervisor	3.00	144,752	3.00	149,153	3.00	155,015
Law Enforcement Records Technician I	2.00	62,944	3.00	97,307	5.00	161,234
Law Enforcement Records Technician II	23.00	927,510	21.00	870,090	19.00	824,975
Law Enforcement Training Coordinator	1.00	48,694	1.00	50,175	1.00	52,155
Maintenance Officer	3.00	142,984	3.00	147,332	3.00	153,110.8
Pre-Trial Services Coordinator	2.00	96,432	2.00	97,908	2.00	101,799.3
Program Coordinator	1.00	45,762	1.00	43,255	1.00	44,950.88
Property Management Assistant	1.00	38,627	1.00	39,805	1.00	41,361
Property Manager	1.00	68,538	1.00	70,614	1.00	73,419

DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Public Information Officer	1.00	71,304	1.00	73,463	1.00	76,361
Public Information Specialist	1.00	48,694	1.00	50,175	1.00	52,155
Quartermaster Fleet Assistant	1.00	45,907	1.00	47,304	1.00	49,191
Quartermaster Fleet Manager	1.00	67,019	1.00	69,049	1.00	71,775
School Crossing Guard	1.00	31,472	1.00	32,436	1.00	33,702
Security Systems Administrator	1.00	57,576	1.00	57,630	1.00	59,899
Sex Offender Verification Investigator	1.00	51,835	2.00	102,363	2.00	106,407.6
Standards/Accreditation Manager	1.00	68,995	1.00	71,084	1.00	73,873.28
TRAC Coordinator	1.00	51,253	1.00	52,810	1.00	54,901.6
Training Manager	1.00	84,928	1.00	87,495	1.00	90,984
Victims' Services Coordinator	1.00	44,347	1.00	45,697	1.00	47,504
SUB-TOTAL FULL-TIME SALARIES	529.00	32,378,877	529.00	32,684,496	529.00	33,093,038.68
FY18 Law Enforcement Pay Study Implementation - Phase One						1,548,060
SALARY OFFSET		(728,502)		(484,805)		(488,143) A
TOTAL FULL-TIME SALARIES	529.00	31,650,375	529.00	32,199,691	529.00	34,152,955.68
PART-TIME SALARIES						
School Crossing Guard	6.35	199,847	6.35	205,967	6.35	214,009
SALARY OFFSET		(3,175)		0		0
TOTAL PART-TIME SALARIES	6.35	196,672	6.35	205,967	6.35	214,009
TEMPORARY SALARIES		1,939,786		2,039,125		2,135,205
SALARY TOTAL	**535.35**	**33,786,833**	**535.35**	**34,444,783**	**535.35**	**36,502,170**

DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		9,083,815			9,391,483		9,465,950
Workers' Compensation		563,710			870,989		959,322
Health Benefits		7,281,941			7,888,100		8,348,403
Overtime and Shift Differential		4,579,128			4,920,796		5,142,052
FICA		2,893,599			3,009,477		3,183,272
Miscellaneous		324,020			337,280		342,240
TOTAL OTHER PERSONAL SERVICES		**24,726,213**			**26,418,125**		**27,441,239**
TOTAL PERSONAL SERVICES	**535.35**	**58,513,046**	*	**535.35**	**60,862,908**	**535.35**	**63,943,409**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - State and federal grant funding for eight (8) employees. FY 16 offset also reflects funding provided for the equivalent of $500 per employee with encouragement to agency leadership to provide matching funds.

SHERIFF'S OFFICE
Administrative Services
Index #211100

ORIGIN/PURPOSE:

The Administrative Services Division provides financial, managerial, and technical support to all the divisions of the agency. Responsibilities include oversight of budget development and monitoring, planning and research, crime analysis, record management, employee training, quartermaster/fleet management, computer operations, and property management. The Administrative Services Division is comprised of non-enforcement units that are tasked with providing administrative, financial, managerial, and technical support to all divisions of the agency.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	6,015,488	5,689,963	8,868,017	9,394,566	9,394,566
20 CONTRACTUAL SERVICES	1,062,718	1,157,692	1,235,939	1,276,265	1,276,265
30 SUPPLIES AND MATERIALS	126,734	124,486	169,342	174,692	174,692
40 BUSINESS AND TRAVEL	303,275	303,890	299,662	267,662	267,662
50 CAPITAL OUTLAY	337,363	398,953	0	0	0
70 MISCELLANEOUS	7,903	13,783	8,000	12,000	12,000
GRAND TOTAL	**7,853,481**	**7,688,767**	**10,580,960**	**11,125,185**	**11,125,185**
FUNDING SOURCE:					
11 GENERAL	**7,853,481**	**7,688,767**	**10,580,960**	**11,125,185**	**11,125,185**

SHERIFF'S OFFICE
Administrative Services
Index #211100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $526,549
5,340,243	5,344,360	4,117	Full-time salaries
			8,192 Promotions & Salary adjustments
			(51,753) Staff Turnover (.97)%
			47,678 Offset - FY17 Law Enforcement Supplemental Increase
			4,117
	132,235	132,235	Law Enforcement Pay Study Implementation - Phase One
	163,381	163,381	FY 18 Merit Salary Increase - 4% for civilian personnel
235,847	376,149	140,302	Temporary Salaries - increase for new Applicant Investigator, Planning Analyst, and Inventory Specialist positions
	(131,323)	(131,323)	The net result to this division of full-time staff transfers between divisions of the Sheriff's Office:
			# of Positions / Salary / Fringe / Total
			(1) / (81,542) / (49,781) / (131,323)
973,741	839,408	(134,333)	Pension decrease due to rate adjustments
1,194,707	1,368,634	173,927	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
88,311	91,816	3,505	Workers' Compensation adjustments
465,509	488,264	22,755	FICA adjustments
277,000	432,586	155,586	Overtime increase based on actual expense history

SHERIFF'S OFFICE
Administrative Services
Index #211100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $40,326
345,945	393,124	47,179	Data Processing Software increase for new expense for Microsoft 365 and increases for existing software, partially offset by elimination of FY17 one-time expense for ArcGIS
54,900	74,900	20,000	Other Professional Services increase based on actual expense history
435,730	444,523	8,793	Telephone & Internet Line Services increase based on actual expense history
41,000	48,000	7,000	Medical Services increase for pre-employment exams based on actual and projected expenses
171,614	151,949	(19,665)	Space & Real Estate Rental decrease due to consolidation of office space
75,365	64,137	(11,228)	Office Equipment and Operating Equipment decrease based on actual expense history
47,750	41,655	(6,095)	Internet Line Services decrease based on actual expense history and due to HMAN savings
20,901	17,729	(3,172)	Electricity decrease based on actual expense history
			SUPPLIES & MATERIALS increase $5,350
49,000	55,000	6,000	General Office Supplies and General Office Mailing - Increase based on actual expense history
			BUSINESS & TRAVEL decrease ($32,000)
152,000	120,000	(32,000)	Fuel Charges decrease based on actual fuel expense history
			MISCELLANEOUS increase $4,000
8,000	12,000	4,000	Service Awards increase based on actual and expected expenses for retirements and banquets

DIVISION STAFF SUMMARY

Administration

Index #211100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Sheriff	1.00	117,665	1.00	117,635	1.00	120,086
Chief Deputy	1.00	130,562	1.00	134,479	1.00	134,472
Major	1.00	122,346	1.00	126,016	1.00	126,027
Captain	3.00	305,349	3.00	314,397	3.00	308,298
Lieutenant	0.00	0	1.00	90,838	1.00	90,813
Sergeant	2.00	160,038	3.00	251,004	3.00	250,910
Corporal	1.00	68,621	2.00	139,363	2.00	143,499
Deputy First Class	0.00	0	2.00	120,254	1.00	56,326
Sr. Deputy First Class	2.00	150,512	12.00	825,723	12.00	865,861
School Crossing Guard	0.00	0	1.00	32,436	1.00	33,702
Animal Control Manager	0.00	0	1.00	58,402	1.00	58,969
Animal Control Clerk	0.00	0	1.00	32,436	1.00	33,702
Animal Control Officer I	0.00	0	1.00	39,698	3.00	121,420
Animal Control Officer II	0.00	0	4.00	208,262	2.00	123,930
Budget Manager	1.00	90,045	1.00	92,766	1.00	96,457
Budget Technician	0.00	0	2.00	112,326	2.00	116,748
Computer Manager	1.00	71,304	1.00	73,463	1.00	76,361
Public Information Officer	1.00	71,304	1.00	73,463	1.00	76,361
Human Resources Manager	1.00	84,928	1.00	87,495	1.00	90,984
Information Technology Specialist	1.00	73,800	1.00	76,034	1.00	79,043
Crime Analysis Manager	1.00	65,688	1.00	67,678	1.00	70,348
Law Enforcement Records Manager	1.00	87,944	1.00	90,602	1.00	94,229
Human Resources Specialist	1.00	59,926	1.00	61,744	1.00	64,183
Public Information Specialist	1.00	48,694	1.00	50,175	1.00	52,155
Quartermaster Fleet Manager	1.00	67,019	1.00	69,049	1.00	71,775
Training Manager	1.00	84,928	1.00	87,495	1.00	90,984
Applicant Investigator	2.00	114,778	2.00	114,961	2.00	119,496
Law Enforcement Analyst	3.00	155,527	3.00	160,253	3.00	158,608

DIVISION STAFF SUMMARY
Administration
Index #211100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Computer Resources Technician	2.00	120,893	2.00	124,559	2.00	129,489	
Fleet Technician	1.00	54,331	1.00	55,981	1.00	58,190	
Grant Fiscal Technician	1.00	64,669	0.00	0	0.00	0	
Property Manager	1.00	68,538	1.00	70,614	1.00	73,419	
Law Enforcement Records Supervisor	3.00	144,752	3.00	149,153	3.00	155,015	
Executive Office Manager	1.00	58,616	1.00	60,394	1.00	62,797	
Accounting Clerk	1.00	39,750	0.00	0	0.00	0	
Electronic Services Technician	1.00	51,253	1.00	52,810	1.00	54,902	
Law Enforcement Training Coordinator	1.00	48,694	1.00	50,175	1.00	52,155	
Administrative Support Technician	1.00	47,280	1.00	48,718	1.00	50,619	
Law Enforcement Records Technician II	16.00	636,485	15.00	616,174	13.00	561,087	
Property Management Assistant	1.00	38,627	1.00	39,805	1.00	41,361	
Quartermaster Fleet Assistant	1.00	45,907	1.00	47,304	1.00	49,191	
Law Enforcement Records Technician I	2.00	62,944	3.00	97,307	5.00	161,234	
Community & Legislative Liaison	1.00	84,928	1.00	87,495	1.00	90,984	
Criminal Intelligence Analysis Manager	1.00	71,512	1.00	73,677	1.00	56,701	
Security Systems Administrator	1.00	57,576	1.00	57,630	1.00	59,899	
SUB-TOTAL FULL-TIME SALARIES	63.00	3,827,733	86.00	5,340,243	85.00	5,382,791	
FY18 Law Enforcement Pay Study Implementation - Phase One						93,241	
SALARY OFFSET		(30,000)		0		0	A
TOTAL FULL-TIME SALARIES	63.00	3,797,733	86.00	5,340,243	85.00	5,476,032	
PART-TIME SALARIES							
School Crossing Guard	0.00	0	6.35	205,967	6.35	214,009	
TEMPORARY SALARIES		152,235		235,847		389,377	
SALARY TOTAL	**63.00**	**3,949,968**	**92.35**	**5,782,057**	**91.35**	**6,079,418**	

DIVISION STAFF SUMMARY
Administration
Index #211100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		454,876			973,741		848,219
Workers' Compensation		30,181			88,311		93,389
Health Benefits		669,029			1,194,707		1,358,338
Overtime and Shift Differential		222,970			322,032		476,584
FICA		318,243			465,509		499,978
Miscellaneous		15,940			41,660		38,640
TOTAL OTHER PERSONAL SERVICES		**1,711,239**			**3,085,960**		**3,315,148**
TOTAL PERSONAL SERVICES	**63**	**5,661,207**	*	**92.35**	**8,868,017**	**91.35**	**9,394,566**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - FY 16 Merit Salary Increase - Funding was provided for the equivalent of $500 per employee with encouragement to agency leadership to provide matching funds

SHERIFF'S OFFICE
Patrol Operations
Index #211200

ORIGIN/PURPOSE:

The Patrol Operations Division responds to calls for service, enforces law, prevents crime, and apprehends violators. To perform these functions, deputies are assigned to three shifts that patrol ten sections within Harford County.

Additionally, to assist in achieving its mission, this Division has specialized units, including the Traffic and K-9 Units. Other units with specialized functions include the Special Response Team (SRT), Crisis Negotiating Team, Scuba Team, Honor Guard, Community Action Response Team (CART), and the Gang Suppression Unit (GSU).

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	23,346,020	22,844,156	22,093,084	23,357,363	23,357,363
20 CONTRACTUAL SERVICES	335,028	251,458	552,906	663,857	663,857
30 SUPPLIES AND MATERIALS	579,273	559,074	451,857	522,085	522,085
40 BUSINESS AND TRAVEL	1,034,044	1,100,088	1,129,544	982,974	982,974
50 CAPITAL OUTLAY	1,515,217	746,842	219,900	183,250	183,250
70 MISCELLANEOUS	0	18,659	965,000	0	0
80 INTERGOVERNMENTAL/INTERFUND	86	0	0	0	0
GRAND TOTAL	**26,809,668**	**25,520,277**	**25,412,291**	**25,709,529**	**25,709,529**
FUNDING SOURCE:					
11 GENERAL	**26,809,668**	**25,520,277**	**25,412,291**	**25,709,529**	**25,709,529**

SHERIFF'S OFFICE
Patrol Operations
Index #211200

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $1,264,279
11,789,095	12,093,165	304,070	Full-time Salaries
			17,857 Step/Grade adjustments
			(66,460) Staff Turnover (.56)%
			352,673 Offset - FY17 Law Enforcement Supplemental Increase
			304,070
	752,263	752,263	Law Enforcement Pay Study Implementation - Phase One
	237,490	237,490	FY 18 Merit Salary Increase - 4% for civilian personnel
	165,943	165,943	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions / Salary / Fringe / Total
			4.00 / 130,336 / 35,608 / 165,943
227,347	254,493	27,146	Temporary Salaries - Increase based on actual expense history for Security Clerks
3,848,506	3,696,581	(151,925)	Pension decrease due to rate adjustments
355,477	376,755	21,278	Workers Compensation adjustments
2,805,292	2,916,077	110,785	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
1,059,685	1,084,084	24,399	FICA adjustments
1,330,500	1,275,095	(55,405)	Overtime decrease based on actual expense history
509,842	554,404	44,562	Shift Differential increase based on actual expense history
90,600	96,100	5,500	Uniform Allowance increase based on actual expense history

SHERIFF'S OFFICE
Patrol Operations
Index #211200

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $110,951
40,878	34,537	(6,341)	Office Equipment and Operating Equipment decrease based on actual expense history
163,962	159,524	(4,438)	Electricity and Heating Fuel decrease based on actual expense history and projected rates
13,000	7,000	(6,000)	Water & Sewer decrease based on actual expense history
18,000	8,400	(9,600)	Unemployment Insurance decrease based on Treasury's estimates
210,461	352,616	142,155	Other Insurance increase based on Treasury's estimates and balance remaining in fund
10,200	16,670	6,470	Medical Services increase based on actual expense history for K-9 veterinary services
79,027	68,459	(10,568)	Building/Custodial Services, Security Systems, and Other Professional Services - decrease based on actual expense history
			SUPPLIES AND MATERIALS increase $70,228
6,800	5,200	(1,600)	Duplicating Machine Supplies decrease based on actual expense history
6,080	11,250	5,170	Janitorial Supplies, Building Supplies, and Small Tools increase based on actual expense history
33,815	61,185	27,370	Safety Equipment increase for replacement of tactical vests
128,000	166,900	38,900	Weapons & Ammunition increase based on actual expense history
			BUSINESS AND TRAVEL decrease ($146,570)
570,000	424,000	(146,000)	Fuel Charges decrease based on actual expense history and projected rates
			EQUIPMENT decrease ($36,650)
219,900	183,250	(36,650)	Police Car Package contingency
			MISCELLANEOUS decrease ($965,000)
965,000	0	(965,000)	One-time salary contingency in FY17 - Funds now incorporated into salaries in Personal Services

DIVISION STAFF SUMMARY
Patrol Operations
Index #211200

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Major	2.00	234,312	1.00	126,016	1.00	126,027	
Captain	3.00	315,083	3.00	315,124	3.00	321,090	
Lieutenant	8.00	729,699	7.00	649,748	7.00	649,565	
Sergeant	21.00	1,717,759	20.00	1,627,558	21.00	1,697,218	
Corporal	18.00	1,279,187	16.00	1,141,766	16.00	1,171,188	
Sr. Deputy First Class	62.00	4,184,478	48.00	3,199,438	45.00	3,147,809	
Deputy First Class	70.00	3,760,878	67.00	3,685,060	62.00	3,562,137	
Deputy	9.00	433,566	18.00	893,517	29.00	1,397,626	
Administrative Support Technician	2.00	110,992	2.00	114,362	2.00	118,932	
Law Enforcement Records Technician II	1.00	35,424	1.00	36,506	1.00	37,942	
School Crossing Guard	1.00	31,472	0.00	0	0.00	0	
Animal Control Clerk	1.00	31,472	0.00	0	0.00	0	
Animal Control Manager	1.00	65,542	0.00	0	0.00	0	
Animal Control Officer I	1.00	38,523	0.00	0	0.00	0	
Animal Control Officer II	4.00	178,304	0.00	0	0.00	0	
SUB-TOTAL FULL-TIME SALARIES	204.00	13,146,691	183.00	11,789,095	187.00	12,229,535	
FY18 Law Enforcement Pay Study Implementation - Phase One						530,435	
SALARY OFFSET		(97,500)		0		0	A
TOTAL FULL-TIME SALARIES	204.00	13,049,191	183.00	11,789,095	187.00	12,759,970	
PART-TIME SALARIES							
School Crossing Guard	6.35	199,847	0.00	0	0.00	0	
SALARY OFFSET		(3,175)		0		0	
TOTAL PART-TIME SALARIES	6.35	196,672	0.00	0	0.00	0	
TEMPORARY SALARIES		606,931		227,347		262,484	
SALARY TOTAL	**210.35**	**13,852,794**	**183.00**	**12,016,442**	**187.00**	**13,022,454**	

DIVISION STAFF SUMMARY

Patrol Operations

Index #211200

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		4,108,772			3,848,506		3,863,459
Workers' Compensation		259,679			355,477		398,478
Health Benefits		3,177,464			2,855,292		2,982,807
Overtime and Shift Differential		1,665,870			1,840,342		1,829,499
FICA		1,146,770			1,059,685		1,135,706
Miscellaneous		143,340			117,340		124,960
TOTAL OTHER PERSONAL SERVICES		**10,501,895**			**10,076,642**		**10,334,909**
TOTAL PERSONAL SERVICES	**210.35**	**24,354,689**	*	**183.00**	**22,093,084**	**187.00**	**23,357,363**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - FY 16 Merit Salary Increase - Funding was provided for the equivalent of $500 per employee with encouragement to agency leadership to provide matching funds

SHERIFF'S OFFICE
Investigative Services
Index #211300

ORIGIN/PURPOSE:

The Investigative Services Bureau is responsible for the in-depth investigation of designated serious crimes, drug offenses, and homeland security issues reported to the Sheriff's Office. To accomplish its mission, the Bureau is divided into two divisions: Criminal Investigation and Special Investigation.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	6,891,919	6,761,463	6,797,627	7,067,678	7,067,678
20 CONTRACTUAL SERVICES	558,779	514,482	561,648	553,128	553,128
30 SUPPLIES AND MATERIALS	56,888	53,751	51,556	54,401	54,401
40 BUSINESS AND TRAVEL	345,394	359,860	394,749	337,444	337,444
50 CAPITAL OUTLAY	88,319	9,591	0	0	0
70 MISCELLANEOUS	75,000	75,000	75,000	75,000	75,000
GRAND TOTAL	**8,016,299**	**7,774,147**	**7,880,580**	**8,087,651**	**8,087,651**
FUNDING SOURCE:					
11 GENERAL	**8,016,299**	**7,774,147**	**7,880,580**	**8,087,651**	**8,087,651**

SHERIFF'S OFFICE
Investigative Services
Index #211300

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $270,051
3,688,830	3,813,187	124,357	Full Time Salaries
			46,642 Step/Grade adjustments
			(14,877) Staff Turnover (.40)%
			92,592 Offset - FY17 Law Enforcement Supplemental Increase
			124,357
	218,146	218,146	Law Enforcement Pay Study Implementation - Phase One
	19,187	19,187	FY 18 Merit Salary Increase - 4% for civilian personnel
	(255,855)	(255,855)	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions / Salary / Fringe / Total
			(2.00) / (158,403) / (97,452) / (255,855)
89,428	76,024	(13,404)	Temporary Salaries decrease due to elimination of part-time Clerical Assistant position
1,030,469	1,034,706	4,237	Pension adjustments
106,008	111,116	5,108	Workers' Compensation adjustments
846,515	913,948	67,433	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
338,983	354,034	15,051	FICA adjustments
404,000	502,855	98,855	Overtime increase based on actuals due to overdose-related investigations
248,754	235,830	(12,924)	Shift Differential decrease based on actual expense history

SHERIFF'S OFFICE
Investigative Services
Index #211300

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($8,520)
262,738	259,739	(2,999)	Space & Real Estate Rental decrease due to lower rate for Task Force Office space
18,704	16,408	(2,296)	Telephone Service decrease due to lower expenses for Task Force
2,544	5,556	3,012	Internet Line Services increase for Task Force FiOS
18,695	17,036	(1,659)	Data Processing Software decrease based on actual expense history and one-time expenses in FY17
52,854	47,316	(5,538)	Other Contractual Services decrease due to lower expenses for Task Force monitoring equipment contract and based on actual expense history
			SUPPLIES & MATERIALS increase $2,845
3,975	6,200	2,225	General Office Mailing, Printing, and Other Supplies & Materials increase based on actual expense history
1,000	2,300	1,300	Janitorial Supplies & Equipment increase based on actual expense history
2,915	1,905	(1,010)	Safety Equipment decrease due to fewer vest replacements needed
			BUSINESS & TRAVEL decrease ($57,305)
238,405	181,100	(57,305)	Fuel Charges decrease based on actual expense history and expected rates

DIVISION STAFF SUMMARY

Investigative Services

Index #211300

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Captain	2.00	202,637	2.00	208,755	2.00	208,708	
Lieutenant	3.00	269,761	3.00	272,642	3.00	272,543	
Sergeant	5.00	418,545	5.00	420,831	4.00	337,085	
Corporal	5.00	361,325	6.00	448,060	6.00	461,344	
Sr. Deputy First Class	18.00	1,229,333	17.00	1,171,680	23.00	1,592,984	
Deputy First Class	13.00	730,516	13.00	747,895	6.00	378,185	
Computer Forensics Examiner	1.00	69,474	1.00	71,578	1.00	56,701	
Electronic Surveillance Technician	1.00	59,261	1.00	61,058	1.00	63,468	
Financial Investigator	1.00	52,771	1.00	54,374	1.00	56,524	
TRAC Coordinator	1.00	51,253	1.00	52,810	1.00	54,902	
Victims' Services Coordinator	1.00	44,347	1.00	45,697	1.00	47,504	
Administrative Support Technician	2.00	107,435	2.00	94,780	2.00	98,534	
Law Enforcement Records Technician II	1.00	37,525	1.00	38,670	1.00	40,192	
SUB-TOTAL FULL-TIME SALARIES	54.00	3,634,183	54.00	3,688,830	52.00	3,668,673	
FY18 Law Enforcement Pay Study Implementation - Phase One						153,819	
SALARY OFFSET		(27,000)		0		0	A
TOTAL FULL-TIME SALARIES	54.00	3,607,183	54.00	3,688,830	52.00	3,822,492	
TEMPORARY SALARIES		165,517		89,428		79,065	
SALARY TOTAL	**54.00**	**3,772,700**	**54.00**	**3,778,258**	**52.00**	**3,901,557**	

DIVISION STAFF SUMMARY

Investigative Services

Index #211300

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		1,034,977			1,030,469		1,056,086
Workers' Compensation		66,025			106,008		111,436
Health Benefits		781,445			846,515		862,316
Overtime and Shift Differential		617,288			652,754		738,685
FICA		335,834			338,983		354,978
Miscellaneous		44,360			44,640		42,620
TOTAL OTHER PERSONAL SERVICES		**2,879,929**			**3,019,369**		**3,166,121**
TOTAL PERSONAL SERVICES	**54.00**	**6,652,629**	*	**54.00**	**6,797,627**	**52.00**	**7,067,678**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - FY 16 Merit Salary Increase - Funding was provided for the equivalent of $500 per employee with encouragement to agency leadership to provide matching funds

SHERIFF'S OFFICE
Correctional Services
Index #212000

ORIGIN/PURPOSE:

Correctional Services oversees the Harford County Detention Center which houses pre-trial, pre-sentenced, and sentenced adults; and provides religious, psychiatric, medical and educational programs to inmates. It administers Work Release Home Detention and Pre-Trial Release Programs and detail assignments and opportunities to non-violent, low risk inmates. The staff provides 24 hour security and generates those reports required by the Courts, State's Attorney, Maryland Department of Corrections, and other associated agencies, as well as those required by State and National Correctional Standards for Accreditation.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	16,736,519	16,245,820	17,078,967	18,136,257	18,136,257
20 CONTRACTUAL SERVICES	3,828,770	4,030,769	4,622,464	4,573,542	4,573,542
30 SUPPLIES AND MATERIALS	1,477,785	1,360,661	1,412,806	1,401,581	1,401,581
40 BUSINESS AND TRAVEL	22,570	22,143	10,296	10,346	10,346
50 CAPITAL OUTLAY	116,714	377,782	0	0	0
GRAND TOTAL	**22,182,358**	**22,037,175**	**23,124,533**	**24,121,726**	**24,121,726**
FUNDING SOURCE:					
11 GENERAL	**22,182,358**	**22,037,175**	**23,124,533**	**24,121,726**	**24,121,726**

SHERIFF'S OFFICE
Correctional Services
Index #212000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $1,057,290
9,124,463	9,042,382	(82,081)	Full Time Salaries
			4,764 Step/Grade adjustments
			(86,845) Staff Turnover (.95)%
			(82,081)
	978,514	978,514	Law Enforcement Pay Study Implementation - Phase One
	62,783	62,783	FY 18 Merit Salary Increase - 4% for civilian personnel
163,773	142,730	(21,043)	Temporary Salaries decrease based on actual staffing levels
2,699,793	2,670,133	(29,660)	Pension decrease due to turnover and rate adjustments
255,879	263,822	7,943	Workers' Compensation adjustments
2,200,896	2,357,111	156,215	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
840,225	831,800	(8,425)	FICA adjustments
297,198	290,182	(7,016)	Shift Differential decrease based on actual expense history

SHERIFF'S OFFICE
Correctional Services
Index #212000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($48,922)
80,056	67,562	(12,494)	Office Equipment and Operating Equipment decrease based on actual expense history
683,000	583,600	(99,400)	Electricity and Heating Fuel decrease based on actual expense history and due to projected rates
59,550	88,475	28,925	Other Insurance increase based on actual expense history and per Treasury's estimates
3,239,918	3,259,774	19,856	Medical Services increase based on actual expenses for inmate toxicology screening
1,200	3,240	2,040	Other Professional Services increase based on actual expense history
59,164	66,342	7,178	Data Processing Software increase for pre-trial software, partially offset by decreased cost for jail management system
111,802	116,771	4,969	Building/Custodial Services increase based on additional expenses for elevator maintenance
			MATERIALS & SUPPLIES decrease ($11,225)
5,000	6,000	1,000	Printing-Commercial increase based on actual expense history
8,500	10,000	1,500	Equipment Repair Parts increase based on actual expense history
53,000	57,040	4,040	Safety Equipment decrease due to fewer safety vest replacements
11,650	5,000	(6,650)	Diesel Fuel decrease due to expected rates for generator tank refill
56,130	39,800	(16,330)	Paint and Other Supplies & Materials decrease based on actual expense history

DIVISION STAFF SUMMARY

Correctional Services

Index #212000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Major - Corrections	1.00	95,763	1.00	98,636	1.00	98,634
Captain - Corrections	2.00	168,442	2.00	173,534	2.00	173,472
Lieutenant - Corrections	7.00	511,837	8.00	595,501	8.00	595,252
Sergeant - Corrections	13.00	849,599	13.00	831,790	13.00	831,379
Corporal - Corrections	14.00	753,465	14.00	790,933	14.00	790,423
Senior Deputy - Corrections	30.00	1,821,980	34.00	2,054,333	40.00	2,370,749
Officer First Class	56.00	2,642,176	53.00	2,537,714	49.00	2,301,325
Officer	18.00	770,544	16.00	705,789	14.00	599,578
Warden	1.00	117,541	1.00	121,067	1.00	125,920
Classification Supervisor	1.00	69,619	1.00	71,727	1.00	74,566
Corrections Records Administrator	1.00	85,386	1.00	87,967	1.00	52,062
DC Project Coordinator	1.00	44,347	1.00	45,697	1.00	47,504
Standards/Accreditation Manager	1.00	68,995	1.00	71,084	1.00	73,873
Pre-Trial Services Coordinator	2.00	96,432	2.00	97,908	2.00	101,799
Classification Counselor	3.00	133,041	3.00	137,091	3.00	142,512
Community Services Coordinator	1.00	44,347	1.00	51,310	1.00	53,323
Commissary Coordinator	1.00	41,976	1.00	43,255	1.00	44,951
Corrections Quartermaster	1.00	57,701	1.00	59,452	1.00	61,803
Corrections Records Supervisor	1.00	63,878	1.00	65,815	1.00	68,443
Program Coordinator	1.00	45,762	1.00	43,255	1.00	44,951
Maintenance Officer	3.00	142,984	3.00	147,332	3.00	153,111
Corrections Records Technician I	.00	0	2.00	64,871	2.00	67,404
Corrections Records Technician II	4.00	171,481	2.00	94,480	2.00	79,303
Inmate Property Coordinator	1.00	48,382	1.00	49,854	1.00	51,809
Corrections Records Clerk	2.00	81,581	2.00	84,068	2.00	87,415
SUB-TOTAL FULL-TIME SALARIES	166.00	8,927,259	166.00	9,124,463	166.00	9,091,562

DIVISION STAFF SUMMARY
Correctional Services
Index #212000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
FY18 Law Enforcement Pay Study Implementation - Phase One						680,374	
SALARY OFFSET		(82,000)		0		0	A
TOTAL FULL-TIME SALARIES	166.00	8,845,259	166.00	9,124,463	166.00	9,771,936	
TEMPORARY SALARIES		184,588		163,773		147,431	
SALARY TOTAL	**166.00**	**9,029,847**	**166.00**	**9,288,236**	**166.00**	**9,919,367**	
OTHER PERSONAL SERVICES							
Pension & Retirement		2,696,983		2,699,793		2,898,917	
Workers' Compensation		162,565		255,879		286,210	
Health Benefits		2,114,609		2,200,896		2,357,111	
Overtime and Shift Differential		1,695,000		1,697,198		1,690,182	
FICA		820,449		840,225		887,670	
Miscellaneous		95,400		96,740		96,800	
TOTAL OTHER PERSONAL SERVICES		**7,585,006**		**7,790,731**		**8,216,890**	
TOTAL PERSONAL SERVICES	**166.00**	**16,614,853**	**166.00**	**17,078,967**	**166.00**	**18,136,257**	

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - FY 16 Merit Salary Increase - Funding was provided for the equivalent of $500 per employee with encouragement to agency leadership to provide matching funds

SHERIFF'S OFFICE
Inmate Welfare Fund
Index #212100

ORIGIN/PURPOSE:

In accordance with GASB Statement No. 34, this index is the appropriation authority for the Inmate Welfare account at the Harford County Detention Center.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	164,723	128,196	116,318	111,405	111,405
20 CONTRACTUAL SERVICES	18,477	18,345	174,225	173,337	173,337
30 SUPPLIES AND MATERIALS	309,974	282,836	513,280	513,280	513,280
40 BUSINESS AND TRAVEL	40,818	44,347	59,038	75,264	75,264
50 CAPITAL OUTLAY	11,247	7,494	47,500	20,000	20,000
70 MISCELLANEOUS	0	12,000	0	12,000	12,000
GRAND TOTAL	**545,239**	**493,218**	**910,361**	**905,286**	**905,286**
FUNDING SOURCE:					
11 GENERAL	**545,239**	**493,218**	**910,361**	**905,286**	**905,286**

SHERIFF'S OFFICE
Inmate Welfare Fund
Index #212100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($4,913)
82,941	65,332	(17,609)	Temporary Salaries - provides for a Library Aide and a Chaplain, decrease due to turnover
8,295	6,533	(1,762)	Pension decrease due to turnover
7,832	23,637	15,805	Health Benefits adjusted due to change in coverage
7,110	5,763	(1,347)	FICA adjustment due to turnover
			CONTRACTUAL SERVICES decrease ($888)
3,288	2,400	(888)	Office equipment decrease due to reduced cost for Xerox lease in Library
165,726	165,726	0	Other Professional Services provide funding for behavioral health and substance abuse services and re-entry job training
242,000	238,480	(3,520)	Meals -Special Purpose decrease based on actual expense history
10,480	14,000	3,520	Uniform Purchase increase based on actual expense history
513,280	513,280	0	SUPPLIES & MATERIALS no change in funding for FY 18 Funds provide for allowable expenses for office, recreation and medical supplies as well as mattresses, indigent kits, linens, toiletries, etc for inmates
			BUSINESS & TRAVEL increase $16,226
45,674	61,900	16,226	In-House Training increase for Workforce Basics Program, partially offset by decrease in HCC contract for GED programs
			EQUIPMENT decrease ($27,500)
47,500	20,000	(27,500)	Work Stations, Other Office Equipment, and Other Furniture & Fixtures decrease due to one-time expenses in FY17
			MISCELLANEOUS increase $12,000
0	12,000	12,000	County Match increase for Community Mediation Grant

DIVISION STAFF SUMMARY

Inmate Welfare Fund

Index #212100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		78,691		82,941		65,332
SALARY TOTAL		**78,691**		**82,941**		**65,332**
OTHER PERSONAL SERVICES						
Pension & Retirement		7,869		8,295		6,533
Health Benefits		7,062		7,832		23,637
Overtime		0		10,000		10,000
FICA		6,020		7,110		5,763
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		**21,091**		**33,377**		**46,073**
TOTAL PERSONAL SERVICES		**99,782**		**116,318**		**111,405**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

SHERIFF'S OFFICE
Court Services
Index #213000

ORIGIN/PURPOSE:

The Court Services Division is comprised of five integrated units that are responsible for a multitude of tasks that support Harford County's Judicial System. The Division's five units consist of the Civil Process Unit, Court Security Unit, Domestic Violence Unit, Office of Child Support Enforcement Unit, and the Warrant/Fugitive Unit. The primary responsibilities of the units are the service of papers generated from Harford County Courts, security of County Government facilities and the Circuit Courthouse, the investigation and safeguard of rights for victims of domestic violence, and the apprehension of wanted persons for both child support and criminal violations. To accomplish division goals Sheriff's Office personnel work closely with staff from the District and Circuit Courts, the State's Attorney's Office, the Family Justice Center and the legal community serving Harford County.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	4,984,083	5,280,779	5,908,895	5,876,140	5,876,140
20 CONTRACTUAL SERVICES	56,637	44,126	65,957	57,108	57,108
30 SUPPLIES AND MATERIALS	37,526	41,931	43,327	45,077	45,077
40 BUSINESS AND TRAVEL	252,171	264,813	292,040	251,775	251,775
50 CAPITAL OUTLAY	0	43,003	0	0	0
70 MISCELLANEOUS	306,866	328,662	331,609	350,158	350,158
GRAND TOTAL	**5,637,283**	**6,003,314**	**6,641,828**	**6,580,258**	**6,580,258**
FUNDING SOURCE:					
11 GENERAL	**5,637,283**	**6,003,314**	**6,641,828**	**6,580,258**	**6,580,258**

SHERIFF'S OFFICE
Court Services
Index #213000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($32,755)
2,257,060	2,318,796	61,736	Full-time salaries
			(215) Step/Grade adjustments
			61,951 Offset - FY17 Law Enforcement Supplemental Increase
			61,736
	127,909	127,909	Law Enforcement Pay Study Implementation - Phase One
	56,331	56,331	FY 18 Merit Salary Increase - 4% fo civilian personnel
1,239,789	1,147,219	(92,570)	Temporary Salaries decrease based on actual staffing levels
	(121,307)	(121,307)	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions / Salary / Fringe / Total
			(1.00) / (93,798) / (27,509) / (121,307)
830,679	801,128	(29,551)	Pension decrease due to rate adjustments
65,314	69,362	4,048	Workers' Compensation adjustments
782,858	744,378	(38,480)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
297,965	295,501	(2,464)	FICA adjustments
304,500	310,705	6,205	Overtime increase based on actual expense history
93,970	86,397	(7,573)	Shift Differential decrease based on actual expense history

SHERIFF'S OFFICE
Court Services
Index #213000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($8,849)
13,982	10,624	(3,358)	Office Equipment and Other Contractual Services decrease due to reduction in machine leases
11,669	6,402	(5,267)	Security Systems decrease due to elimination of x-ray machine expense
			SUPPLIES & MATERIALS increase $1,750
6,000	8,000	2,000	General Office Supplies decrease based on actual expense history
			BUSINESS & TRAVEL decrease ($40,265)
160,000	120,000	(40,000)	Fuel Charges decrease based on actual expense history and expected rates
			MISCELLANEOUS increase $18,549
331,609	350,158	18,549	County Match - OCSE Grant

	FY 17	FY 18	Change
Grant match	298,451	315,142	16,691
Management Fee	33,158	35,016	1,858
	331,609	350,158	18,549

DIVISION STAFF SUMMARY

Court Services

Index #213000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Captain	1.00	96,867	1.00	118,989	1.00	118,934	
Lieutenant	1.00	90,794	1.00	93,537	1.00	93,538	
Sergeant	5.00	416,298	5.00	411,127	5.00	394,971	
Corporal	6.00	475,767	6.00	456,930	6.00	468,187	
Sr. Deputy First Class	11.00	787,464	11.00	759,202	8.00	567,278	
Deputy First Class	12.00	705,910	10.00	620,977	12.00	785,409	
Law Enforcement Records Technician II	5.00	218,076	4.00	178,740	4.00	185,753	
Sex Offender Verification Investigator	1.00	51,835	2.00	102,363	2.00	106,408	
SUB-TOTAL FULL-TIME SALARIES	42.00	2,843,011	40.00	2,741,865	39.00	2,720,478	
FY18 Law Enforcement Pay Study Implementation - Phase One						90,191	
SALARY OFFSET		(492,002)		(484,805)		(488,143)	A
TOTAL FULL-TIME SALARIES	42.00	2,351,009	40.00	2,257,060	39.00	2,322,526	
TEMPORARY SALARIES		751,824		1,239,789		1,191,516	
SALARY TOTAL	**42.00**	**3,102,833**	**40.00**	**3,496,849**	**39.00**	**3,514,042**	

DIVISION STAFF SUMMARY

Court Services

Index #213000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		780,338			830,679		792,736
Workers' Compensation		45,260			65,314		69,809
Health Benefits		532,332			782,858		764,194
Overtime and Shift Differential		378,000			398,470		397,102
FICA		266,283			297,965		299,177
Miscellaneous		24,840			36,760		39,080
TOTAL OTHER PERSONAL SERVICES		**2,027,053**			**2,412,046**		**2,362,098**
TOTAL PERSONAL SERVICES	**42.00**	**5,129,886**	*	**40.00**	**5,908,895**	**39.00**	**5,876,140**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - State and federal grant funding for eight (8) employees. FY 16 offset also reflects funding provided for the equivalent of $500 per employee with encouragement to agency leadership to provide matching funds.

Fiscal Year 18
Summary of Grants

Harford County Sheriff's Office - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Child Enforcement Administration Cooperative Reimbursement Agreement	This funding provides for 7 positions in the Sheriff's Office who concentrate their efforts specifically in the service of summonses, warrants and writs of paternity, AFDC child support cases and the data entry and tracking of each. This grant also funds the basic operating costs of this Unit	$579,298			$351,717	10/1/17 - 9/30/18	Recurring
Justice Assistance Grant	This funding allows the agency to purchase equipment for various Units such as the Violent Street Crimes Unit, Meghan's Law Unit, Crime Analysis Unit and Harford County Detention Center to include but not limited to cameras and supporting equipment, covert surveillance equipment, GPS tracking devices and computer monitors	$40,500				10/1/17 - 9/30/20	Recurring
Maryland Highway Safety Office	This grant provides funding for deputies to work overtime to proactively seek out impaired and aggressive drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County.	$118,250				10/1/17 - 9/30/18	Recurring
Maryland Highway Safety Office - Commercial Motor Vehicle Grant	This grant provides funding for deputies to work overtime to perform NAS Inspections and CMV traffic enforcement details.	$15,000				10/1/17 - 9/30/18	Recurring

Fiscal Year 18
Summary of Grants

Harford County Sheriff's Office - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
STOP Gun Violence Reduction Grant	This grant funds the salary and partial benefits for one lateral deputy to fill the position created when an existing agency member was transferred into the Violent Street Crimes Unit. This grant will also provide overtime funding for deputies to conduct details such as covert investigations, to debrief suspects, develop confidential informants and to test fire and perform a trace on illegal firearms seized.		$55,000			7/1/17 - 6/30/18	Recurring
Teen Court Program	This funding pays for an independent contractor to fill the position of Teen Court Coordinator and to purchase operating supplies for the Teen Court Program		$12,000			7/1/17 - 6/30/18	Recurring
Overtime Patrols/Public Awareness Grant	This grant provides overtime monies which allow the Sheriff's Office to fund a School Bus Safety Program. This program affords deputies the opportunity to target drivers who illegally pass school vehicles. In addition, this program established a partnership with Regal Cinemas in Abingdon, MD to air Public Service Announcements at their facility.		$19,000			7/1/17 - 6/30/18	Recurring
Monitoring Support Grant	This grant provides overtime monies for existing Sheriff's Office personnel to assist in the compliance and verification process of the sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration Program as mandated by Maryland law.		$25,266			7/1/17 - 6/30/18	Recurring

Fiscal Year 18
Summary of Grants

Harford County Sheriff's Office - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Sheriff's Tactical & Operational Plan: Theft Intervention & Enforcement (STOP THIEF)	This grant will fund the purchase of one License Plate Reader in an effort to prevent thefts from and of motor vehicles.		$30,000			7/1/17 - 6/30/18	Recurring
HIT Information Coordinator & Analyst	This grant provides funds to hire a Heroin Prevention Coordinator who will act as the main outlet for heroin related information and data.		$73,304			7/1/17 - 6/30/18	Recurring
State Criminal Alien Assistance Program	This grant provides federal funding to localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and incarcerated for at least four consecutive days during the reporting period.	$15,862				7/1/17 - 6/30/18	Recurring
Safe Streets Initiative	This grant provides for the salary and partial benefits of the Program Coordinator and Crime Analyst as well as overtime and related FICA for the surrounding municipalities and the Sheriff's Office staff to conduct details to apprehend individuals designated as violent offenders. This grant also pays for the partial salary and benefits of an existing Prosecutor in the State's Attorney's Office who is assigned to the Initiative on a part-time basis.		$207,000			7/1/17 - 6/30/18	Recurring
	TOTALS:	**$768,910**	**$421,570**	**$0**	**$351,717**		

HARFORD COUNTY SHERIFF'S OFFICE
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To ensure that agency staffing is adequate to meet current and future service demands and mandates in a timely and efficient manner.

Department Objective

To provide for timely service of court ordered civil processes by ensuring a service rate of no less than 80% annually.

County Goal(s) Supported

III. Strengthening our communities.

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Number of Civil Deputies	9	9	8	8	8
Operating Budget Allocated	$970,348	$1,020,731	$917,437	$941,544	$952,485
Output:					
Number of Papers Received	44,737	41,233	40,922	45,813	43,177
Outcome:					
Number of Papers Served	42,701	38,770	38,658	41,232	38,860
Percentage	95.45%	94.03%	94.47%	90.00%	90.00%

Explanation and Analysis of Performance Measures

Court Services seeks to provide for timely service of court ordered processes by ensuring a service rate of no less than 80% annually. Service of these processes is mandated by the State.

HARFORD COUNTY SHERIFF'S OFFICE

OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To enhance the safety of families through the monitoring of convicted sex offenders.

Department Objective

To provide for routine monitoring of sex offender registration through residential and employment verification at a minimum of twice per year registrant.

County Goal(s) Supported

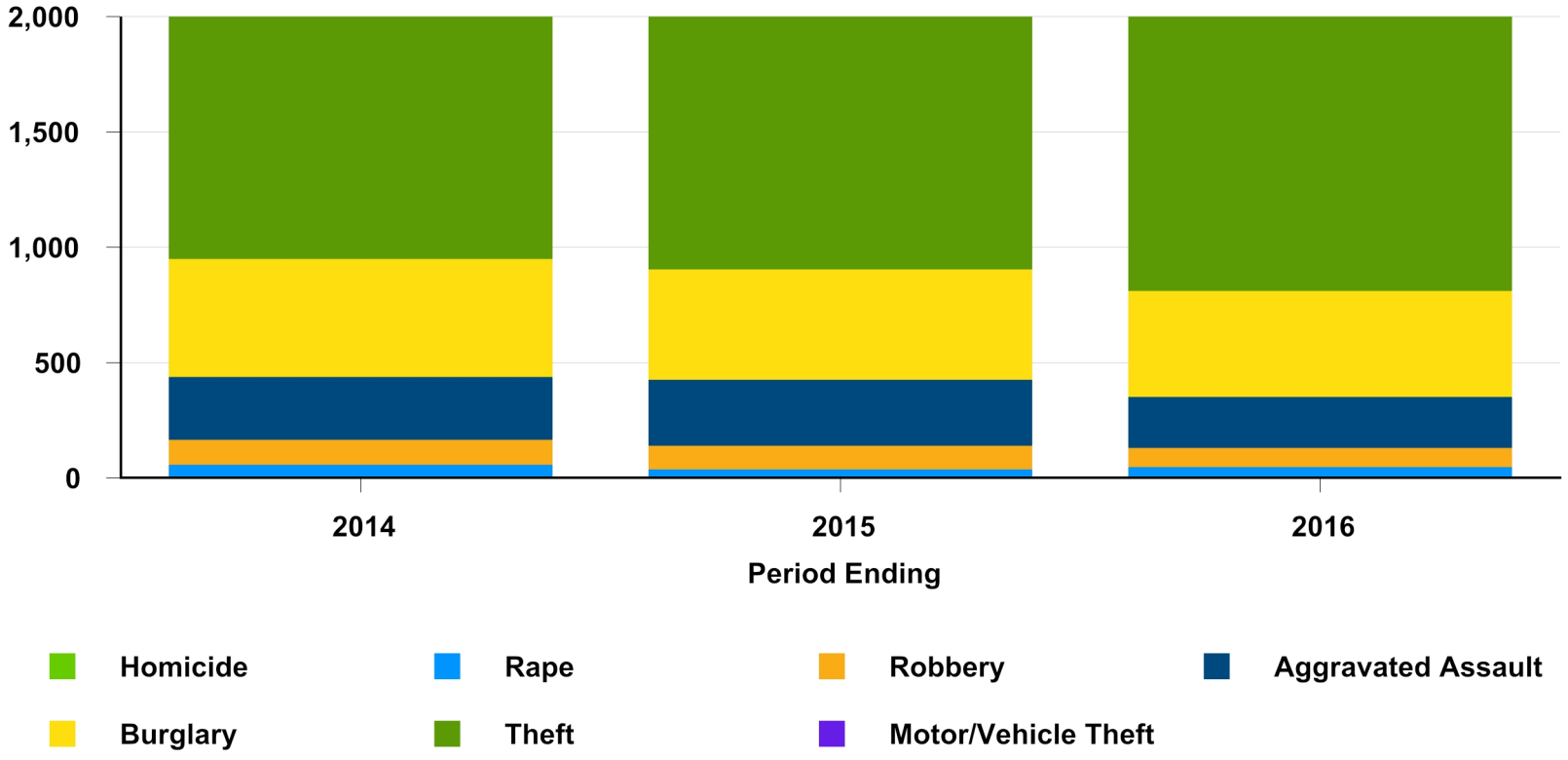
III. Strengthening Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Number of staff	1	1	2	2	2.5
Dollars allocated	$20,216	$79,323	$157,522	$158,591	$189,512
Output:					
Number convicted of misdemeanor offenses (Tier One)	37	30	43	28	29
Number convicted of non-contact felonies or contact misdemeanors (Tier Two)	34	40	31	36	37
Number convicted of contact felonies (Tier Three)	135	132	195	128	136
Outcome:					
Average number of verifications per year per registrant	4.6	6.8	4.2	6.7	6.3

Explanation and Analysis of Performance Measures

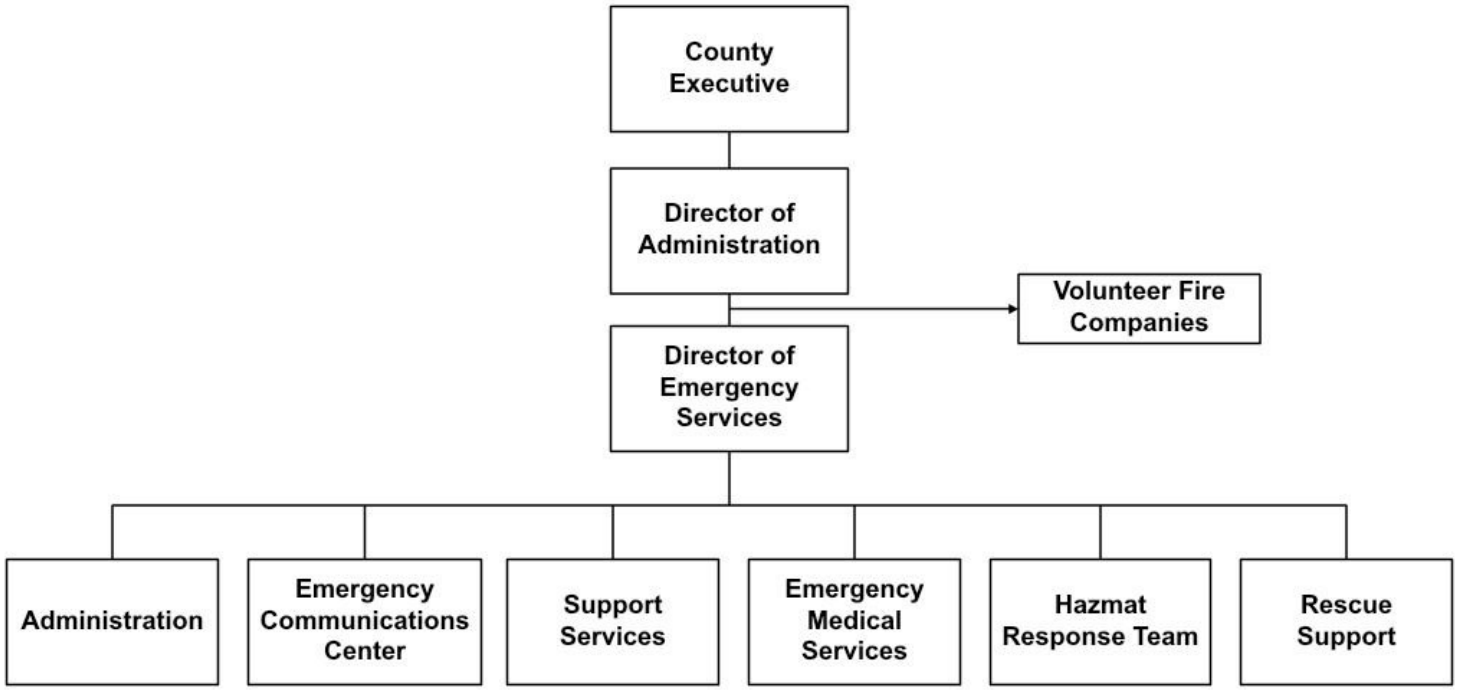
Convicted sex offenders are required to report to the Sheriff's Office their current addresses, employers, and any educational institutions they attend. The Sheriff's Office, through its Megan's Law Unit, strives to protect children and adults from sex offenders by verifying the information through personal contact at the offender's residence, place of employment, and educational institution. The Sheriff's Office will make at least two such checks per year for each offender.

Harford County Sheriff's Office
Crime Statistics
Year to Year Comparison
2014-2016



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DEPARTMENT OF EMERGENCY SERVICES



DEPARTMENT OF EMERGENCY SERVICES

ORIGIN/PURPOSE:

The Department of Emergency Services (DES) was established pursuant to Executive Order 12-08 issued in December of 2012 and became law February 17, 2013. This Department is responsible for receiving and disseminating all emergency requests in Harford County for fire, EMS, rescue, hazardous materials, and police incidents. Training is provided for all agency members to include the Dispatch Academy, In-Service training to all agency employees, supervisors and management training for all applicable staff members.

The Department is the Emergency Management agency and primary Homeland Security Coordination agency for the County and is responsible for emergency plans including emergency plans for the Peach Bottom Atomic Power Station. It is responsible for all mitigation and preparedness response and recovery operations.

DES is responsible for response to hazardous materials incidents in the county and maintaining a fully equipped and operational hazmat team. Additionally, DES is responsible for providing technical rescue services for the county and maintaining a fully equipped and operational technical rescue team.

MISSION STATEMENT:

THE HARFORD COUNTY DEPARTMENT OF EMERGENCY SERVICES WILL PROVIDE A COMPREHENSIVE AND INTEGRATED SYSTEM OF PUBLIC SAFETY SERVICES INCLUDING EMERGENCY MANAGEMENT, 911 TELECOMMUNICATIONS, HAZARDOUS MATERIALS AND TECHNICAL RESCUE SERVICES IN PARTNERSHIP WITH THE VOLUNTEER FIRE AND EMERGENCY MEDICAL SERVICES, THE EMERGENCY MEDICAL SERVICES FOUNDATION, HARFORD COUNTY SHERIFF'S OFFICE AND MUNICIPAL LAW ENFORCEMENT, ALL FULLY DEDICATED AND COMMITTED TO PROTECTING THE HEALTH, SAFETY AND WELL-BEING OF OUR CITIZENS.

FY 2018 GOALS:

PROVIDE ADMINISTRATIVE SUPPORT, TECHNICAL SUPPORT AND TRAINING TO HARFORD COUNTY GOVERNMENT AND PUBLIC SAFETY PARTNERS

TO CONDUCT ONE CABINET LEVEL TABLETOP EXERCISE PER QUARTER TESTING COUNTY RESPONSE PLANS TO ALL NATURAL AND MANMADE DISASTERS.

FURTHER ENHANCE THE COUNTY'S RESPONSE TO ALL DISASTERS, DES WILL ACQUIRE CCTV FEEDS FROM RELEVANT HARFORD COUNTY CRITICAL INFRASTRUCTURE
TO DEVELOP NEEDS AND IMPLEMENTATION PLAN FOR NEXT GENERATION 911 (NG911).

DEPARTMENT OF EMERGENCY SERVICES

FY 2018 GOALS:

TO EXPLORE IMPLEMENTATION OF LOW CODE AND NURSE TRIAGE SYSTEM

INVESTIGATE AND DEVELOP A PLAN FOR SINGLE SITE 911 CALL PROCESSING AND POTENTIAL DISPATCH CONSOLIDATION

ACHIEVE AND MAINTAIN ANSWERING 90% OF ALL 911 CALLS TEN SECONDS AND ANSWER 95% OF 911 CALLS IN 20 SECONDS

MAINTAIN OPERATIONAL REDINESS IN THE EMERGENCY OPERATIONS CENTER

PURSUE A RADIO QUALITY ASSURANCE PROGRAM

PUBLIC EDUCATION AND AWARENESS

TO PROMOTE ORGANIZATIONAL CHANGES IN ACCORDANCE WITH THE DES CAREER LADDER TO INCLUDE ACTIVE SUPERVISION AND EXPENSE CONTROL IN THE 911 CENTER

TO PROVIDE EFFECTIVE AND EFFICIENT HAZMAT RESPONSE.

ASSURE PREVENTION OF HAZMAT INCIDENTS THROUGH INSPECTION AND PUBLIC EDUCATION PROGRAMS.

TO PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER AND EMS SERVICES.

TO BRING GREATER STANDARDIZATION TO EMS IN HARFORD COUNTY FOR THE BENEFIT OF CITIZENS, PROVIDERS, AND VOLUNTEER FIRE COMPANIES TO IMPROVE THE OVERALL LEVEL OF SERVICE AND ENSURE THE LONG-TERM EFFECTIVENESS OF EMS

DEPARTMENT OF EMERGENCY SERVICES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	7,458,659	7,163,046	7,693,111	8,172,836	8,172,836
20	CONTRACTUAL SERVICES	5,613,797	6,162,381	6,144,800	6,602,928	6,602,928
30	SUPPLIES AND MATERIALS	225,273	128,224	113,000	174,580	174,580
40	BUSINESS AND TRAVEL	90,018	88,245	101,468	122,793	122,793
50	CAPITAL OUTLAY	93,849	11,436	0	21,000	21,000
70	MISCELLANEOUS	6,412,644	6,437,508	6,483,807	6,580,256	6,580,256
80	INTER-GOVERNMENTAL	1,346	575	0	0	0
	GRAND TOTAL	**19,895,586**	**19,991,415**	**20,536,186**	**21,674,393**	**21,674,393**
SUMMARY BY DIVISION:						
GENERAL FUND:						
221000	ADMINISTRATION	4,558,791	4,760,474	4,468,562	4,856,501	4,856,501
222100	EMERGENCY COMMUNICATIONS	5,930,586	5,979,840	6,466,661	6,658,083	6,658,083
222200	SUPPORT SERVICES	2,370,734	2,067,041	2,236,760	2,307,158	2,307,158
223000	VOLUNTEER FIRE COMPANIES	6,694,313	6,724,642	6,784,642	6,774,642	6,774,642
224000	EMERGENCY MEDICAL SERVICES	0	0	0	501,308	501,308
225000	HAZMAT RESPONSE TEAM	295,916	341,799	429,483	431,623	431,623
226000	RESCUE SUPPORT	45,246	117,619	150,078	145,078	145,078
	GRAND TOTAL	**19,895,586**	**19,991,415**	**20,536,186**	**21,674,393**	**21,674,393**

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $479,725
4,512,789	4,469,731	(43,058)	Full-time salaries
			44,327 Salary adjustments
			(87,406) Staff Turnover (1.94%)
			21 Offset - EMPG Grant
			(43,058)
	214,224	214,224	FY 18 Merit Salary Increase 4%
	(84,580)	(84,580)	One (1) Planner II position from Administration transferred to Communications as Dispatcher

# of Positions	Salary	Fringe	Total	
(1.00)	(52,530)	(32,050)	(84,580)	Planner II

	(71,004)	(71,004)	One (1) Electronic Service Technician from Support Services transferred to Communications as Dispatcher

# of Positions	Salary	Fringe	Total	
(1.00)	(41,097)	(29,907)	(71,004)	Electronic Services Technician

	114,287	114,287	Two (2) positions transferred into Communications, one (1) Planner II position transferred from Administration, and one (1) Electronic Services Tech from Support Services both reclassified as Public Safety Dispatchers

# of Positions	Salary	Fringe	Total	
1.00	33,100	25,740	58,840	Dispatcher
1.00	30,200	25,247	55,447	Dispatcher
2.00	63,300	50,987	114,287	

	271,028	271,028	Sixteen (16) Paramedic positions created from vacant positions transferred from other departments, Eight (8) positions are funded for the second half of FY18

# of Positions	Salary	Fringe	Total	
8.00	159,600	111,428	271,028	Paramedic
8.00	0	0	0	Paramedic
16.00	159,600	111,428	271,028	

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES (cont'd)
303,112	259,136	(43,976)	Temporary Salaries - reduced due to added dispatcher positions under communications
478,557	429,209	(49,348)	Pension adjustments
32,748	30,297	(2,451)	Workers' Compensation adjustments
1,255,590	1,363,908	108,318	Health Benefits are adjusted due to staff opting for changes in levels of coverage
116,188	144,600	28,412	PEHP (Post Employment Health Plan)
463,000	503,000	40,000	Overtime
93,900	99,900	6,000	Shift Differential
424,487	417,724	(6,763)	FICA adjustments
			CONTRACTUAL SERVICES increase $433,128
151,600	148,700	(2,900)	Space & Real Estate Rental - increased lease costs for Radio Shop and Hazmat offset by decrease for Rescue Support
206,000	339,200	133,200	Electricity - increase based on actual expense history
24,000	29,600	5,600	Office Equipment and Heating Fuel (Gas) increased based on actuals
498,850	478,000	(20,850)	Telephone Service - decrease based on actual expense history
255,000	255,000	0	Emergency Reporting System
510,000	500,000	(10,000)	Other Insurance - Volunteer Fire Departments Workers Comp, decrease based on actuals
2,885,000	3,056,668	171,668	Emergency Medical Services (EMS) Foundation funding for wage parity at $146,668 with County employees for FY 18, $25,000 in support of increased health care costs, and $10,000 for new drug replacement expense, partially offset by decrease for Medical Director contract now funded under 224000
23,425	178,560	155,135	Other Professional Services - increase due to snow removal costs, pager maintenance no longer under warranty, BDA maintenance and addition of Emergency Medical Services
1,476,000	1,468,275	(7,725)	Communication Service - decrease based on actual expense history
50,125	80,025	29,900	Operating Equipment - increase due to HVAC expenses, tank inspections and AV equip. no longer under warranty
41,800	45,900	4,100	Ground Maintenance and Building/Custodial Services - increase due to actual expense history
			SUPPLIES AND MATERIALS increase $61,580
6,000	66,000	60,000	General Office Supplies, Uniforms-Purchase and Medical Supplies increased mainly for addition of Emergency Medical Services Division
43,800	54,880	11,080	Printing-Commercial and Other Supplies & Materials increased for storm safety brochures and actual expense history
49,000	40,500	(8,500)	Safety Equipment and Computer Supplies decreased based on actual expense history

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			BUSINESS AND TRAVEL increase $21,325
87,000	107,655	20,655	County Owned Vehicles, Fuel Charges and Training Seminars increased mainly for addition of Emergency Medical Services Division
			CAPITAL OUTLAY increase $21,000
	21,000	21,000	Radio-Mobile and Radio-Portable for addition of Emergency Medical Services
			MISCELLANEOUS increase $96,449
11,244	7,714	(3,530)	Grants and Contributions - Proper Accounting of PEHP (Post Employment Health Plan) for Grant employee's
6,284,642	6,284,642	0	Payments to Volunteer Fire Companies
132,921	132,900	(21)	County Match/Transfer out - Match required for Emergency Management Performance Grant (EMPG) match and Hazardous Materials Prep Plan Grant reduced slightly for FY 18
55,000	55,000	0	Contributions - $50,000 for EMS Community Service Scholarship and $5,000 provides for Rescue Support Services for Canine Rescue
	100,000	100,000	Other - Funding for VFC Ladies Auxiliary Legacy Service Program

DEPARTMENT STAFF SUMMARY
DEPARTMENT OF EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Administrative Assistant II	1.00	57,344	1.00	59,064	1.00	61,427	
Administrative Budget Technician II	1.00	65,485	1.00	67,449	1.00	70,147	
Administrative Secretary III	1.00	67,995	1.00	70,035	1.00	72,836	
Administrative Specialist II	.00	0	.00	0	1.00	56,861	
Computer System Engineer IV	1.00	74,127	1.00	76,351	1.00	79,405	
Database Administrator	.00	0	1.00	54,384	1.00	56,559	
Deputy Director of Emergency Services	1.00	109,186	1.00	111,686	1.00	116,153	
Director of Emergency Services	1.00	123,500	1.00	124,500	1.00	129,480	
Electronic Services Technician	1.00	43,500	2.00	87,056	1.00	47,798	
Grants Coordinator	1.00	69,054	1.00	71,126	1.00	73,971	
Management Assistant II	1.00	0	.00	0	.00	0	
Paramedic	.00	0	.00	0	8.00	159,600	A
Paramedic	.00	0	.00	0	8.00	0	B
Planner I	2.00	95,156	2.00	98,011	2.00	102,279	
Planner II	2.00	131,356	2.00	135,297	.00	0	
Public Safety Dispatcher, Probationary	1.00	30,200	1.00	31,106	1.00	31,408	
Public Safety Dispatcher I	10.00	343,648	6.00	212,102	15.00	520,854	
Public Safety Dispatcher II	7.00	274,068	11.00	438,026	12.00	487,851	
Public Safety Dispatcher III	42.00	1,952,127	40.00	1,931,185	32.00	1,647,994	
Public Safety Hazmat Manager	1.00	51,249	1.00	52,786	1.00	54,897	
Public Safety Manager	4.00	282,977	4.00	291,466	5.00	387,968	
Public Safety Shift Manager	4.00	259,095	4.00	266,868	4.00	298,332	
Public Safety Supervisor	9.00	500,230	9.00	515,237	8.00	506,106	
FULL-TIME SALARIES	91.00	4,530,297	90.00	4,693,735	106.00	4,961,926	
SALARY OFFSET		(180,946)		(180,946)		(180,925)	
TOTAL FULL-TIME SALARIES	91.00	4,349,351	90.00	4,512,789	106.00	4,781,001	
TEMPORARY SALARIES		290,900		303,112		259,136	
SALARY TOTAL	**91.00**	**4,640,251**	**90.00**	**4,815,901**	**106.00**	**5,040,137**	

DEPARTMENT STAFF SUMMARY
EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		453,030			478,557		456,097
Workers' Compensation		13,836			32,748		35,502
Health Benefits		1,128,467			1,255,590		1,438,968
Overtime & Shift Differential		546,700			556,900		602,900
PEHP		126,556			116,188		144,600
FICA		416,713			424,487		441,332
Miscellaneous		12,740			12,740		13,300
TOTAL OTHER PERSONAL SERVICES		**2,698,042**			**2,877,210**		**3,132,699**
TOTAL PERSONAL SERVICES	**91.00**	**7,338,293**	*	**90.00**	**7,693,111**	**106.00**	**8,172,836**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - 8 Paramedics funded for the second half of FY 2018

B - 8 Paramedics unfunded for FY 2018

DEPARTMENT OF EMERGENCY SERVICES
Administration
Index #221000

ORIGIN/PURPOSE:

The Harford County Department of Emergency Services is tasked with the duty and responsibility to identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to mitigate, respond to or recover from them.

FY 2018 GOALS:

DEVELOP AND IMPLEMENT A CAREER-BASED EMS SYSTEM
MAINTAIN OPERATIONAL READINESS IN THE EMERGENCY OPERATIONS CENTER
PROVIDE ADMINISTRATIVE SUPPORT, TECHNICAL SUPPORT AND TRAINING TO HARFORD COUNTY GOVERNMENT AND PUBLIC SAFETY PARTNERS
PUBLIC EDUCATION AND AWARENESS
CONDUCT ONE QUARTERLY CABINET EXERCISE TESTING COUNTY RESPONSE PLANS TO ALL NATURAL AND MANMADE DISASTERS
EXPLORE IMPLEMENTATION LOW CODE AND NURSE TRIAGE SYSTEM
PURSUE A RADIO QUALITY ASSURANCE PROGRAM
ENHANCE COUNTY'S RESPONSE TO ALL DISASTERS BY ACQUIRING CCTV FEEDS RELEVANT TO CRITICAL INFRASTRUCTURE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,235,812	920,903	1,012,448	952,085	952,085
20 CONTRACTUAL SERVICES	3,052,635	3,609,488	3,207,300	3,557,168	3,557,168
30 SUPPLIES AND MATERIALS	101,089	55,394	35,200	38,200	38,200
40 BUSINESS AND TRAVEL	34,114	24,362	32,668	28,123	28,123
50 CAPITAL OUTLAY	3,995	6,903	0	0	0
70 MISCELLANEOUS	130,946	143,424	180,946	280,925	280,925
80 INTER-GOVERNMENTAL	200	0	0	0	0
GRAND TOTAL	**4,558,791**	**4,760,474**	**4,468,562**	**4,856,501**	**4,856,501**
FUNDING SOURCE:					
11 GENERAL	**4,558,791**	**4,760,474**	**4,468,562**	**4,856,501**	**4,856,501**

DEPARTMENT OF EMERGENCY SERVICES
Administration
Index #221000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($60,363)
574,259	566,825	(7,434)	Full-Time Salaries
			(7,455) Turnover (-1.30%)
			21 Offset for EMPG Grant
			(7,434)
	33,775	33,775	FY 18 Merit Salary Increase of 4%
0	(84,580)	(84,580)	One (1) Planner II position transferred to Communications as Dispatcher
			# of Positions / Salary / Fringe / Total
			(1.0) / (52,530) / (32,050) / (84,580) / Planner II
64,755	64,763	8	Temporary Salaries - Building Attendants
79,031	71,335	(7,696)	Pension adjustments
6,600	5,800	(800)	Workers' Compensation adjustment
178,217	186,755	8,538	Health Benefits are adjusted due to staff opting for changes in levels of coverage
11,244	9,640	(1,604)	PEHP (Post Employment Health Plan)
64,802	64,232	(570)	FICA adjustments
			CONTRACTUAL SERVICES increase $349,868
200,000	335,000	135,000	Electricity - increase based on actual expense history
22,500	20,500	(2,000)	Funding for office equipment and heating fuel (oil) - decreased based on actual expense history
3,000	6,600	3,600	Funding for heating fuel (gas) and telephone service - increase based on actual expense history
2,885,000	3,056,668	171,668	Emergency Medical Services (EMS) Foundation funding - wage parity with county employees at $146,668, $25,000 in support of increased health care costs, and $10,000 for new drug replacement expense, partially offset by decrease for Medical Director contract now funded under 224000
6,000	28,400	22,400	Other Professional Services - increase due to added cost of snow removal for FY 18
35,000	51,100	16,100	Operating Equipment - increase due to projected HVAC expenses and tank inspections
11,000	12,000	1,000	Grounds Maintenance - increase based on actual expense history for 12 tower sites and stormwater pond at the new building
32,800	34,400	1,600	Building/Custodial Services - increase based on actual expense history for exterminating and general repairs

DEPARTMENT OF EMERGENCY SERVICES
Administration
Index #221000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			SUPPLIES AND MATERIALS increase $3,000
2,000	4,000	2,000	Printing Commercial - increase for storm safety brochures
4,200	3,200	(1,000)	Funding for delivery charges and general office mailing reduced based on actual expense history
13,000	15,000	2,000	Funding for other supplies & materials increased based on actual expense history
			BUSINESS AND TRAVEL decrease ($4,545)
15,500	10,200	(5,300)	Funding for county owned vehicles and mileage reduced based on actual expense history
800	1,500	700	Funding for lodging increased due to additional personnel attending conferences
			MISCELLANEOUS increase $99,979
130,946	130,925	(21)	County Match/Transfer Out - Emergency Management Performance Grant (EMPG) match
50,000	50,000	0	Contributions -Funding provided for EMS Community Service Scholarship
0	100,000	100,000	Other - Funding for VFC Ladies Auxiliary Legacy Service Program

DIVISION STAFF SUMMARY

Administration

Index #221000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Administrative Assistant II	1.00	57,344	1.00	59,064	1.00	61,427	
Administrative Budget Technician II	1.00	65,485	1.00	67,449	1.00	70,147	
Administrative Secretary III	1.00	67,995	1.00	70,035	1.00	72,836	
Deputy Director of Emergency Services	1.00	109,186	1.00	111,686	1.00	116,153	
Director of Emergency Services	1.00	123,500	1.00	124,500	1.00	129,480	
Grants Coordinator	1.00	69,054	1.00	71,126	1.00	73,971	
Planner I	1.00	51,000	1.00	52,530	1.00	53,560	
Planner II	2.00	131,356	2.00	135,297	.00	0	
Public Safety Manager	.00	0	.00	0	1.00	79,396	
Public Safety Supervisor	1.00	61,668	1.00	63,518	1.00	66,059	
FULL-TIME SALARIES	10.00	736,588	10.00	755,205	9.00	723,029	
SALARY OFFSET		(180,946)		(180,946)		(180,925)	A
TOTAL FULL-TIME SALARIES	**10.00**	**555,642**	**10.00**	**574,259**	**9.00**	**542,104**	
TEMPORARY SALARIES		66,300		64,755		66,127	B
SALARY TOTAL	**10.00**	**621,942**	**10.00**	**639,014**	**9.00**	**608,231**	

DIVISION STAFF SUMMARY

Administration

Index #221000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		73,659			79,031		68,585
Workers' Compensation		3,003			6,600		5,398
Health Benefits		118,712			178,217		164,694
Overtime & Shift Differential		32,000			32,000		32,000
PEHP		13,560			11,244		9,640
FICA		69,938			64,802		62,137
Miscellaneous		1,540			1,540		1,400
TOTAL OTHER PERSONAL SERVICES		**312,412**			**373,434**		**343,854**
TOTAL PERSONAL SERVICES	**10.00**	**934,354**	*	**10.00**	**1,012,448**	**9.00**	**952,085**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Salary Offset available from Emergency Preparedness Grant and Exelon Grant

B - Temporary Salary for Building Attendants

DEPARTMENT OF EMERGENCY SERVICES
Emergency Communications Center
Index #222100

ORIGIN/PURPOSE:

Two-thirds of the employees of The Harford County Department of Emergency Services staff the 9-1-1 center. They are responsible for answering emergency and non-emergency calls for service 24 hours a day, 365 days a year and dispatches police, fire, EMS and law enforcement. The 9-1-1 Center employs a highly trained staff using the latest in technology in order to maintain our high commitment to public safety. It is our goal to provide a high level of customer service to the public and First Responders and maintain customer satisfaction at an extraordinary level.

FY 2017 - FY 2018 GOALS:

TO DEVELOP NEEDS AND IMPLEMENTATION PLAN FOR NEXT GENERATION 911 (NG911).

INVESTIGATE AND DEVELOP A PLAN FOR SINGLE SITE 911 CALL PROCESSING AND POTENTIAL DISPATCH CONSOLIDATION
TO PURSUE A RADIO AND TELEPHONE QUALITY ASSURANCE PROGRAM TO COINCIDE WITH OUR CURRENT PROTOCOL QUALITY ASSURANCE PROGRAM.

ACHIEVE AND MAINTAIN ANSWERING 90% OF ALL 911 CALLS WITHIN TEN SECONDS AND ANSWER 95% OF 911 CALLS WITHIN 20 SECONDS
TO PROMOTE ORGANIZATIONAL CHANGES IN ACCORDANCE WITH THE DES CAREER LADDER TO INCLUDE ACTIVE SUPERVISIO AND EXPENSE CONTROL IN THE 911 CENTER

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	5,280,371	5,338,118	5,676,592	5,934,119	5,934,119
20 CONTRACTUAL SERVICES	620,842	617,404	754,575	690,000	690,000
30 SUPPLIES AND MATERIALS	9,344	6,723	7,000	7,000	7,000
40 BUSINESS AND TRAVEL	20,029	17,020	17,250	19,250	19,250
70 MISCELLANEOUS	0	0	11,244	7,714	7,714
80 INTER-GOVERNMENTAL	0	575	0	0	0
GRAND TOTAL	**5,930,586**	**5,979,840**	**6,466,661**	**6,658,083**	**6,658,083**
FUNDING SOURCE:					
11 GENERAL	**5,930,586**	**5,979,840**	**6,466,661**	**6,658,083**	**6,658,083**

DEPARTMENT OF EMERGENCY SERVICES
Emergency Communications Center
Index #222100

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $257,527
3,454,914	3,417,925	(36,989)	Full-Time Salaries
			42,962 Salary adjustments
			(79,951) Staff Turnover (2.31)%
			(36,989)
45,348	0	(45,348)	Temporary Salaries - removed due to additional full time positions being added
	159,795	159,795	FY 18 Merit Salary Increase of 4%
	114,287	114,287	Two (2) positIons transferred in: one (1) Planner II position transferred from Administration and one (1) Electronic Services Tech from Support Services; both reclassified as Public Safety Dispatcher

# of Positions	Salary	Fringe	Total	
1.00	33,100	25,740	58,840	Dispatcher
1.00	30,200	25,247	55,447	Dispatcher
2.00	63,300	50,987	114,287	

345,491	307,613	(37,878)	Pension adjustments
17,202	16,200	(1,002)	Workers' Compensation adjustments
932,385	1,029,933	97,548	Health Benefits are adjusted due to staff opting for changes in levels of coverage
97,448	110,860	13,412	PEHP (Post Employment Health Plan)
303,724	297,426	(6,298)	FICA adjustments
			CONTRACTUAL SERVICES decrease ($64,575)
2,000	1,000	(1,000)	Funding for electricity reduced based on actual expense history
5,075	6,000	925	Funding for other professional services increased based on actual expense history
142,500	78,000	(64,500)	Funding for communication services due to removal of connect mass CTY calling expense
			BUSINESS AND TRAVEL increase $2,000
5,000	7,000	2,000	Increase for training based on Criti Call training and recertifications
			MISCELLANEOUS decrease ($3,530)
11,244	7,714	(3,530)	Grants & Contributions - PEHP (Post Employment Health Plan) for Grant Employees

DIVISION STAFF SUMMARY

Emergency Communications Center

Index #222100

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	.00	0		.00	0	1.00	56,861
Database Administrator	.00	0		1.00	54,384	1.00	56,559
Public Safety Dispatcher, Probationary	1.00	30,200		1.00	31,106	1.00	31,408
Public Safety Dispatcher I	10.00	343,648		6.00	212,102	15.00	520,854
Public Safety Dispatcher II	7.00	274,068		11.00	438,026	12.00	487,851
Public Safety Dispatcher III	41.00	1,909,631		40.00	1,931,185	32.00	1,647,994
Public Safety Manager	2.00	132,499		2.00	136,474	2.00	147,380
Public Safety Shift Manager	3.00	194,095		3.00	199,918	3.00	228,704
Public Safety Supervisor	8.00	438,562		8.00	451,719	7.00	440,047
FULL-TIME SALARIES	72.00	3,322,703		72.00	3,454,914	74.00	3,617,658
SALARY OFFSET							
TOTAL FULL-TIME SALARIES	72.00	3,322,703		72.00	3,454,914	74.00	3,617,658
TEMPORARY SALARIES		43,000			45,348		0
SALARY TOTAL	**72.00**	**3,365,703**		**72.00**	**3,500,262**	**74.00**	**3,617,658**
OTHER PERSONAL SERVICES							
Pension & Retirement		332,270			345,491		325,589
Workers' Compensation		8,698			17,202		17,068
Health Benefits		876,877			932,385		1,069,879
Overtime & Shift Differential		470,000			470,000		470,000
PEHP		103,956			97,448		110,860
FICA		293,431			303,724		312,705
Miscellaneous		10,080			10,080		10,360
TOTAL OTHER PERSONAL SERVICES		**2,095,312**			**2,176,330**		**2,316,461**
TOTAL PERSONAL SERVICES	**72.00**	**5,461,015**	*	**72.00**	**5,676,592**	**74.00**	**5,934,119**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF EMERGENCY SERVICES
Support Services
Index #222200

ORIGIN/PURPOSE:

The Support Services staff provides for all areas of communication, information technology and Hazmat Response as well as the County's Mobile Communication Unit.

Support Services is responsible for the implementation of and recordkeeping associated with the Superfund Amendments and Reauthorization Act (SARA) Title III Law. This law mandates reporting of certain chemical inventories and regulates the responsibility of local jurisdictions pertaining to Hazardous Material Response and Community Right-to-Know planning.

SARA Title III, acts as the administrative arm of the Local Emergency Planning Committee (LEPC). Approximately 180 facilities in Harford County report to this committee. Site inspection of selected facilities that report under SARA Title III, are conducted by this agency.

The Support Services staff provides/maintains the operations and maintenance of the radio system infrastructures (including mobile and portable radios, pagers, mobile data equipment) and computer network and specialized software (Computer Aided Dispatch, Message Switch, etc.)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	721,369	668,381	670,410	614,023	614,023
20 CONTRACTUAL SERVICES	1,483,483	1,357,532	1,546,300	1,671,935	1,671,935
30 SUPPLIES AND MATERIALS	71,113	18,732	14,000	14,000	14,000
40 BUSINESS AND TRAVEL	4,915	5,537	6,050	7,200	7,200
50 CAPITAL OUTLAY	89,854	4,533	0	0	0
80 INTER-GOVERNMENTAL	0	12,326	0	0	0
GRAND TOTAL	**2,370,734**	**2,067,041**	**2,236,760**	**2,307,158**	**2,307,158**
FUNDING SOURCE:					
11 GENERAL	**2,370,734**	**2,067,041**	**2,236,760**	**2,307,158**	**2,307,158**

DEPARTMENT OF EMERGENCY SERVICES
Support Services
Index #222200

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($56,387)
430,830	432,195	1,365	Full-Time Salaries
			1,365 Salary Adjustments
	18,362	18,362	FY 18 Merit Salary Increase of 4%
	(71,004)	(71,004)	One (1) Electronic Service Technician transferred to Communications as a Dispatcher
			# of Positions / Salary / Fringe / Total
			(1.00) / (41,097) / (29,907) / (71,004)
43,083	39,309	(3,774)	Pension adjustments
3,810	3,272	(538)	Workers' Compensation adjustments
130,261	132,034	1,773	Health Benefits are adjusted due to staff opting for changes in levels of coverage
7,496	4,820	(2,676)	PEHP (Post Employment Health Plan)
34,450	34,555	105	FICA adjustments
			CONTRACTUAL SERVICES increase $125,635
71,500	72,700	1,200	Space & Real Estate Rental - lease for Radio Shop
127,000	104,500	(22,500)	Funding for telephone service reduced based on actual expense history
5,300	80,160	74,860	Other Professional Services - increase due to pager maintenance no longer under warranty and BDA maint
1,333,500	1,390,275	56,775	Communication Service - increase due to radio parts no longer covered under contract
5,000	19,800	14,800	Operating Equipment - increased as AV equipment no longer covered under warranty
			SUPPLIES AND MATERIALS
4,000	2,000	(2,000)	Funding for computer supplies reduced based on actual expense history
10,000	12,000	2,000	Funding for other supplies and materials increase based on actual expense history
			BUSINESS AND TRAVEL increase $1,150
2,500	3,700	1,200	Funding for county owned vehicles and non-targeted charges-fvs increased based on actual expense history

DIVISION STAFF SUMMARY

Support Services

Index #222200

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Computer System Engineer IV	1.00	74,127	1.00	76,351	1.00	79,405
Electronic Services Technician	1.00	43,500	2.00	87,056	1.00	47,798
Planner I	1.00	44,156	1.00	45,481	1.00	48,719
Public Safety Dispatcher III	1.00	42,496	.00	0	.00	0
Public Safety Manager	2.00	150,478	2.00	154,992	2.00	161,192
Public Safety Shift Manager	1.00	65,000	1.00	66,950	1.00	69,628
FULL-TIME SALARIES	7.00	419,757	7.00	430,830	6.00	406,742
SALARY OFFSET		0		0		0
SALARY TOTAL	**7.00**	**419,757**	**7.00**	**430,830**	**6.00**	**406,742**
OTHER PERSONAL SERVICES						
Pension & Retirement		41,976		43,083		36,607
Workers' Compensation		1,858		3,810		2,933
Health Benefits		118,660		130,261		109,973
Overtime & Shift Differential		19,500		19,500		19,500
PEHP		9,040		7,496		4,820
FICA		33,603		34,450		32,608
Miscellaneous		980		980		840
TOTAL OTHER PERSONAL SERVICES		**225,617**		**239,580**		**207,281**
TOTAL PERSONAL SERVICES	**7.00**	**645,374** *	**7.00**	**670,410**	**6.00**	**614,023**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF EMERGENCY SERVICES
Volunteer Fire Companies
Index #223000

ORIGIN/PURPOSE:

The Volunteer Fire and Ambulance Companies in Harford County respond to all fire, ambulance and rescue incidents occurring within county boundaries and upon request, respond to emergency situations in neighboring jurisdictions. Harford County is one of the largest counties in the United States to still maintain an all volunteer status.

In accordance with Chapter 1, Section 33, of the Harford County Code and in recognition of this dedicated volunteer service, and in as much as this service represents a substantial savings to Harford County and its residents, funds are provided through this budgetary account to support the Association of the Volunteer Fire & Emergency Medical Services of Harford County, Inc.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	419,671	450,000	510,000	500,000	500,000
70 MISCELLANEOUS	6,274,642	6,274,642	6,274,642	6,274,642	6,274,642
GRAND TOTAL	**6,694,313**	**6,724,642**	**6,784,642**	**6,774,642**	**6,774,642**
FUNDING SOURCE:					
11 GENERAL	**6,694,313**	**6,724,642**	**6,784,642**	**6,774,642**	**6,774,642**

DEPARTMENT OF EMERGENCY SERVICES
Volunteer Fire Companies
Index #223000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($10,000)
510,000	500,000	(10,000)	Other Insurance - Worker's Compensation Insurance decrease based on actual expense history
			MISCELLANEOUS
6,274,642	6,274,642	0	Payments to Volunteer Fire Companies

	FY 17	FY 18	Change
Bel Air	911,182	911,182	0
Abingdon	760,279	760,279	0
Joppa	724,668	724,668	0
Aberdeen	639,532	639,532	0
Susquehanna	394,598	394,598	0
HDG Ambulance	219,284	219,284	0
Jarrettsville	466,444	466,444	0
Fallston	482,374	482,374	0
Darlington	382,929	382,929	0
Whiteford	371,722	371,722	0
Level	403,448	403,448	0
Norrisville	358,304	358,304	0
	6,114,764	**6,114,764**	**0**

Funds provided for support services:

	FY 17	FY 18	Change
Fire Training	8,010	8,010	0
Administration	13,734	13,734	0
Safety	1,144	1,144	0
Fire Prevention	19,456	19,456	0
EMS Ops & Training	57,222	57,222	0
Recruitment	12,590	12,590	0
Immunizations	5,722	5,722	0
Trainee Program	42,000	42,000	0
	159,878	**159,878**	**0**

DEPARTMENT OF EMERGENCY SERVICES
Emergency Medical Services
Index #224000

ORIGIN/PURPOSE:

On January 10, 2017, Harford County Executive Barry Glassman announced in the State of the County Address a number of incremental changes to Emergency Medical Services in the county that are intended to ensure the sustainability and long-term effectiveness of the system.

The first phase of this transition involves putting in place a dedicated County Medical Director, creating a county EMS Standards Board to provide expertise and advice, and placing into service a county owned and staffed Advanced Life Support Surge Ambulance unit.

FY 2018 GOAL:

TO BRING GREATER STANDARDIZATION TO EMS IN HARFORD COUNTY FOR THE BENEFIT OF CITIZENS, PROVIDERS, AND VOLUNTEER FIRE COMPANIES TO IMPROVE THE OVERALL LEVEL OF SERVICE AND ENSURE LONG TERM EFFECTIVENESS OF EMS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	0	0	336,308	336,308
20 CONTRACTUAL SERVICES	0	0	0	64,000	64,000
30 SUPPLIES AND MATERIALS	0	0	0	60,000	60,000
40 BUSINESS AND TRAVEL	0	0	0	20,000	20,000
50 CAPITAL OUTLAY	0	0	0	21,000	21,000
GRAND TOTAL	**0**	**0**	**0**	**501,308**	**501,308**
FUNDING SOURCE:					
11 GENERAL	**0**	**0**	**0**	**501,308**	**501,308**

DEPARTMENT OF EMERGENCY SERVICES
Emergency Medical Services
Index #224000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $336,308
	271,028	271,028	Sixteen (16) Paramedic positions created from vacant positions transferred from other departments. Eight (8) positions are funded for the second half of FY18

# of Positions	Salary	Fringe	Total	
8.00	159,600	111,428	271,028	Paramedic
8.00	0	0	0	Paramedic
16.00	159,600	111,428	271,028	

	19,280	19,280	PEHP (Post Employment Health Plan)
	40,000	40,000	Overtime
	6,000	6,000	Shift Differential
			CONTRACTUAL SERVICES increase $64,000
	5,000	5,000	Office Equipment
	59,000	59,000	Other Professional Services - funding for Medical Director and EMS Billing
			SUPPLIES AND MATERIALS increase $60,000
	10,000	10,000	General Office Supplies
	20,000	20,000	Uniforms-Purchase
	30,000	30,000	Medical Supplies
			BUSINESS AND TRAVEL increase $20,000
	5,000	5,000	County Owned Vehicles - Maintenance for ambulance unit
	10,000	10,000	Fuel Charges
	5,000	5,000	Training Seminars
			CAPITAL OUTLAY increase $21,000
	7,000	7,000	Radio-Mobile
	14,000	14,000	Radio-Portable

DIVISION STAFF SUMMARY

Emergency Medical Services

Index #224000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Paramedic	.00	0	.00	0	8.00	159,600	A
Paramedic	.00	0	.00	0	8.00	0	B
TOTAL FULL-TIME SALARIES	.00	0	.00	0	16.00	159,600	
OTHER PERSONAL SERVICES							
Pension & Retirement		0		0		14,364	
Workers' Compensation		0		0		5,059	
Health Benefits		0		0		79,236	
Overtime & Shift Differential		0		0		46,000	
PEHP		0		0		19,280	
FICA		0		0		12,209	
Miscellaneous		0		0		560	
TOTAL OTHER PERSONAL SERVICES		**0**		**0**		**176,708**	
TOTAL PERSONAL SERVICES	**.00**	**0**	**.00**	**0**	**16.00**	**336,308**	

A - 8 Paramedics funded for the second half of FY 2018

B - 8 Paramedics unfunded for FY 2018

DEPARTMENT OF EMERGENCY SERVICES
Hazardous Materials Response Team
Index #225000

ORIGIN/PURPOSE:

The Harford County Hazardous Materials Response Team (HAZMAT) was founded to respond to certain hazardous materials incidents to assist the Volunteer Fire Companies of Harford County in controlling spills, leaks and releases of toxic, flammable, or environmentally threatening chemicals.
All members of the team must be certified HAZMAT technicians as required by The Occupational Safety and Health Administration (OSHA).

The team investigates, in cooperation with local enforcement agencies and the Maryland Department of the Environment, alleged environmental crime.

FY 2017 - FY 2018 GOALS:
TO PROVIDE EFFECTIVE AND EFFICIENT HAZMAT RESPONSE.

TO ASSURE PREVENTION OF HAZMAT INCIDENTS THROUGH INSPECTION AND PUBLIC EDUCATION PROGRAMS.

PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER AND EMS SERVICES

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	196,281	195,296	277,583	280,223	280,223
20 CONTRACTUAL SERVICES	23,905	77,287	71,125	70,625	70,625
30 SUPPLIES AND MATERIALS	42,575	33,200	42,800	39,580	39,580
40 BUSINESS AND TRAVEL	26,365	30,312	26,000	29,220	29,220
70 MISCELLANEOUS	5,644	5,704	11,975	11,975	11,975
80 INTER-GOVERNMENTAL	1,146	0	0	0	0
GRAND TOTAL	**295,916**	**341,799**	**429,483**	**431,623**	**431,623**
FUNDING SOURCE:					
11 GENERAL	**295,916**	**341,799**	**429,483**	**431,623**	**431,623**

DEPARTMENT OF EMERGENCY SERVICES
Hazardous Materials Response Team
Index #225000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $2,640
	2,292	2,292	FY 18 Merit Salary Increase 4%
152,014	152,014	0	Temporary Salaries
10,952	10,952	0	Pension adjustments
4,169	4,058	(111)	Workers' Compensation adjustments
14,727	15,186	459	Health Benefits are adjusted due to staff opting for changes in levels of coverage
			CONTRACTUAL SERVICES decrease ($500)
42,100	43,000	900	Space & Real Estate Rental - lease for Haz Mat shop
17,850	19,500	1,650	Funding for telephone service and building custodial services increased based on actual expense history
11,175	8,125	(3,050)	Funding for other professional services and operating equipment reduced based on actual expense history
			SUPPLIES AND MATERIALS decrease ($3,220)
42,800	39,580	(3,220)	Funding for safety equipment reduced based on actual expense history offset by increase in other supplies & materials
			BUSINESS AND TRAVEL increase $3,220
9,500	14,200	4,700	Funding for county owned vehicles and mileage increased based on actual expense history
15,000	13,500	(1,500)	Funding for fuel charges reduced based on actual expense history
			MISCELLANEOUS
10,000	10,000	0	Payments to Volunteer Fire Companies - appropriation authority in accordance with GASB Statement 34
1,975	1,975	0	County Match/Transfer out - Hazardous Materials Emergency Preparedness Planning Grant (HMEP)

DIVISION STAFF SUMMARY
Hazmat Response Team
Index #225000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
Public Safety Hazmat Manager	1.00	51,249		1.00	52,786	1.00	54,897	
TOTAL FULL-TIME SALARIES	1.00	51,249		1.00	52,786	1.00	54,897	
TEMPORARY SALARIES		151,600			152,014		152,014	A
SALARY TOTAL	**1.00**	**202,849**		**1.00**	**204,800**	**1.00**	**206,911**	
OTHER PERSONAL SERVICES								
Pension & Retirement		5,125			10,952		10,952	
Workers' Compensation		277			4,169		4,077	
Health Benefits		14,218			14,727		15,186	
Overtime & Shift Differential		25,200			25,200		25,200	
FICA		17,446			17,595		17,757	
Miscellaneous		140			140		140	
TOTAL OTHER PERSONAL SERVICES		**62,406**			**72,783**		**73,312**	
TOTAL PERSONAL SERVICES	**1.00**	**265,255**	*	**1.00**	**277,583**	**1.00**	**280,223**	

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Temporary Salaries provide for Hazmat Technicians

DEPARTMENT OF EMERGENCY SERVICES
Rescue Support
Index #226000

ORIGIN/PURPOSE:

The Department of Emergency Services will support and provide coordination and services for the Harford County Volunteer Fire and EMS Association Tactical Response Team (TRT). The Team responds to certain technical rescue situations including high angle rescue, dive team/swift water rescue, trench rescue and any technical type of rescue which requires training in specialized equipment necessary to handle the situation. All members of the team must be certified as required by The Occupational Safety and Health Administration (OSHA).

FY 2017 - FY 2018 GOAL:

TO PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER FIRE AND EMS SERVICES.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	24,826	40,348	56,078	56,078	56,078
20 CONTRACTUAL SERVICES	13,261	50,670	55,500	49,200	49,200
30 SUPPLIES AND MATERIALS	1,152	14,175	14,000	15,800	15,800
40 BUSINESS AND TRAVEL	4,595	11,014	19,500	19,000	19,000
70 MISCELLANEOUS	1,412	1,412	5,000	5,000	5,000
GRAND TOTAL	**45,246**	**117,619**	**150,078**	**145,078**	**145,078**
FUNDING SOURCE:					
11 GENERAL	**45,246**	**117,619**	**150,078**	**145,078**	**145,078**

DEPARTMENT OF EMERGENCY SERVICES
Rescue Support
Index #226000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES
40,995	40,995	0	Temporary Salaries
967	967	0	Workers' Compensation adjustment
10,000	10,000	0	Overtime
200	200	0	Shift Differential
3,916	3,916	0	FICA adjustment
			CONTRACTUAL SERVICES decrease ($6,300)
38,000	33,000	(5,000)	Space & Real Estate Rental - Lease for Rescue Support
11,500	10,200	(1,300)	Funding for electricity and telephone service reduced based on actual expense history
			SUPPLIES AND MATERIALS increase $1,800
14,000	15,800	1,800	Funding for safety equipment reduced based on actual expense history offset by increase in other supplies and materials
			BUSINESS AND TRAVEL decrease ($500)
1,000	500	(500)	Funding for non-targeted charges-fvs reduced based on actual expense history
		0	
		0	
		0	MISCELLANEOUS
5,000	5,000	0	Contributions - Canine Rescue

DIVISION STAFF SUMMARY
Rescue Support
Index #226000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES	
TEMPORARY SALARIES		30,000			40,995		40,995	A
SALARY TOTAL	**0.00**	**30,000**		**0.00**	**40,995**	**0.00**	**40,995**	
OTHER PERSONAL SERVICES								
Workers' Compensation		0			967	0.00	967	
Overtime & Shift Differential		0			10,200	0.00	10,200	
FICA		2,295			3,916	0.00	3,916	
TOTAL OTHER PERSONAL SERVICES		2,295			15,083	0.00	15,083	
TOTAL PERSONAL SERVICES	**0.00**	**32,295**	*	**0.00**	**56,078**	**0.00**	**56,078**	

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Temporary Salaries provide for Rescue Technicians

Fiscal Year 18
Summary of Grants

Department of Emergency Services - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Emergency Management Performance Grant	This grant will be used to purchase equipment for the sake of interoperability for Harford County.	130,924			130,924	10/1/17 - 6/30/19	Recurring
State Homeland Security Program	Activities may include preparation for or response to catastrophic events, provided that the activities also build capabilities that relate to terrorism. This particular funding will go toward paying salary for an emergency planner and the yearly maintenance on the Connect CTY System.	114,308				9/1/17 - 5/31/19	Recurring
Exelon Nuclear Emergency Planning	Funds are designated as corporate/business revenue to pay toward the Emergency Planner Position			50,000		1/1/18 - 12/31/18	Recurring
Urban Areas Security Initiative	Grant provides financial assistance to address the unique multidiscipline planning, operations, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats and acts of terrorism.	851,044				9/1/17 - 5/31/19	Recurring
Senator Amos Grant	Funding is for the local Volunteer Fire Companies and the 3 Municipalities for their local Fire Companies	574,301				1/1/17 - 6/30/18	Recurring
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		3,409			9/1/17 - 6/15/18	Recurring
Hazardous Materials Emergency Preparedness Grant Program	To provide a training for a week for the Hazmat Team and also for planning purposes of a traffic study of hazardous materials entering Harford County.	7,900			1,975	10/1/17 - 9/30/18	Recurring
	TOTALS:	**1,678,477**	**3,409**	**50,000**	**132,899**		

DEPARTMENT OF EMERGENCY SERVICES - COMMUNICATIONS DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Promote organizational changes in accordance with the DES Career ladder to include active supervision and expense control in the 9-1-1 Ctr.

Department Objective

Ensure active supervision in the 9-1-1 Center, ensure fiscal balance and proper allocation of funds, and provided career ladder based promotions to ensure efficiency in operations.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

II. Investing in Our Workforce

Measure	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Estimated 2018
Input:					
Number of Supervisors	6	6	6	6	9
Number of Dispatchers	66	60	62	63	68
Overtime Spent	$388,291	$464,765	$443,934	$471,627	$380,000
Overtime Budgeted	$380,000	$380,000	$380,000	$380,000	$380,000
Minimum # of Staff on Shift for 24 hrs.	29	29	29	29	29
Output:					
# of inbound telephone calls into 9-1-1 Center	234,352	235,805	231,426	232,000	233,000
# of outbound telephone calls from 9-1-1 Center	101,797	91,753	84,185	85,000	86,000
Total # of Computer Aided Dispatch incidents created	237,698	295,505	293,816	294,000	295,000
Outcome:					
Ratio Supervisors to Staff (optimal 1:7)	1 to 7.8	1 to 8.5	1 to 9.0	1 to 9.8	1 to 9.8
Overtime Difference	(8,291)	(84,765)	(63,934)	(91,627)	0

Explanation and Analysis of Performance Measures

In order to ensure fiscal balance and efficient operations we must ensure proper funding and staffing are maintained within the Emergency Communication Center to handle incidents.

DEPARTMENT OF EMERGENCY RESPONSE - HAZMAT TRT

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Provide effective and efficient Hazmat response and provide specialized high risk rescues in support of local volunteer and EMS services

Department Objective

Provide effective and efficient Hazmat and Technical Rescue responses to 100% calls for service when alerted as well as provided properly trained personnel for those calls in accordance with local, state and federal guidelines.

County Goal(s) Supported

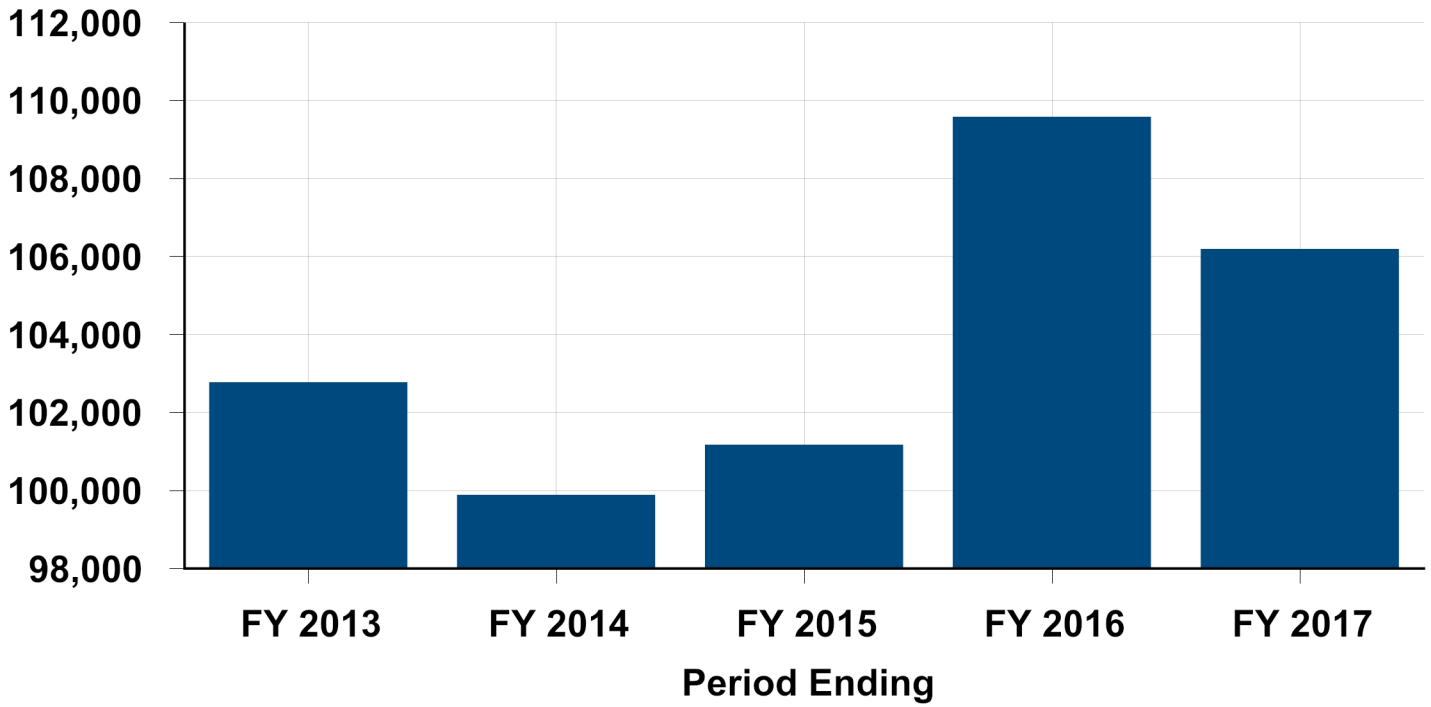
III. Strengthen Our Communities

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
Hazmat Budget		$330,420	$376,128	$412,363	$429,483	$431,623
TRT Budget		NA	$107,650	$112,295	$150,078	$145,078
Output:						
Number or Incidents	Hazmat	210	195	196	200	210
	TRT	35	41	79	85	90
Number of Training Manhours	Hazmat	1214	1513	850	1105	1150
	TRT	414	833	1225	750	800
Number of Required Training Manhours	Hazmat	352	352	352	352	352
	TRT	NA	552	552	552	552
Outcome:						
Percentage of Incidents Alerted for that Special Operations responded with adequately trained personnel		100%	100%	100%	100%	100%
Additional Training hours above the required	Hazmat	862	1161	498	753	798
Additional Training hours above the required	TRT	NA	281	673	198	248

Explanation and Analysis of Performance Measures

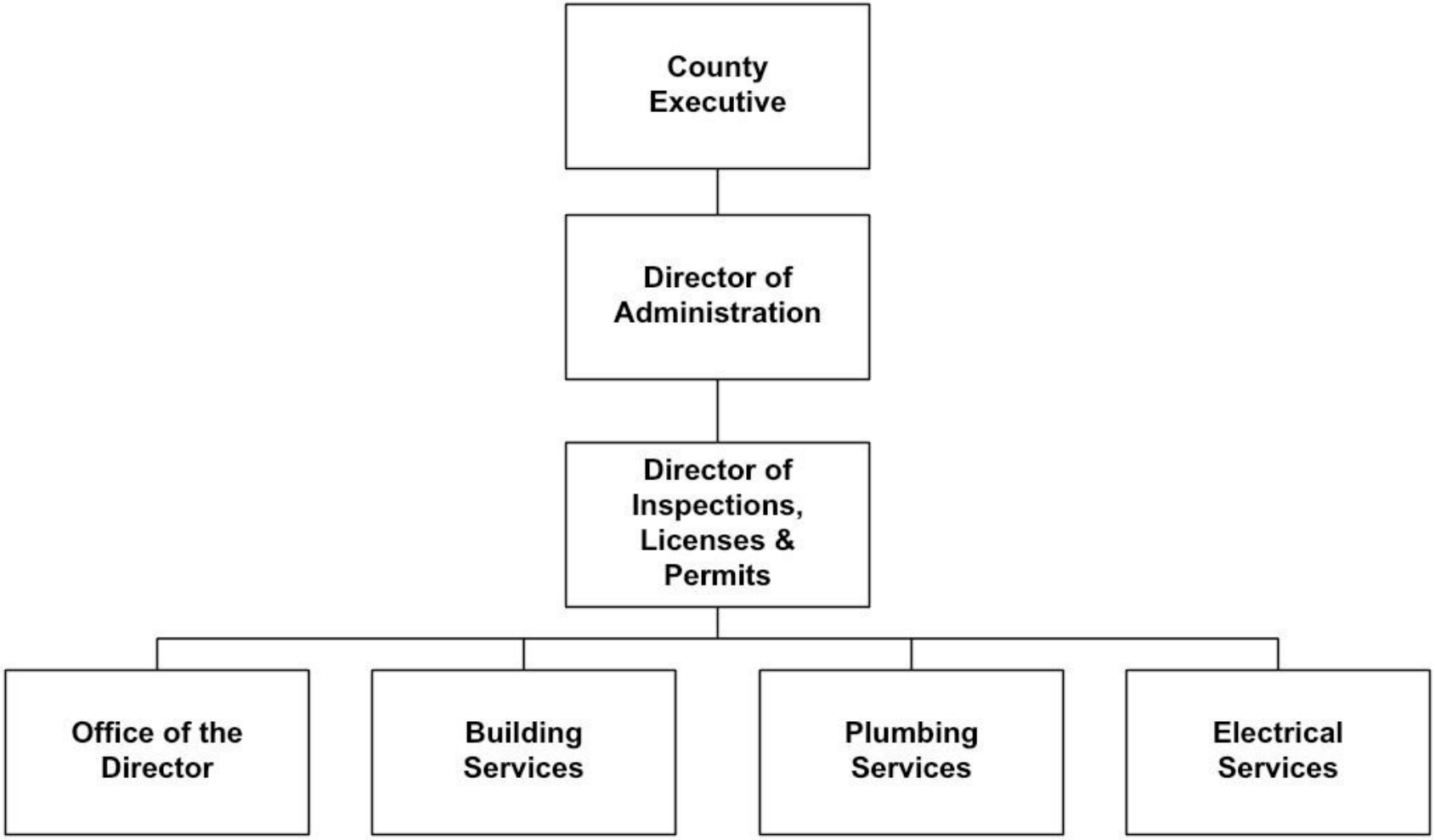
Incidents requiring specialized training and equipment continue to be on the rise. As a result training and funding continues to increase proportionally.

Department of Emergency Services
911 Calls for Service



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DEPARTMENT OF INSPECTIONS, LICENSES, & PERMITS



INSPECTIONS, LICENSES & PERMITS

ORIGIN/PURPOSE:

The Department of Inspections, Licenses and Permits (DILP), established by Harford County Code, Chapter 16, Article 1, Section 1, Bill No 78.3, is responsible for the administration and enforcement of all laws and regulations pertaining to licenses, including those relating to building and construction, plumbing, HVACR/Mechanical, and electric installations, manufactured housing and abandoned buildings. This Department has the responsibility to administer and issue all County licenses and plumbing, mechanical and electrical permits, except those specifically required by law to be issued by another County agency. Additionally, this Department renders permit and inspection services through cooperative agreements with the Town of Bel Air, City of Aberdeen, and City of Havre de Grace.

DILP has established consistent standards for all trades including reviewing and adopting applicable national codes for various trade activities; has implemented and enforced the Quality Workmanship Assurance Program and the Fast Track Program; and has provided responsive inspection services and uniform quality construction standards.

MISSION STATEMENT:

THE DEPARTMENT OF INSPECTIONS LICENSES AND PERMITS ENHANCES PUBLIC SAFETY BY INSURING COMPLIANCE WITH ALL HARFORD COUNTY CODES RELATED TO BUILDING STRUCTURES. WE ISSUE PERMITS AND LICENSES, AND OFFER PROFESSIONAL GUIDANCE WITH CODE INTERPRETATIONS, REVIEWS AND INSPECTIONS FOR STRUCTIRES THAT REQUIRE PERMITS WITHIN OUR JURISDICTION. WE ALSO REGISTER PROFESSIONALS IN CERTAIN TRADES. OUR DEPARTM

FY 2017 - FY 2018 GOALS:

TO IMPLEMENT AN EMPLOYEE PERFORMANCE MATRIX

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

INSPECTIONS, LICENSES & PERMITS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	3,242,641	2,491,000	2,739,796	2,854,219	2,854,219
20	CONTRACTUAL SERVICES	45,276	62,340	55,513	55,993	55,993
30	SUPPLIES AND MATERIALS	38,004	28,784	28,275	28,275	28,275
40	BUSINESS AND TRAVEL	119,927	69,887	95,260	94,260	94,260
50	CAPITAL OUTLAY	11,010	2,318	0	0	0
70	MISCELLANEOUS	1,400	1,880	4,200	2,500	2,500
80	INTER-GOVERNMENTAL/INTERFUND	5	81	0	0	0
	GRAND TOTAL	**3,458,263**	**2,656,290**	**2,923,044**	**3,035,247**	**3,035,247**
SUMMARY BY FUND:						
11	GENERAL	3,458,263	2,656,290	2,923,044	3,035,247	3,035,247
	GRAND TOTAL	**3,458,263**	**2,656,290**	**2,923,044**	**3,035,247**	**3,035,247**
SUMMARY BY DIVISION:						
261000	DIRECTOR OF DILP	614,744	643,572	696,351	740,884	740,884
263000	BUILDING SERVICES	868,572	914,339	1,012,061	1,048,134	1,048,134
264000	PLUMBING SERVICES	590,793	496,258	588,393	589,366	589,366
265000	ELECTRICAL SERVICES	622,404	602,121	626,239	656,863	656,863
266000	MANUF. HOUSING/ABANDONED PROP	195,517	0	0	0	0
267000	ANIMAL CONTROL	566,233	0	0	0	0
	GRAND TOTAL	**3,458,263**	**2,656,290**	**2,923,044**	**3,035,247**	**3,035,247**

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $114,423
1,793,640	1,748,194	(45,446)	Full-time Salaries
			(47,295) Staff Turnover (2.63)%
			1,849 Salary Adjustment
			(45,446)
	84,295	84,295	FY 18 Merit Salary Increase of 4%
	66,965	66,965	Net of one 1 position transferred into DILP from Parks & Recreation

# of Positions	Salary	Fringe	Total	
1.00	40,000	26,965	66,965	Inspector I

			Net result of position transferring between divisions of DILP
5,714	5,714		

1.00	37,300	26,290	63,590
(1.00)	(30,236)	(27,640)	(57,876)
.00	7,064	(1,350)	5,714

	20,000	20,000	Temporary Salaries provides for summer intern and additional support as needed
179,363	157,640	(21,723)	Pension adjustments
15,552	12,833	(2,719)	Workers' Compensation adjustments
557,357	541,990	(15,367)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
52,472	77,120	24,648	PEHP (Post Employment Health Plan)
137,212	135,268	(1,944)	FICA adjustments

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $480
1,379	1,859	480	Telephone Service increase based on actual expense history
			BUSINESS AND TRAVEL decrease ($10,000)
72,550	62,550	(10,000)	Vehicle maintenance and fuel charges reduced based on actual expense history
4,590	13,590	9,000	Additional funding for Professional Books provides for the purchase of 2018 code books
			MISCELLANEOUS decrease ($1,700)
4,200	2,500	(1,700)	Funding for Boards & Commissions decreased based on actual expense history

DEPARTMENT STAFF SUMMARY
INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	3.00	135,086	3.00	139,138	2.00	77,584
Administrative Secretary II	1.00	65,883	1.00	67,860	.00	0
Administrative Secretary III	.00	0	.00	0	1.00	72,691
Building Inspections Supervisor	1.00	91,532	1.00	94,278	1.00	98,049
Chief, Inspections, Licenses & Permits	2.00	153,029	2.00	157,620	2.00	163,925
Clerk Typist	.00	0	1.00	30,236	.00	0
Commercial Inspector	2.00	110,530	2.00	113,846	2.00	118,399
Customer Support Analyst II	.00	0	.00	0	6.00	265,796
Deputy Director of DILP	1.00	89,276	1.00	90,276	1.00	96,703
Director of Inspections, Licenses & Permits	1.00	110,000	1.00	111,000	1.00	115,440
Inspector I	3.00	131,700	.00	0	1.00	41,600
Inspector II	4.00	197,003	7.00	324,987	7.00	335,439
Inspector III	4.00	235,788	4.00	244,969	4.00	254,768
Management Assistant II	2.00	154,610	2.00	159,248	.00	0
Permits Review Supervisor	.00	0	.00	0	1.00	92,123
Permits Technician	3.00	120,848	.00	0	.00	
Permits Technician II	.00	0	3.00	130,806	.00	0
Plans Reviewer II	1.00	53,800	1.00	55,414	1.00	57,631
Senior Plans Reviewer	1.00	71,808	1.00	73,962	1.00	76,920
FULL-TIME SALARIES	29.00	1,720,893	30.00	1,793,640	31.00	1,867,068
TEMPORARY SALARIES		0		0		20,000
SALARY TOTAL	**29.00**	**1,720,893**	**30.00**	**1,793,640**	**31.00**	**1,887,068**
OTHER PERSONAL SERVICES						
Pension & Retirement		172,089		179,363		168,037
Workers' Compensation		7,239		15,552		13,747
Health Benefits		484,162		557,357		559,547
PEHP		63,280		52,472		77,120
FICA		131,648		137,212		144,360
Miscellaneous		4,060		4,200		4,340
TOTAL OTHER PERSONAL SERVICES		**862,478**		**946,156**		**967,151**
TOTAL PERSONAL SERVICES	**29.00**	**2,583,371**	**30.00**	**2,739,796**	**31.00**	**2,854,219**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

INSPECTIONS, LICENSES & PERMITS
Director of DILP
Index #261000

ORIGIN/PURPOSE:

The Director of DILP is charged with the performance of all functions and duties within the Department, including: enforcement of electrical, HVACR/Mechanical, plumbing and building codes; enforcement of County animal control, mobile home park and abandoned ordinances; and enforcement of codes and ordinances through issuance and sales of licenses, permits, and inspections. The Director renders permits and inspection services through cooperative agreements with the Town of Bel Air, City of Aberdeen, and City of Havre de Grace and coordinates a centralized computer system encompassing all licensing programs and building, electrical HVACR/Mechanical, and plumbing permits. On-line terminals with the County's mainframe allow direct revenue accountability and statistical data entry. In addition, this office closely monitors divisional efforts adopt and/or revise applicable trade codes and fee schedules and performance of timely review of building permits by other departments and agencies. The Director also coordinates the County's Fast Track Program.

FY 2017 - 2018 GOALS:

TO IMPLEMENT AN EMPLOYEE PERFORMANCE MATRIX

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	529,087	574,377	611,527	665,580	665,580
20	CONTRACTUAL SERVICES	10,040	5,500	6,389	6,869	6,869
30	SUPPLIES AND MATERIALS	4,743	1,129	1,100	1,100	1,100
40	BUSINESS AND TRAVEL	61,872	60,793	77,335	67,335	67,335
50	CAPITAL OUTLAY	8,997	1,773	0	0	0
80		5	0	0	0	0
	GRAND TOTAL	**614,744**	**643,572**	**696,351**	**740,884**	**740,884**
FUNDING SOURCE:						
11	GENERAL	**614,744**	**643,572**	**696,351**	**740,884**	**740,884**

INSPECTIONS, LICENSES & PERMITS
Director of DILP
Index #261000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $54,053
428,384	399,759	(28,625)	Full-time Salaries
			(33,368) Turnover (7.79)%
			4,743 Salary Adjustment
			(28,625)
	20,494	20,494	FY 18 Merit Salary Increase of 4%
			One 1 position transferred into this division from Building Services
			# of Positions / Salary / Fringe / Total
	63,590	63,590	1.00 / 37,300 / 26,290 / 63,590 Administrative Assistant II
	20,000	20,000	Temporary Salaries - provides for summer intern and additional support as needed
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
42,838	35,978	(6,860)	Pension adjustments
96,522	80,928	(15,594)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
			CONTRACTUAL SERVICES increase $480
1,379	1,859	480	Telephone Service increased based on actual expense history
			BUSINESS AND TRAVEL decrease ($10,000)
77,335	67,335	(10,000)	Vehicle maintenance and fuel charges reduced based on actual expense history

DIVISION STAFF SUMMARY

Director of Inspections, License and Permits

Index #261000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	.00	0		.00	0	2.00	77,584
Administrative Secretary II	1.00	65,883		1.00	67,860	.00	0
Administrative Secretary III	.00	0		.00	0	1.00	72,691
Deputy Director of DILP	1.00	89,276		1.00	90,276	1.00	96,703
Director of Inspections, Licenses & Permits	1.00	110,000		1.00	111,000	1.00	115,440
Management Assistant II	2.00	154,610		2.00	159,248	.00	0
Permits Review Supervisor	.00	0		.00	0	1.00	92,123
FULL-TIME SALARIES	5.00	419,769		5.00	428,384	6.00	454,541
TEMPORARY SALARIES		0			0		20,000
SALARY TOTAL	**5.00**	**419,769**		**5.00**	**428,384**	**6.00**	**474,541**
OTHER PERSONAL SERVICES							
Pension & Retirement		41,977			42,838		40,909
Workers' Compensation		1,110			2,816		2,611
Health Benefits		98,691			96,522		100,737
PEHP		9,040			7,496		9,640
FICA		32,112			32,771		36,302
Miscellaneous		700			700		840
TOTAL OTHER PERSONAL SERVICES		**183,630**			**183,143**		**191,039**
TOTAL PERSONAL SERVICES	**5.00**	**603,399**	*	**5.00**	**611,527**	**6.00**	**665,580**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

INSPECTIONS, LICENSES & PERMITS
Building Services
Index #263000

ORIGIN/PURPOSE:

This Division is responsible for plans review and inspections of all construction for which building permits have been issued to ensure compliance with applicable codes. Building Services is also responsible for issuing Use and Occupancy Certificates and licenses for dogs, taxi cab drivers, towing businesses, solicitors, pawn brokers, auctioneers, pet shops, grooming for dogs, massage establishments and personal care boarding homes.

This Division is accountable for funds collected for licenses, commercial, and residential plans review and maintaining appropriate records.

FY 2017 - 2018 GOALS:

TO IMPLEMENT AN EMPLOYEE PERFORMANCE MATRIX

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	839,050	860,780	951,251	978,324	978,324
20 CONTRACTUAL SERVICES	7,347	30,353	35,295	35,295	35,295
30 SUPPLIES AND MATERIALS	18,145	17,189	16,450	16,450	16,450
40 BUSINESS AND TRAVEL	2,206	5,391	9,065	18,065	18,065
50 CAPITAL OUTLAY	1,824	545	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	81	0	0	0
GRAND TOTAL	**868,572**	**914,339**	**1,012,061**	**1,048,134**	**1,048,134**
FUNDING SOURCE:					
11 GENERAL	**868,572**	**914,339**	**1,012,061**	**1,048,134**	**1,048,134**

INSPECTIONS, LICENSES & PERMITS
Building Services
Index #263000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $27,073
603,518	591,577	(11,941)	Full-time Salaries
			(9,307) Turnover (1.13)%
			(2,634) Salary Adjustment
			(11,941)
	28,257	28,257	FY 18 Merit Salary Increase of 4%
	66,965	66,965	One 1 position transferred in from Parks and Recreation and reclassified to an Inspector I
			# of Positions / Salary / Fringe / Total
			1.00 / 40,000 / 26,965 / 66,965
	(57,876)	(57,876)	One (1) position transferred out to Directors Office and reclassified to Administrative Assistant I
			(1.00) / (30,236) / (27,640) / (57,876)
60,352	53,544	(6,808)	Pension adjustments
5,755	4,684	(1,071)	Workers' Compensation adjustments
207,681	205,817	(1,864)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
26,236	38,560	12,324	PEHP (Post Employment Health Plan)
			BUSINESS AND TRAVEL increase $9,000
2,000	11,000	9,000	Professional Books & Periodicals - Additional funding provides for the purchase of 2018 code books

DIVISION STAFF SUMMARY
Building Services
Index #263000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	83,550		2.00	86,056	.00	0
Building Inspections Supervisor	1.00	91,532		1.00	94,278	1.00	98,049
Clerk Typist	.00	0		1.00	30,236	.00	0
Customer Support Analyst II	.00	0		.00	0	2.00	79,819
Inspector I	1.00	43,900		.00	0	1.00	41,600
Inspector II	2.00	98,731		3.00	140,376	3.00	143,252
Inspector III	2.00	119,608		2.00	123,196	2.00	128,124
Permits Technician II	.00	0		.00	0	.00	0
Plans Reviewer II	1.00	53,800		1.00	55,414	1.00	57,631
Senior Plans Reviewer	1.00	71,808		1.00	73,962	1.00	76,920
SALARY TOTAL	**10.00**	**562,929**		**11.00**	**603,518**	**11.00**	**625,395**
OTHER PERSONAL SERVICES							
Pension & Retirement		56,293			60,352		56,286
Workers' Compensation		2,747			5,755		5,135
Health Benefits		131,123			207,681		203,565
PEHP		31,640			26,236		38,560
FICA		43,064			46,169		47,843
Miscellaneous		1,400			1,540		1,540
TOTAL OTHER PERSONAL SERVICES		**266,267**			**347,733**		**352,929**
TOTAL PERSONAL SERVICES	**10.00**	**829,196**	*	**11.00**	**951,251**	**11.00**	**978,324**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

INSPECTIONS, LICENSES & PERMITS
Plumbing Services
Index #264000

ORIGIN/PURPOSE:

This Division is responsible for reviewing plans and permit applications, issuing permits, master and journeyperson plumbing certificates of registration, master gas fitters certificate of registration, liquid petroleum gas fitters certificate of registration, utility contractor certificate of registration, journey utility certificate of registration, septic installer certificate of registration, journey septic installer certificate of registration, master HVACR certificate of registration, master restricted HVACR certificate of registration, journeyperson HVACR certificate of registration, limited mechanical certificate of registration, and apprentice HVACR certificate of registration. Plumbing, mechanical, gas fitting, storm water and utility work is inspected for compliance with applicable codes for all residential, commercial and industrial construction.

This Division enforces the Harford County Plumbing Code, Harford County Mechanical Code and National Fuel Gas Code. Workmanship and code compliance is monitored during construction. New methods of service are coordinated with Harford County Health Department, Maryland Plumbing and Heating Cooling Contractors, Baltimore Gas and Electric and Harford County Utility Contractors Association. This Division also acts as liaison for the Harford County Plumbing Board, HVACR Board and implements local/state requirements governing water saving fixtures, plumbing systems and mechanical systems.

FY 2017 - 2018 GOALS:

TO IMPLEMENT AN EMPLOYEE PERFORMANCE MATRIX

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	578,337	465,698	570,819	572,642	572,642
20 CONTRACTUAL SERVICES	4,746	22,909	7,229	7,229	7,229
30 SUPPLIES AND MATERIALS	4,326	5,283	5,000	5,000	5,000
40 BUSINESS AND TRAVEL	2,824	848	2,645	2,645	2,645
70 MISCELLANEOUS	560	1,520	2,700	1,850	1,850
GRAND TOTAL	**590,793**	**496,258**	**588,393**	**589,366**	**589,366**
FUNDING SOURCE:					
11 GENERAL	**590,793**	**496,258**	**588,393**	**589,366**	**589,366**

INSPECTIONS, LICENSES & PERMITS
Plumbing Services
Index #264000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $1,823
358,674	353,174	(5,500)	Full-time Salaries
			(4,620) Turnover (1.29)%
			(880) Salary Adjustment
			(5,500)
	16,586	16,586	FY 18 Merit Salary Increase of 4%
35,867	31,786	(4,081)	Pension adjustments
133,314	121,109	(12,205)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
11,244	19,280	8,036	PEHP (Post Employment Health Plan)
			MISCELLANEOUS decrease ($850)
2,700	1,850	(850)	Boards & Commission - decreased based on actual expense history

DIVISION STAFF SUMMARY

Plumbing Services

Index #264000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Chief, Inspections, Licenses & Permits	1.00	69,432		1.00	71,515	1.00	74,376
Commercial Inspector	1.00	51,856		1.00	53,412	1.00	55,548
Customer Support Analyst II	.00	0		.00	0	2.00	83,646
Inspector II	2.00	98,272		2.00	91,464	2.00	93,753
Inspector III	1.00	53,945		1.00	57,671	1.00	59,978
Permits Technician	2.00	78,136		.00	0	.00	0
Permits Technician II	.00	0		2.00	84,612	.00	0
SALARY TOTAL	**7.00**	**351,641**		**7.00**	**358,674**	**7.00**	**367,301**
OTHER PERSONAL SERVICES							
Pension & Retirement		35,164			35,867		33,057
Workers' Compensation		1,625			3,302		2,817
Health Benefits		128,835			133,314		121,109
PEHP		13,560			11,244		19,280
FICA		26,901			27,438		28,098
Miscellaneous		980			980		980
TOTAL OTHER PERSONAL SERVICES		**207,065**			**212,145**		**205,341**
TOTAL PERSONAL SERVICES	**7.00**	**558,706**	*	**7.00**	**570,819**	**7.00**	**572,642**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

INSPECTIONS, LICENSES & PERMITS
Electrical Services
Index #265000

ORIGIN/PURPOSE:

The Electrical Services Division was created by Executive Order No. 73-8 and later adopted by Bill No. 78-3.

This Division is responsible for issuing permits and performing inspections of all new electrical installations of light, heat, or power within or on public and private buildings, structures or premises in the County, including yards, carnivals, parking lots, fairs, industrial substations and installations covered by the National Electric Code. Additionally, this Division prepares, administers, and grades electrical examinations for master, limited, restricted and journeymen licenses and assists in enforcement of code and license violations. This Division cooperates with the State Fire Marshal, when requested on fire damage of possible electrical origin.

FY 2017 - 2018 GOALS:

TO IMPLEMENT AN EMPLOYEE PERFORMANCE MATRIX

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	609,278	590,145	606,199	637,673	637,673
20 CONTRACTUAL SERVICES	3,862	3,578	6,600	6,600	6,600
30 SUPPLIES AND MATERIALS	5,659	5,183	5,725	5,725	5,725
40 BUSINESS AND TRAVEL	2,576	2,855	6,215	6,215	6,215
70 MISCELLANEOUS	189	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	840	360	1,500	650	650
GRAND TOTAL	**622,404**	**602,121**	**626,239**	**656,863**	**656,863**
FUNDING SOURCE:					
11 GENERAL	**622,404**	**602,121**	**626,239**	**656,863**	**656,863**

INSPECTIONS, LICENSES & PERMITS
Electrical Services
Index #265000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $31,474
403,064	403,684	620	Full-time Salaries
			620 Salary Adjustment
	18,958	18,958	FY 18 Merit Salary Increase of 4%
40,306	36,332	(3,974)	Pension adjustments
3,679	3,061	(618)	Workers' Compensation adjustment
119,840	134,136	14,296	Health Benefits are adjusted due to staff opting for changes in levels of coverage
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
			MISCELLANEOUS decrease ($850)
1,500	650	(850)	Boards & Commissions - decrease based on actual expense history

DIVISION STAFF SUMMARY

Electrical Services

Index #265000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	51,536		1.00	53,082	0.00	0
Chief, Inspections, Licenses & Permits	1.00	83,597		1.00	86,105	1.00	89,549
Commercial Inspector	1.00	58,674		1.00	60,434	1.00	62,851
Customer Support Analyst II	0.00	0		0.00	0	2.00	102,331
Inspector I	2.00	87,800		0.00	0	0.00	0
Inspector II	0.00	0		2.00	93,147	2.00	98,434
Inspector III	1.00	62,235		1.00	64,102	1.00	66,666
Permits Technician	1.00	42,712		0.00	0	0.00	0
Permits Technician II	0.00	0		1.00	46,194	0.00	0
SALARY TOTAL	**7.00**	**386,554**		**7.00**	**403,064**	**7.00**	**419,831**
OTHER PERSONAL SERVICES							
Pension & Retirement		38,655			40,306		37,785
Workers' Compensation		1,757			3,679		3,184
Health Benefits		125,513			119,840		134,136
PEHP		9,040			7,496		9,640
FICA		29,571			30,834		32,117
Miscellaneous		980			980		980
TOTAL OTHER PERSONAL SERVICES		**205,516**			**203,135**		**217,842**
TOTAL PERSONAL SERVICES	**7.00**	**592,070**	*	**7.00**	**606,199**	**7.00**	**637,673**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

INSPECTIONS, LICENSES & PERMITS
Manufactured Housing/Abandoned Property
Index #266000

ORIGIN/PURPOSE:

This Division has been abolished as part of reorganization within the Department.

Manufactured Housing:
This Division enforces Local, State and Federal codes governing residential Manufactured Housing, Modular Housing and Industrialized Structures, i.e., portable classrooms, sales and business offices, etc. This Division annually inspects and licenses 24 Manufactured/Mobile Home Communities in accordance with Harford County Code, Chapter 173. Furthermore, this office works with the development, expansion or revitalization of Manufactured/Mobile Home Communities. The Division of Housing Services is charged with receiving and investigating Landlord / Tenant complaints within Manufactured Housing Communities and works closely with the Attorney General's Office to gain compliance. This office holds seminars to provide educational training for contractors, residents, public and associates of the Manufactured Housing Industry. The Division is responsible for reviewing all demolition permits and conducting associated inspections, reviews all permits for structures that are being located within the 100 year flood plan for compliance with Harford County Code Chapter 161 and the Harford County Building Code. The Division is the Department's representative in working with the Department of Emergency Services regarding mitigation and preparation for disasters. This Division provides damage assessment training to the Department's inspectors and works with the Animal Control Division regarding pet sheltering. This Division administers the licensing of Harford County Towers in accordance with Harford County Code Chapter 273. Coordinates and reviews all concert/event permits in accordance with Harford County Code Chapter 68. This Division also reviews and comments on all Zoning regarding public events.

Abandoned Properties:
This Division investigates complaints regarding property maintenance and unsafe structures. Complaints are generated by citizens of the County as well as State or County agencies. In a case where there is a violation, this Division will send a notice of violation to the property owner, in accordance with Harford County Code Chapters 82, 179 and/or 109, to abate the unsafe condition or conditions. If a property owner fails to respond and correct the violation(s), the County may take abatement action in accordance with Code and/or seek legal action in the District Court of Maryland for Harford County. Any cost of abatement action taken by the County shall cause a lien to be filed on the real property and be collected in the same manner as Real Property Tax. This Division is responsible for the revitalization programs within the Enterprise Zones, US 40 corridor and Edgewood communities. The Division continues to work with the local fire departments in permitting fire training exercises (i.e., the Learn and Burn Program).

INSPECTIONS, LICENSES & PERMITS
Manufactured Housing/Abandoned Property
Index #266000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	179,564	0	0	0	0
20 CONTRACTUAL SERVICES	13,467	0	0	0	0
30 SUPPLIES AND MATERIALS	1,085	0	0	0	0
40 BUSINESS AND TRAVEL	1,401	0	0	0	0
50 CAPITAL OUTLAY	0	0	0	0	0
GRAND TOTAL	**195,517**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**195,517**	**0**	**0**	**0**	**0**

INSPECTIONS, LICENSES & PERMITS
Animal Control
Index #267000

ORIGIN/PURPOSE:

This Division has been abolished as part of reorganization within the Department.

This Division is responsible for enforcing Harford County's Animal Control Laws through conducting inspections/investigations, issuing necessary citations and filing court charges as required. The Division also enforces the Annotated Code of Maryland for cruelty and dangerous dog violations.

The Division's employees assist State, County and local police in removing animals in vehicle accidents or creating traffic hazards. The Division also assists the Health Department officials with suspected rabid animal cases.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	507,325	0	0	0	0
20 CONTRACTUAL SERVICES	5,814	0	0	0	0
30 SUPPLIES AND MATERIALS	4,046	0	0	0	0
40 BUSINESS AND TRAVEL	49,048	0	0	0	0
70 MISCELLANEOUS	0	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	0	0
GRAND TOTAL	**566,233**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**566,233**	**0**	**0**	0	0

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To support the employee performance matrix

Department Objective

To reduce the amount of eligible expired permits by 30%

County Goal(s) Supported

I. Fiscal Balance & Efficiency

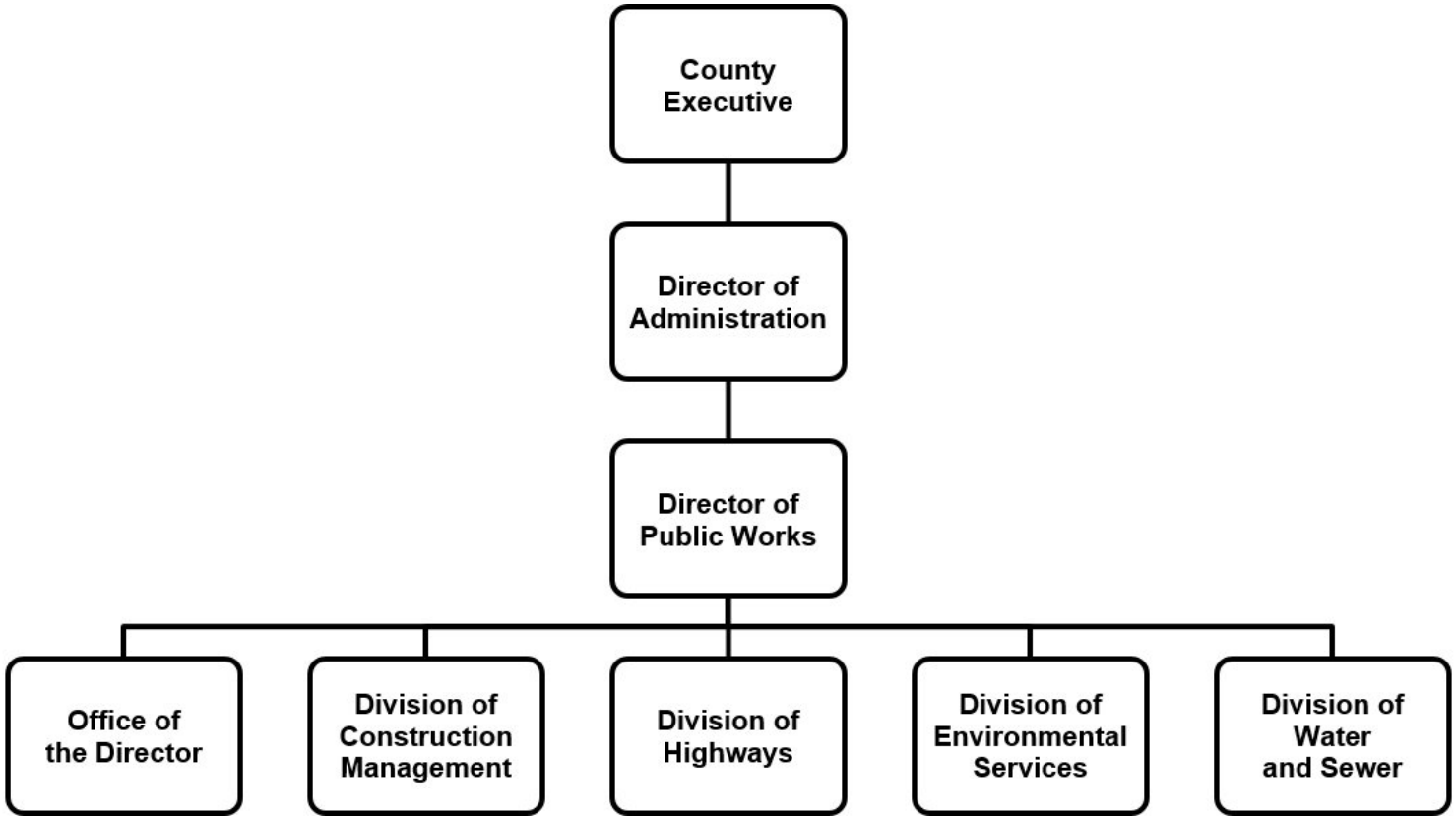
III. Strengthening Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Staff	N/A	N/A	N/A	N/A	31
Output:					
Total number of permits	N/A	N/A	N/A	N/A	275
Permit Eligibility Reports	N/A	N/A	N/A	N/A	Monthly
Outcome:					
Amount of eligible expired permits closed	N/A	N/A	N/A	N/A	82
Percentage of eligible expired permits	N/A	N/A	N/A	N/A	30%

Explanation and Analysis of Performance Measures

This is a new performance measure therefore data is not available for the past years. By reducing the amount of expired permits, the Department will help to assure public safety and reduce future expenditures of staff time.

DEPARTMENT OF PUBLIC WORKS



DEPARTMENT OF PUBLIC WORKS

ORIGIN/PURPOSE:

The largest department within Harford County Government, Public Works, instituted by the County Charter, Article LV, Section 402 (amended by Bill No. 88-35), and Section 407 is charged with the design, management and construction of capital projects; construction, maintenance, and acceptance of County roads, bridges, and associated structures; operation and maintenance of sewage collection disposal and treatment facilities; regulation, operation, maintenance and control of water supply, management of solid waste; and production and maintenance of related documents.

The Department of Public Works, under the management of its Director's Office, is divided into four major divisions: Water & Sewer, Highways, Construction Management and Environmental Services.

MISSION STATEMENT:

HARFORD COUNTY DEPARTMENT OF PUBLIC WORKS, GUIDED BY COMMON SENSE, ACCOUNTABILITY, AND COMPASSION STRIVE TO PLAN, CONSTRUCT, AND MAINTAIN THE INFRASTRUCTURE TO DELIVER A TRANSPORTATION NETWORK, WATER, WASTEWATER, SOLID WASTE MANAGEMENT SERVICES AND PUBLIC FACILITIES TO ENHANCE THE QUALITY OF LIFE FOR ALL

FY 18 GOALS:

PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS
QUALITY AND CUSTOMER SERVICE ORGANIZATION
INVEST IN EMPLOYEES AND ORGANIZATION

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	35,402,177	30,152,408	32,343,538	32,928,343	32,928,343
20	CONTRACTUAL SERVICES	21,454,066	26,578,137	26,081,434	27,851,032	27,851,032
30	SUPPLIES & MATERIALS	6,578,914	5,624,340	7,403,970	7,574,778	7,574,778
40	BUSINESS AND TRAVEL	2,855,244	2,728,661	3,275,340	3,252,765	3,252,765
50	CAPITAL OUTLAY	1,087,446	760,952	1,245,550	1,384,364	1,384,364
70	MISCELLANEOUS	19,953,668	19,413,254	22,306,679	27,774,955	27,774,955
80	INTER-GOVERNMENTAL/INTERFUND	3,127	1,948	5,000	5,000	5,000
	GRAND TOTAL	**87,334,642**	**85,259,700**	**92,661,511**	**100,771,237**	**100,771,237**
SUMMARY BY FUND:						
11	GENERAL	2,344,479	1,980,567	15,676,594	17,114,715	17,114,715
25	HIGHWAYS	29,539,391	26,167,386	28,519,115	26,662,696	26,662,696
29	STORMWATER MANAGEMENT	1,316,383	0	1,783,900	1,324,500	1,324,500
51	WATER & SEWER OPERATING	40,999,654	41,055,658	46,681,902	55,669,326	55,669,326
55	SOLID WASTE SERVICES	13,134,735	16,056,089	0	0	0
	GRAND TOTAL	**87,334,642**	**85,259,700**	**92,661,511**	**100,771,237**	**100,771,237**

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DIVISION BY FUND:						
GENERAL FUND:						
301111	BUREAU OF ENVIRONMENTAL SERVICE ADMINISTRATION & ENGINEERING	823,303	544,451	150,925	156,642	156,642
301213	TRANSFER STATION	0	0	8,800,000	9,425,000	9,425,000
301214	BUREAU OF SOLID WASTE	0	0	5,049,120	5,151,690	5,151,690
301241	RECYCLING	1,346,267	222,451	0	0	0
301251	POST CLOSURE	107,150	32,943	192,000	176,600	176,600
301261	SCARBORO REMEDIATION	48,059	723	0	0	0
301520	ENVIRONMENTAL SERVICES - NOXIOUS WEED	12,200	525	0	0	0
301530	ENVIRONMENTAL SERVICES - GYPSY MOTH	7,500	0	0	0	0
301603	STORMWATER MANAGEMENT (OPERATING)	0	1,179,474	1,484,549	1,467,441	1,467,441
302000	CAPITAL PROJECTS MANAGEMENT	0	0	0	737,342	737,342
SOLID WATER SERVICES:						
301211	BUREAU OF SOLID WASTE MANAGEMENT	3,327,810	5,083,522	0	0	0
301212	TRANSFER STATION	588,650	2,947,323	0	0	0
301271	WASTE TO ENERGY	9,218,275	8,025,244	0	0	0
HIGHWAYS FUND:						
303110	DIRECTOR OF PUBLIC WORKS	260,462	189,149	286,314	288,629	288,629
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	719,377	707,597	755,455	0	0
303210	BUREAU OF HIGHWAYS ENGINEERING	2,567,530	2,197,938	2,201,874	2,320,064	2,320,064
303220	BUREAU OF CONSTRUCTION INSPECTIONS	2,399,037	1,884,166	1,894,458	1,732,690	1,732,690
303410	BUREAU OF HIGHWAYS MAINTENANCE	20,829,935	18,723,901	21,111,126	20,046,425	20,046,425
303430	SNOW REMOVAL	2,763,050	2,464,635	2,269,888	2,274,888	2,274,888

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DIVISION BY FUND:						
STORMWATER MANAGEMENT:						
303320	STORMWATER MANAGEMENT	1,316,383	0	1,783,900	1,324,500	1,324,500
WATER & SEWER FUND:						
	BUREAU OF WATER & SEWER ADMINISTRATION	3,147,979	3,361,829	3,566,046	3,881,678	3,881,678
	WATER & SEWER DEPRECIATION	11,358,094	12,724,575	12,800,000	20,565,000	20,565,000
	BUREAU OF WATER & SEWER ENGINEERING	1,207,721	1,132,931	1,487,777	1,508,560	1,508,560
	BUREAU OF WATER & SEWER MAINTENANCE	6,223,889	6,214,499	7,430,201	7,595,979	7,595,979
	WATER & SEWER WASTEWATER PROCESSING	11,727,790	10,623,763	13,064,717	13,463,161	13,463,161
	WATER & SEWER WATER PRODUCTION	7,334,181	6,998,061	8,333,161	8,654,948	8,654,948
	GRAND TOTAL	**87,334,642**	**85,259,700**	**92,661,511**	**100,771,237**	**100,771,237**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - GENERAL FUND						
Administrator	0.00	0	1.00	109,097	1.00	113,461
Administrative Assistant I	1.00	34,100	1.00	39,449	1.00	41,027
Administrative Assistant II	0.00	0	0.00	0	1.00	47,985
Administrative Specialist I	0.00	0	1.00	46,350	0.00	0
Chief, Construction Inspector	1.00	65,210	1.00	67,167	1.00	69,853
Chief, Engineering Division	1.00	119,934	0.00	0	0.00	0
Chief. Vertical Inspector	0.00	0	0.00	0	1.00	85,154
Civil Engineer II	2.00	141,007	2.00	145,237	2.00	151,037
Civil Engineer III	1.00	93,307	1.00	96,108	0.00	0
Civil Engineer IV	2.00	220,444	1.00	117,961	3.00	344,423
Deputy Director of Public Works	1.00	124,862	0.00	0	0.00	0
Engineering Associate II	1.00	44,035	1.00	45,356	1.00	47,171
Engineering Associate IV	2.00	160,956	1.00	84,939	1.00	88,337
Engineering Associate V	2.00	178,182	2.00	183,527	3.00	256,226
Equipment Operator	2.00	85,724	0.00	0	0.00	0
Equipment Repair Specialist	1.00	56,598	0.00	0	0.00	0
Inspector I	0.00	0	1.00	51,912	0.00	0
Inspector II	1.00	44,900	0.00	0	3.00	170,291
Inspector III	0.00	0	1.00	54,384	2.00	119,627
Laborer	6.00	184,292	0.00	0	0.00	0
Management Assistant II	1.00	61,692	0.00	0	0.00	0
Recycling Program Manager	1.00	58,700	0.00	0	0.00	0
Senior Equipment Operator	2.00	92,218	0.00	0	0.00	0
Weighmaster / Attendant II	1.00	46,790	0.00	0	0.00	0
Weighmaster / Attendant Trainee	1.00	28,040	0.00	0	0.00	0
FULL-TIME SALARIES	30.00	1,840,991	14.00	1,041,487	20.00	1,534,592
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	30.00	1,840,991	14.00	1,041,487	20.00	1,534,592
TEMPORARY SALARIES		0		0		0
SUB-TOTAL GENERAL FUND SALARIES	**30.00**	**1,840,991**	**14.00**	**1,041,487**	**20.00**	**1,534,592**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - SOLID WASTE SERVICES						
Administrative Assistant I	0.00	0	0.00	0	0.00	0
Administrative Specialist I	1.00	63,762	0.00	0	0.00	0
Administrative Specialist II	0.00	0	0.00	0	0.00	0
Chief, Solid Waste Management	1.00	111,000	0.00	0	0.00	0
Clerk Typist	1.00	43,263	0.00	0	0.00	0
Crew Chief	1.00	46,656	0.00	0	0.00	0
Crew Leader I	0.00	0	0.00	0	0.00	0
Engineering Associate III	1.00	59,441	0.00	0	0.00	0
Equipment Operator	2.00	92,946	0.00	0	0.00	0
Equipment Repair Specialist	1.00	56,598	0.00	0	0.00	0
Laborer	5.00	190,140	0.00	0	0.00	0
Litter Control Program Supervisor	1.00	38,300	0.00	0	0.00	0
Senior Equipment Operator	5.00	216,123	0.00	0	0.00	0
Weighmaster/Attendant I	0.00	0	0.00	0	0.00	0
Weighmaster/Attendant II	3.00	146,519	0.00	0	0.00	0
Weighmaster Supervisor	1.00	57,340	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	23.00	1,122,088	0.00	0	0.00	0
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	23.00	1,122,088	0.00	0	0.00	0

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - SOLID WASTE SERVICES, CONT'D						
PART-TIME SALARIES						
Laborer	0.00	0	0.00	0	0.00	0
Senior Equipment Operator	0.00	0	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	0.00	0
TEMPORARY SALARIES		330,582		0		0
SUB-TOTAL SOLID WASTE SALARIES	**23.00**	**1,452,670**	**0.00**	**0**	**0.00**	**0**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - HIGHWAYS FUND						
Accounting Technician II	2.00	92,879	2.00	95,665	2.00	99,492
Administrative Assistant II	9.00	465,887	9.00	479,863	7.00	389,637
Administrative Budget Technician I	0.00	0	0.00	0	1.00	63,280
Administrative Budget Technician II	3.00	200,180	3.00	204,024	2.00	117,250
Administrative Specialist I	1.00	52,026	1.00	65,675	1.00	68,302
Central Stores Coordinator	1.00	33,100	1.00	57,165	1.00	59,452
Central Stores Manager	1.00	49,006	1.00	50,476	1.00	52,495
Chauffeur-Laborer	25.00	835,864	23.00	842,472	24.00	971,000
Chief, Bureau of Construction Management	1.00	92,392	1.00	95,164	1.00	98,971
Chief, Construction Inspector	3.00	218,948	3.00	229,703	3.00	238,891
Chief, Engineering Division	1.00	121,025	1.00	124,656	1.00	128,891
Chief, Highways Division	1.00	90,744	1.00	93,466	1.00	97,205
Chief, Vertical Inspector	1.00	79,494	1.00	81,879	0.00	0
Civil Engineer II	1.00	56,632	1.00	58,331	0.00	0
Civil Engineer III	4.00	416,178	4.00	428,663	5.00	509,506
Civil Engineer IV	1.00	110,897	1.00	114,224	0.00	0
Communications Specialist II	1.00	46,656	1.00	48,056	1.00	49,978
Crew Chief	12.00	617,347	12.00	612,876	12.00	637,391
Deputy Director of Public Works	1.00	109,666	1.00	110,666	1.00	115,093
Director of Public Works	1.00	115,933	1.00	115,933	1.00	156,000
Engineering Associate I	1.00	48,931	0.00	0	0.00	0
Engineering Associate II	1.00	51,148	0.00	0	0.00	0
Engineering Associate III	1.00	46,656	2.00	102,318	1.00	56,432
Engineering Associate IV	2.00	146,232	2.00	150,619	2.00	156,644
Engineering Associate V	2.00	157,534	2.00	162,260	1.00	103,383

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - HIGHWAYS FUND, CONT'D						
Engineering Records Technician	1.00	74,802	1.00	77,046	1.00	80,128
Equipment Operator	22.00	797,104	25.00	974,787	26.00	1,042,069
Equipment Operator Trainee	6.00	198,870	4.00	127,728	2.00	67,065
Equipment Repair Specialist	6.00	277,586	6.00	302,372	6.00	314,467
GIS Analyst II	0.00	0	0.00	0	0.00	0
GIS Coordinator	1.00	69,921	1.00	72,019	1.00	74,900
Inspector I	2.00	76,600	1.00	39,449	0.00	0
Inspector II	10.00	516,662	10.00	524,745	9.00	475,190
Inspector III	7.00	436,765	6.00	368,928	4.00	264,058
Laborer	3.00	111,289	3.00	114,628	3.00	119,213
Land Surveyor	1.00	88,454	1.00	91,107	1.00	94,752
Maintenance Supervisor	7.00	399,211	7.00	407,555	7.00	423,856
Management Assistant II	2.00	146,173	2.00	150,558	2.00	156,581
Permits Clerk	1.00	56,670	1.00	58,370	1.00	60,705
Road Marking Equipment Operator I	3.00	120,676	4.00	159,419	4.00	163,692
Road Marking Equipment Operator II	2.00	78,092	2.00	80,435	2.00	79,819
Road Marking Equipment Operator III	1.00	57,048	1.00	58,759	1.00	47,590
Senior Equipment Operator	14.00	621,417	14.00	637,391	14.00	662,887
Superintendent Highways	2.00	132,890	2.00	136,156	2.00	141,602
Trades/Laborer	4.00	163,506	4.00	171,043	6.00	297,899
Traffic Operations Supervisor	2.00	126,465	2.00	130,259	2.00	127,266
Traffic Sign Mechanic I	1.00	28,742	1.00	28,574	1.00	52,875
Traffic Sign Mechanic II	4.00	132,611	4.00	136,589	4.00	139,688
Traffic Sign Mechanic III	1.00	48,085	1.00	49,528	1.00	51,509
Utility Worker I	5.00	183,703	5.00	199,641	3.00	111,002
Utility Worker II	3.00	133,648	3.00	136,627	3.00	142,092
FULL-TIME HIGHWAYS FUND SALARIES	188.00	9,332,345	185.00	9,557,867	175.00	9,360,198
TEMPORARY SALARIES		0		0		75,200
SUB-TOTAL HIGHWAYS FUND SALARIES	**188.00**	**9,332,345**	**185.00**	**9,557,867**	**175.00**	**9,435,398**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - WATER & SEWER FUND						
Accountant III	1.00	106,939	1.00	110,147	1.00	114,553
Administrative Assistant I	3.00	136,539	2.00	95,973	1.00	51,360
Administrative Assistant II	7.00	329,626	6.00	294,587	7.00	360,818
Administrative Specialist II	1.00	83,550	1.00	63,542	1.00	59,926
Assistant Storekeeper	0.00	0	0.00	0	1.00	30,010
Assistant Superintendent	7.00	531,500	7.00	557,247	7.00	580,205
Central Stores Manager	2.00	86,669	2.00	89,269	2.00	92,840
Chief, Water & Sewer	3.00	320,859	4.00	402,971	4.00	468,068
Civil Engineer I	1.00	51,800	1.00	45,218	1.00	43,900
Civil Engineer II	2.00	118,867	1.00	56,650	1.00	60,320
Civil Engineer III	3.00	305,564	3.00	314,730	3.00	327,320
Civil Engineer IV	2.00	221,629	3.00	351,810	3.00	302,580
Computer System Engineer III	2.00	154,056	2.00	158,677	2.00	165,025
Customer Support Analyst I	0.00	0	0.00	0	1.00	37,706
Deputy Director Public Works	1.00	124,862	1.00	125,862	1.00	131,560
Drafting Technician II	1.00	59,358	1.00	61,138	1.00	63,584
Electrician Water & Sewer Operations	1.00	50,000	1.00	45,217	1.00	54,080
Engineering Associate II	0.00	0	1.00	62,549	1.00	65,051
Engineering Associate IV	1.00	57,621	1.00	59,350	1.00	61,724
Environmental Chemist	1.00	56,000	1.00	57,680	1.00	49,400
Equipment Repair Specialist	1.00	39,792	1.00	40,986	1.00	42,626
GIS Coordinator	1.00	77,541	1.00	79,868	1.00	83,062
Instrumentation Technician	2.00	111,381	2.00	114,722	2.00	63,609
Laboratory Assistant	1.00	38,629	0.00	0	0.00	0
Laboratory Technician	3.00	137,482	4.00	182,703	4.00	190,012

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - WATER & SEWER FUND, CONT'D						
Management Assistant II	2.00	128,830	2.00	132,695	3.00	204,087
Permits Clerk	1.00	32,000	2.00	70,349	1.00	34,320
Permits Technician	0.00	0	0.00	0	0.00	0
Permits Review Supervisor	1.00	77,216	1.00	79,532	1.00	82,713
Plant Operations Manager	2.00	171,157	2.00	176,292	1.00	81,202
Plant Operator (Water/Wastewater)	19.00	826,071	20.00	872,172	20.00	978,100
Plant Operator Trainee I (Water/Wastewater)	2.00	56,000	3.00	86,005	5.00	147,396
Plant Operator Trainee II (Water/Wastewater)	8.00	273,123	6.00	208,678	3.00	107,442
Plant Superintendent Water & Sewer	3.00	266,475	3.00	274,471	3.00	308,206
Pretreatment Inspector	1.00	46,656	1.00	48,056	1.00	49,978
Process Engineer	1.00	90,614	1.00	93,332	1.00	97,065
Senior Electrician Water & Sewer	1.00	61,668	1.00	63,518	1.00	66,058
Senior Instrument Technician	1.00	65,370	1.00	67,333	2.00	132,411
Senior Laboratory Technician	2.00	98,696	2.00	98,674	2.00	103,845
Senior Plant Operator	3.00	199,419	3.00	205,401	3.00	213,618
Senior W/WW Facility Mechanic	4.00	246,529	4.00	253,923	4.00	262,038
Shift Supervisor/Plant Operations	7.00	480,351	7.00	494,762	7.00	506,772
Superintendent of Laboratories	1.00	69,026	1.00	71,096	1.00	70,000
Superintendent of Water & Sewer Facilities	2.00	130,000	1.00	80,516	1.00	83,736
Water & Sewer Facilities Maintenance Specialist	1.00	70,206	1.00	72,312	1.00	75,204
Water & Sewer Utility Crew Chief	6.00	313,454	6.00	320,019	6.00	331,749
Water & Sewer Utility Technician I	2.00	134,238	2.00	138,266	4.00	236,594
Water & Sewer Utility Technician III	2.00	141,617	2.00	145,582	1.00	74,278
Water & Sewer Utility Worker I	7.00	201,395	10.00	270,890	0.00	0
Water & Sewer Utility Worker II	7.00	205,071	2.00	57,680	11.00	325,440
Water & Sewer Utility Worker III (Certified)	6.00	232,948	5.00	195,692	7.00	273,216

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

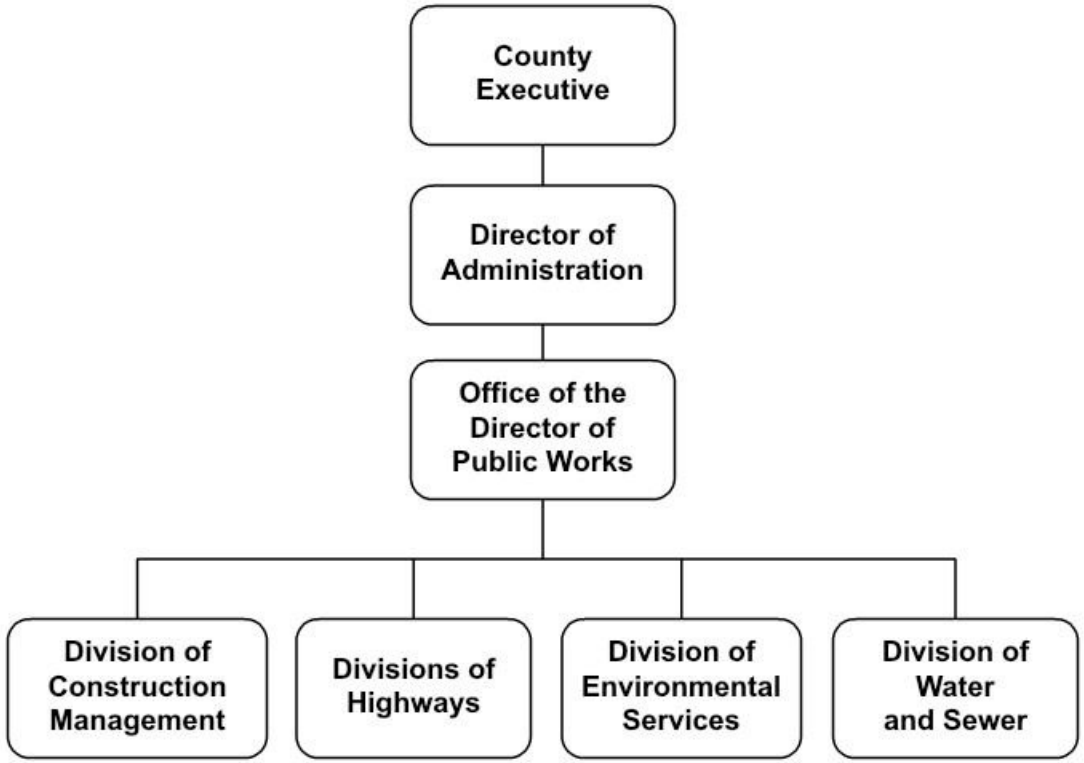
POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PUBLIC WORKS - WATER & SEWER FUND, CONT'D						
Water & Sewer Utility Worker III (Non-Certified)	3.00	105,253	6.00	206,800	3.00	118,020
Water & Sewer Utility Worker IV	4.00	164,263	4.00	169,190	4.00	176,198
Water/Wastewater Facility Mechanic	12.00	516,958	12.00	573,865	10.00	516,436
Water/Wastewater Facility Mechanic Trainee	1.00	34,100	1.00	35,123	3.00	105,376
Water Meter Mechanic I	2.00	81,669	2.00	84,119	2.00	87,484
Water Meter Mechanic II	6.00	237,704	6.00	263,875	6.00	274,431
Water Meter Technician I	2.00	113,605	1.00	39,449	1.00	41,027
Water Meter Technician II	1.00	61,127	2.00	124,658	2.00	129,644
FULL-TIME SALARIES	170.00	9,133,073	170.00	9,445,221	170.00	9,793,423
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	170.00	9,133,073	170.00	9,445,221	170.00	9,793,423
TEMPORARY SALARIES		405,582		117,266		147,610
SUB-TOTAL WATER & SEWER SALARIES	**170.00**	**9,538,655**	**170.00**	**9,562,487**	**170.00**	**9,941,033**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		2,187,946			2,016,321		1,856,701
Workers' Compensation		492,994			785,041		650,137
Health Benefits		6,316,060			5,724,154		5,640,531
PEHP		526,580			344,810		480,566
Overtime & Shift Differential		1,663,655			1,600,955		1,619,800
FICA		1,797,243			1,658,616		1,718,485
Miscellaneous		59,080			51,800		51,100
TOTAL OTHER PERSONAL SERVICES		**13,043,558**			**12,181,697**		**12,017,320**
PUBLIC WORKS - DEPARTMENT TOTALS							
FULL-TIME SALARIES	**411.00**	**21,428,497**		**369.00**	**20,044,575**	**365.00**	**20,688,213**
SALARY OFFSET		**0**			**0**		**0**
TOTAL PART-TIME SALARIES	**0.00**	**0**		**0.00**	**0**	**0.00**	**0**
TOTAL DEPARTMENTAL TEMPORARY SALARIES		**405,582**			**117,266**		**222,810**
TOTAL OTHER PERSONAL SERVICES		**13,043,558**			**12,181,697**		**12,017,320**
DEPARTMENTAL SALARY TOTAL	**411.00**	**34,877,637**	*	**369.00**	**32,343,538**	**365.00**	**32,928,343**

*** FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE DIRECTOR



PUBLIC WORKS
Director's Office
Index #303110

ORIGIN/PURPOSE:

The Director of Public Works provides guidance and administrative support to all divisions within the Department of Public Works. The Director works to provide a more efficient, cost-effective Department of Public Works which will define and meet the needs of our citizens while maintaining a work environment based on common sense, accountability, and compassion.

The Department of Public Works is divided into four major divisions: Water and Sewer, Highways, Environmental Services and Construction Management. This assures support and participation from each division of the Department in planning and improvements. The Director of Public Works is a position mandated by the Harford County Charter that must be held by an individual who possesses a Professional Engineer's license under the laws of the State of Maryland.

FY 2017 - FY 2018 GOAL:

TO WORK TOWARDS A DEPARTMENT OF PUBLIC WORKS THAT IS EFFICIENT, QUALITY AND CUSTOMER SERVICE ORIENTED, AND AS COST EFFECTIVE AS ANY COMPARABLE ORGANIZATION IN THE REGION, MAKING AND DOCUMENTING THE COMPARISONS AND CHANGES WE VIEW AS NECESSARY, WHILE AT THE SAME TIME PROVIDING FOR A SAFE AND SECURE WORK ENVIRONMENT FOR OUR EMPLOYEES STRIVE TOWARD REORGANIZATION OF ENVIRONMENTAL SERVICES AND WATER & SEWER TO INCREASE FLEXIBILITY AND EFFICIENCY WHILE WORKING TOWARD BECOMING SELF-FUNDED.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	249,927	178,262	267,109	269,424	269,424
20 CONTRACTUAL SERVICES	8,868	9,471	12,840	12,840	12,840
30 SUPPLIES & MATERIALS	527	156	975	975	975
40 BUSINESS AND TRAVEL	1,140	1,260	4,690	4,690	4,690
80 INTER-GOVERNMENTAL/INTERFUND	0	0	700	700	700
GRAND TOTAL	**260,462**	**189,149**	**286,314**	**288,629**	**288,629**
FUNDING SOURCE:					
25 HIGHWAYS	**260,462**	**189,149**	**286,314**	**288,629**	**288,629**

PUBLIC WORKS
Director's Office
Index #303110

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $2,315
187,994	205,000	17,006	Full-time salaries
			(17,006) Staff Turnover - (9.05%)
	8,681	8,681	FY 18 Merit Salary Increase 4%
18,799	4,950	(13,849)	Pension adjustments
41,267	26,425	(14,842)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
3,748	9,640	5,892	PEHP (Post Employment Health Plan)
14,382	13,730	(652)	FICA adjustments

DIVISION STAFF SUMMARY

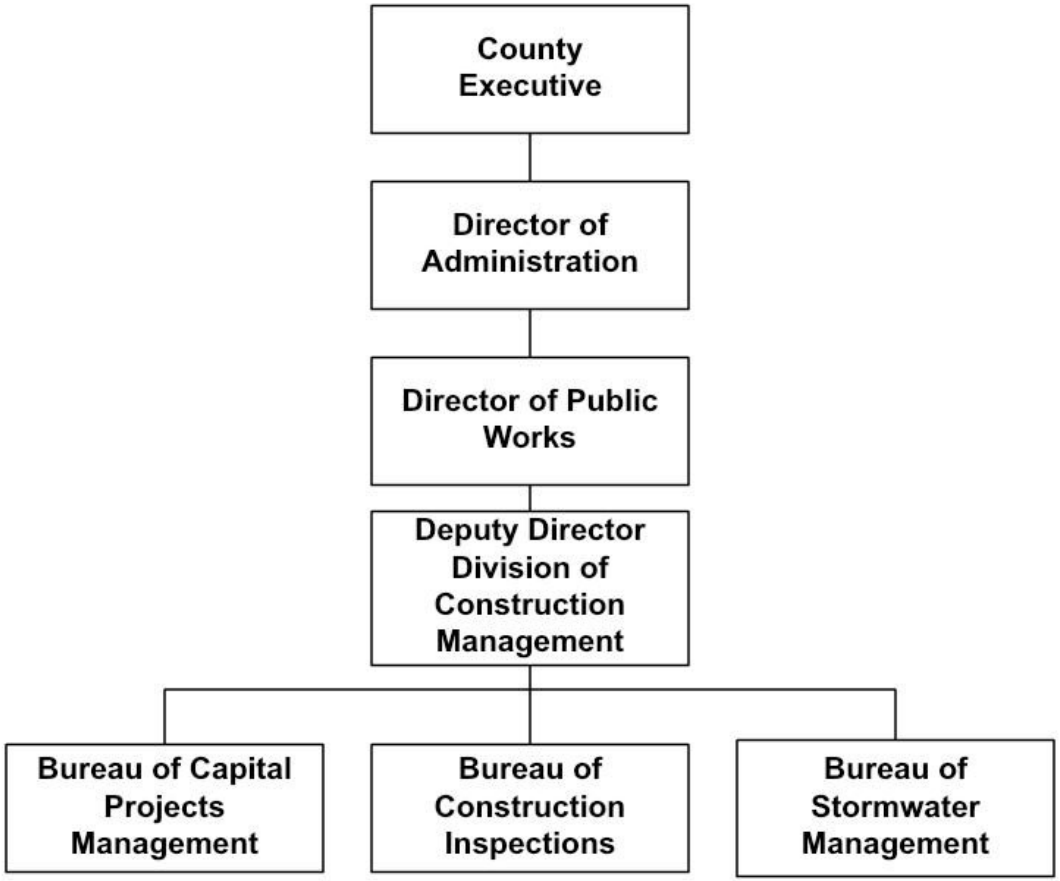
Director of Public Works

Index #303110

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Budget Technician II	1.00	72,061		1.00	72,061	1.00	57,200
Director of Public Works	1.00	115,933		1.00	115,933	1.00	156,000
SALARY TOTAL	**2.00**	**187,994**		**2.00**	**187,994**	**2.00**	**213,200**
OTHER PERSONAL SERVICES							
Pension & Retirement		18,799			18,799		5,148
Workers' Compensation		357			639		746
Health Benefits		42,588			41,267		26,425
PEHP		4,520			3,748		9,640
FICA		14,382			14,382		13,985
Miscellaneous		280			280		280
TOTAL OTHER PERSONAL SERVICES		**80,926**			**79,115**		**56,224**
TOTAL PERSONAL SERVICES	**2.00**	**268,920**	*	**2.00**	**267,109**	**2.00**	**269,424**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
DIVISION OF CONSTRUCTION MANAGEMENT



PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

ORIGIN/PURPOSE:

The Division of Construction Management is one of four major Divisions within the Department of Public Works. The Division provides:

Comprehensive project management services for the design and construction of County-owned capital projects for County departments and agencies

Inspection services for construction of roads, bridges, storm water management facilities, water distribution lines, sewer lines and sewage pump stations, and commercial development infrastructure that will be transferred to county ownership

Enforcement inspections of erosion and sediment control measures at all public and private construction sites county-wide

Stormwater Management: Plan review and approval for stormwater management and sediment control; construction and post-construction/ maintenance inspections for stormwater management; implementation of the County's MS4 permit, or National Pollution Discharge Elimination System (NPDES) Municipal Storm Separate Sewer System (MS4) permit.

MISSION STATEMENT:

TO PROVIDE COMPREHENSIVE DESIGN MANAGEMENT AND CONSTRUCTION MANAGEMENT/INSPECTION SERVICES IN A COST EFFECTIVE MANNER TO DELIVER HIGH QUALITY FACILITIES AND INFRASTRUCTURE PROJECTS INCLUDING STREAM QUALITY TO MEET THE NEEDS OF HARFORD COUNTY

FY 2017 - 2018 GOALS

MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

MANAGE CONSTRUCTION & INSPECTION CONTRACTS
COORDINATE ACTIVITIES OF THE PROJECT TEAM

MANAGE STORMWATER MANAGEMENT PERMIT & PLAN REVIEW PROJECTS
MANAGE WATERSHED PROTECTION & RESTORATION PROJECTS

INSPECTIONS FOR GRADING AND STORMWATER MANAGEMENT PERMITS
INSPECTIONS FOR STORMWATER MANAGEMENT FACILITIES MAINTENANCE

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,855,347	3,444,417	3,769,293	3,604,052	3,604,052
20	CONTRACTUAL SERVICES	182,952	234,506	239,460	201,360	201,360
30	SUPPLIES & MATERIALS	16,764	21,411	24,345	27,145	27,145
40	BUSINESS AND TRAVEL	59,758	65,439	91,125	91,825	91,825
50	CAPITAL OUTLAY	1,330	0	0	0	0
70	MISCELLANEOUS	0	4,952	6,139	8,991	8,991
80	INTER-GOVERNMENTAL/INTERFUND	2,263	512	4,100	4,100	4,100
	GRAND TOTAL	**3,118,414**	**3,771,237**	**4,134,462**	**3,937,473**	**3,937,473**
SUMMARY BY FUND:						
11	GENERAL	0	1,179,474	1,484,549	2,204,753	2,204,753
25	HIGHWAYS	3,118,414	2,591,763	2,649,913	1,732,690	1,732,690
	GRAND TOTAL	**3,118,414**	**3,771,237**	**4,134,462**	**3,937,443**	**3,937,443**
SUMMARY BY DIVISION:						
GENERAL FUND:						
301603	STORMWATER MANAGEMENT	0	1,179,474	1,484,549	1,467,441	1,467,441
302000	BUREAU OF CAPITAL PROJECTS MGM	0	0	0	737,342	737,342
HIGHWAYS FUND:						
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	719,377	707,597	755,455	0	0
303220	BUREAU OF CONSTRUCTION INSPECTIONS	2,399,037	1,884,166	1,894,458	1,732,690	1,732,690
	GRAND TOTAL	**3,118,414**	**3,771,237**	**4,134,462**	**3,937,473**	**3,937,473**

DEPARTMENT STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
GENERAL FUND							
Administrative Assistant I	0.00	0		1.00	39,449	1.00	41,027
Administrative Assistant II	0.00	0		0.00	0	1.00	47,985
Administrative Specialist I	0.00	0		1.00	46,350	0.00	0
Chief, Construction Inspector	1.00	65,210		1.00	67,167	1.00	69,853
Chief, Vertical Inspector	0.00	0		0.00	0	1.00	85,154
Civil Engineer II	2.00	141,007		2.00	145,237	2.00	151,037
Civil Engineer III	1.00	93,307		1.00	96,108	0.00	0
Civil Engineer IV	1.00	114,525		1.00	117,961	3.00	344,423
Engineering Associate II	1.00	44,035		1.00	45,356	1.00	47,171
Engineering Associate IV	1.00	82,465		1.00	84,939	1.00	88,338
Engineering Associate V	2.00	178,182		2.00	183,527	3.00	256,225
Inspector I	0.00	0		1.00	51,912	0.00	0
Inspector II	1.00	44,900		0.00	0	3.00	170,291
Inspector III	0.00	0		1.00	54,384	2.00	119,627
SALARY TOTAL	**10.00**	**763,631**		**13.00**	**932,390**	**19.00**	**1,421,131**
OTHER PERSONAL SERVICES							
Pension & Retirement		76,363			93,239		127,902
Workers' Compensation		1,248			4,354		7,243
Health Benefits		149,886			219,274		325,375
PEHP		0			0		14,460
Overtime		0			0		1,000
FICA		58,418			71,328		108,516
Miscellaneous		1,400			1,820		2,660
TOTAL OTHER PERSONAL SERVICES		**287,315**			**390,015**		**587,156**
TOTAL PERSONAL SERVICES	**10.00**	**1,050,946**	*	**13.00**	**1,322,405**	**19.00**	**2,008,287**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
HIGHWAYS FUND							
Administrative Assistant I	3.00	157,852		3.00	162,587	0.00	0
Administrative Assistant II	0.00	0		0.00	0	1.00	59,669
Administrative Budget Technician I	1.00	72,061		1.00	74,223	1.00	63,280
Chief, Bureau of Construction Management	1.00	92,392		1.00	95,164	1.00	98,971
Chief, Construction Inspector	2.00	144,830		2.00	153,361	2.00	159,495
Chief, Vertical Inspector	1.00	79,494		1.00	81,879	0.00	0
Civil Engineer IV	1.00	110,897		1.00	114,224	0.00	0
Deputy Director of Public Works	1.00	109,666		1.00	110,666	1.00	115,093
Engineering Associate V	1.00	61,013		1.00	62,843	0.00	0
Inspector I	2.00	76,600		1.00	39,449	0.00	0
Inspector II	9.00	449,311		9.00	455,374	7.00	368,902
Inspector III	6.00	364,115		5.00	294,099	3.00	186,236
FULL-TIME SALARIES	**28.00**	**1,718,231**		**26.00**	**1,643,869**	**16.00**	**1,051,646**
TEMPORARY SALARIES		**0**			**0**		**25,200**
SALARY TOTAL	**28.00**	**1,718,231**		**26.00**	**1,643,869**	**16.00**	**1,076,846**
OTHER PERSONAL SERVICES							
Pension & Retirement		171,824			164,387		94,648
Workers' Compensation		7,534			14,901		8,696
Health Benefits		393,691			398,351		236,884
PEHP		36,160			29,984		24,100
Overtime		66,000			66,000		65,000
FICA		136,494			125,756		87,351
Miscellaneous		3,920			3,640		2,240
TOTAL OTHER PERSONAL SERVICES		**815,623**			**803,019**		**518,919**
TOTAL PERSONAL SERVICES	**28.00**	**2,533,854**	*	**26.00**	**2,446,888**	**16.00**	**1,595,765**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Capital Projects Management
Index #302000

ORIGIN/PURPOSE:

The Bureau of Capital Projects Management provides comprehensive project management services for the design and construction of County-owned buildings and other capital projects for County departments and agencies in accordance with Sections 16-25 and 41-26 of the Harford County Code.

This Division moved from the Highways Fund for FY 18

FY 2017 - FY 2018 GOAL:
TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	0	0	708,342	708,342
20 CONTRACTUAL SERVICES	0	0	0	13,400	13,400
30 SUPPLIES & MATERIALS	0	0	0	3,500	3,500
40 BUSINESS AND TRAVEL	0	0	0	11,700	11,700
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	400	400
GRAND TOTAL	**0**	**0**	**0**	**737,342**	**737,342**
FUNDING SOURCE:					
11 General	**0**	**0**	**0**	**737,342**	**737,342**

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Capital Projects Management
Index #302000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $708,342
	670,494	670,494	Seven (7) positions transferred from Capital Projects under the Highways fund to this new Division of Capital Projects under the General fund

# of Positions	Salary	Fringe	Total	
1.00	46,140	9,184	55,324	Administrative Asst II
1.00	56,197	29,806	86,003	Inspector II
1.00	54,075	29,598	83,673	Inspector II
1.00	60,642	30,750	91,392	Inspector III
1.00	114,224	34,698	148,922	Civil Engineer IV Chief
1.00	81,879	29,687	111,566	Vertical Inspector
1.00	62,843	30,771	93,614	Engineer Associate V
7.00	476,000	194,494	670,494	

22,310	22,310	FY 18 Merit Salary Increase of 4%
14,460	14,460	PEHP (Post Employment Health Plan)
1,000	1,000	Overtime
		CONTRACTUAL SERVICES increase $13,400
13,400	13,400	Funds provide for office equipment, telephone services and other professional services
		SUPPLIES & MATERIALS increase $3,500
3,500	3,500	Funds provide for general office supplies, duplicating machine supplies, uniforms-purchase, safety equipment and other supplies
11,700	11,700	BUSINESS AND TRAVEL increase $11,700 Funds provide for vehicle maintenance, fuel charges, professional books, membership fees, and training
		INTER-GOVERNMENTAL/INTERFUND increase $400
400	400	Fleet daily carpool rentals

DIVISION STAFF SUMMARY

Capital Projects Management

Index #302000*

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	0.00	0	0.00	0	1.00	47,985
Chief, Vertical Inspector	0.00	0	0.00	0	1.00	85,154
Civil Engineer IV	0.00	0	0.00	0	1.00	118,793
Engineering Associate V	0.00	0	0.00	0	1.00	65,357
Inspector II	0.00	0	0.00	0	2.00	114,683
Inspector III	0.00	0	0.00	0	1.00	63,068
SALARY TOTAL	**0.00**	**0**	**0.00**	**0**	**7.00**	**495,040**
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		44,554
Workers' Compensation		0		0		3,079
Health Benefits		0		0		111,300
PEHP		0		0		14,460
Overtime		0		0		1,000
FICA		0		0		37,929
Miscellaneous		0		0		980
TOTAL OTHER PERSONAL SERVICES		**0**		**0**		**213,302**
TOTAL PERSONAL SERVICES	**0.00**	**0**	**0.00**	**0**	**7.00**	**708,342**

* This division was under the Highways fund but moved here for FY 18 in the General fund

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Bureau of Capital Projects Management
Index #303125

ORIGIN/PURPOSE:

The Bureau of Capital Projects Management provides comprehensive project management services for the design and construction of County-owned buildings and other capital projects for County departments and agencies in accordance with Sections 16-25 and 41-26 of the Harford County Code.
This Division moved to the General Fund for FY 18.

FY 2017 - FY 2018 GOAL:

TO DIRECT AND MANAGE THE PROJECT DESIGN PROCESS BY CLOSE COORDINATION WITH THE CUSTOMER AGENCIES TO PROVIDE COST EFFECTIVE, COMPREHENSIVE DESIGN DOCUMENTS THAT BEST MEET FUNCTIONAL NEEDS OF THE USERS

TO MANAGE PROJECT CONSTRUCTION AND INSPECTION TO DELIVER PROJECTS THAT MEET DESIGN INTENT, CONTRACT REQUIREMENTS, AND APPLICABLE CODES

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM - CUSTOMER AGENCY, CONTRACTOR, DESIGNER, OTHER INVOLVED PARTIES, AND THE GENERAL PUBLIC AS APPLICABLE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	693,477	678,147	689,355	0	0
20 CONTRACTUAL SERVICES	13,369	12,445	51,000	0	0
30 SUPPLIES & MATERIALS	2,593	3,142	3,700	0	0
40 BUSINESS AND TRAVEL	8,738	13,863	11,000	0	0
50 CAPITAL OUTLAY	1,200	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	0	400	0	0
GRAND TOTAL	**719,377**	**707,597**	**755,455**	**0**	**0**
FUNDING SOURCE:					
25 HIGHWAYS	**719,377**	**707,597**	**755,455**	**0**	**0**

FINANCIAL NOTES:

All funds for this division was transferred to the General Fund for FY 18

DIVISION STAFF SUMMARY

Bureau of Capital Projects Management

Index #303125 **

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	44,796		1.00	46,140	0.00	0
Chief, Vertical Inspector	1.00	79,494		1.00	81,879	0.00	0
Civil Engineer IV	1.00	110,897		1.00	114,224	0.00	0
Engineering Associate V	1.00	61,013		1.00	62,843	0.00	0
Inspector I	0.00	0		0.00	0	0.00	0
Inspector II	2.00	107,060		2.00	110,272	0.00	0
Inspector III	1.00	58,876		1.00	60,642	0.00	0
SALARY TOTAL	**7.00**	**462,136**		**7.00**	**476,000**	**0.00**	**0**
OTHER PERSONAL SERVICES							
Pension & Retirement		46,214			47,600		0
Workers' Compensation		1,399			3,504		0
Health Benefits		113,078			112,613		0
PEHP		13,560			11,244		0
Overtime		1,000			1,000		0
FICA		35,430			36,414		0
Miscellaneous		980			980		0
TOTAL OTHER PERSONAL SERVICES		**211,661**			**213,355**		**0**
TOTAL PERSONAL SERVICES	**7.00**	**673,797**	*	**7.00**	**689,355**	**0.00**	**0**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

** This division moved under the General fund for FY 18 in new index 302000

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Bureau of Construction Inspection
Index #303220

ORIGIN/PURPOSE:

The Bureau of Construction Inspections (BCI) provides inspection services for construction of roads, bridges, storm water management facilities, water distribution lines, sewer lines and sewage pump stations, and commercial development infrastructure that will be transferred to county ownership. BCI also provides enforcement inspections of erosion and sediment control measures at all public and private construction sites county-wide.

FY 2017 - FY 2018 GOAL:

TO DIRECT AND MANAGE THE PROJECT DESIGN PROCESS BY CLOSE COORDINATION WITH THE CUSTOMER AGENCIES TO PROVIDE COST EFFECTIVE, COMPREHENSIVE DESIGN DOCUMENTS THAT BEST MEET FUNCTIONAL NEEDS OF THE USERS

TO MANAGE PROJECT CONSTRUCTION AND INSPECTION TO DELIVER PROJECTS THAT MEET DESIGN INTENT, CONTRACT REQUIREMENTS, AND APPLICABLE CODES

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM - CUSTOMER AGENCY, CONTRACTOR, DESIGNER, OTHER INVOLVED PARTIES, AND THE GENERAL PUBLIC AS APPLICABLE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,161,870	1,652,174	1,757,533	1,595,765	1,595,765
20 CONTRACTUAL SERVICES	169,583	180,633	59,250	56,250	56,250
30 SUPPLIES & MATERIALS	14,171	11,737	11,700	14,700	14,700
40 BUSINESS AND TRAVEL	51,020	39,110	62,475	62,475	62,475
50 CAPITAL OUTLAY	130	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	2,263	512	3,500	3,500	3,500
GRAND TOTAL	**2,399,037**	**1,884,166**	**1,894,458**	**1,732,690**	**1,732,690**
FUNDING SOURCE:					
25 HIGHWAYS	**2,399,037**	**1,884,166**	**1,894,458**	**1,732,690**	**1,732,690**

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Bureau of Construction Inspection
Index #303220

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($161,768)
1,167,869	1,170,902	3,033	Full-time salaries
			1,183 Salary adjustments
			1,850 Staff Turnover
			3,033
	47,517	47,517	FY 18 Merit Salary Increase 4%
	(253,111)	(253,111)	Three (3) vacant positions transferred to DES - Emergency Medical Services

# of Positions	Salary	Fringe	Total	
(1.00)	(59,073)	(30,137)	(89,210)	Administrative Assistant I
(1.00)	(46,247)	(30,872)	(77,119)	Inspector
(1.00)	(54,384)	(32,398)	(86,782)	Inspector
(3.00)	(159,704)	(93,407)	(253,111)	

0	25,200	25,200	Temporary funding for 3 summer engineering interns
116,787	106,978	(9,809)	Pension adjustments
11,397	9,669	(1,728)	Workers' Compensation adjustments
285,738	300,376	14,638	Health Benefits are adjusted due to staff opting for changes in levels of coverage
18,740	24,100	5,360	PEHP (Post Employment Health Plan)
89,342	96,474	7,132	FICA adjustments
			CONTRACTUAL SERVICES decrease ($3,000)
36,000	33,000	(3,000)	Other professional services reduced based on actual expense history
			SUPPLIES & MATERIALS increase $3,000
0	3,000	3,000	Funds are provided to purchase County shirts for inspectors

DIVISION STAFF SUMMARY
Bureau of Construction Inspections
Index #303220

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	113,056	2.00	116,447	1.00	59,669
Administrative Budget Technician I	0.00	0	0.00	0	1.00	63,280
Administrative Budget Technician II	1.00	72,061	1.00	74,223	0.00	0
Chief, Bureau of Construction Mgt	1.00	92,392	1.00	95,164	1.00	98,971
Chief, Construction Inspector	2.00	144,830	2.00	153,361	2.00	159,495
Deputy Director of Public Works	1.00	109,666	1.00	110,666	1.00	115,093
Inspector I	2.00	76,600	1.00	39,449	0.00	0
Inspector II	7.00	342,251	7.00	345,102	7.00	368,902
Inspector III	5.00	305,239	4.00	233,457	3.00	186,236
FULL-TIME SALARIES	21.00	1,256,095	19.00	1,167,869	16.00	1,051,646
TEMPORARY SALARIES		0		0		25,000
SALARY TOTAL	**21.00**	**1,256,095**	**19.00**	**1,167,869**	**16.00**	**1,071,646**
OTHER PERSONAL SERVICES						
Pension & Retirement		125,610		116,787		94,648
Workers' Compensation		6,135		11,397		8,696
Health Benefits		280,613		285,738		236,884
PEHP		22,600		18,740		24,100
Overtime		65,000		65,000		65,000
FICA		101,064		89,342		87,351
Miscellaneous		2,940		2,660		2,240
TOTAL OTHER PERSONAL SERVICES		**603,962**		**589,664**		**518,919**
TOTAL PERSONAL SERVICES	**21.00**	**1,860,057** *	**19.00**	**1,757,533**	**16.00**	**1,590,565**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT

ORIGIN/PURPOSE:

Operating funds were transferred from #303320 Stormwater Management to a new index #301603 - Stormwater Management - General Fund in FY 16.
This account is set up for FY 17 as a special fund for deposit of a certain portion of the recordation tax, $0.55 for each of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,169,849	0	0	0	0
20	CONTRACTUAL SERVICES	37,352	0	0	0	0
30	SUPPLIES & MATERIALS	6,683	0	0	0	0
40	BUSINESS AND TRAVEL	22,126	0	0	0	0
50	CAPITAL OUTLAY	0	0	0	0	0
70	MISCELLANEOUS	80,373	0	1,783,900	1,324,500	1,324,500
	GRAND TOTAL	**1,316,383**	**0**	**1,783,900**	**1,324,500**	**1,324,500**
SUMMARY BY FUND:						
29	STORMWATER MANAGEMENT	1,316,383		1,783,900	1,324,500	1,324,500
		1,316,383	**0**	**1,783,900**	**1,324,500**	**1,324,500**
SUMMARY BY DIVISION:						
303320	STORMWATER MANAGEMENT	1,316,383	0	1,783,900	1,324,500	1,324,500
	GRAND TOTAL	**1,316,383**	**0**	**1,783,900**	**1,324,500**	**1,324,500**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			MISCELLANEOUS
1,783,900	1,324,500	(459,400)	Other Contingencies - per Treasury's recommendations

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Stormwater Management - General Fund
Index #301603

ORIGIN/PURPOSE:

The Stormwater Management group is responsible for three separate programs: (1) Plan review and approval for stormwater management and sediment control; (2) Construction and post-construction/maintenance inspections for stormwater management; and (3) Implementation of the County's MS4 permit, or National Pollution Discharge Elimination System (NPDES) Municipal Storm Separate Sewer System (MS4) permit.

Administration of the stormwater management and sediment control program is delegated by the Maryland Department of the Environment (MDE). Recent updates to the state stormwater management regulations have required new development to focus on designing and constructing smaller stormwater management facilities resulting in a significantly larger number of facilities being constructed. The new regulations have increased plans review times and the time required to complete inspections.

Harford County received it's most recent five-year MS4 permit in December, 2014. The MS4 permit is required by the Environmental Protection Agency (EPA) and issued by MDE. Permit requirements include assessing stream health through watershed assessments, identifying opportunities to improve stream health through watershed restoration plans, and designing and constructing watershed restoration projects to improve stream health. Projects include but are not limited to constructing new stormwater management facilities, upgrading existing stormwater management facilities, and constructing stream restorations.
Additional permit requirements include monitoring stream health, identifying sources of potential impacts to stream health from commercial, industrial and residential properties and implementing a public outreach program

All funds were transferred from #303320 Stormwater Management Fund to new index #301603 Stormwater Management - General Fund due to Bill No. 14-036 repealing the stormwater remediation fees.

FY 2017 - FY 2018 GOALS:

TO MANAGE THE PERMIT AND PLAN REVIEW PROCESS TO ENSURE COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS AND APPROVE STORMWATER MANAGEMENT/SEDIMENT CONTROL PLANS THAT MEET STATE REGULATIONS AND PROTECT HARFORD COUNTY STREAMS

TO MANAGE ALL ASPECTS OF THE WATERSHED PROTECTION AND RESTORATION PROGRAMS AS REQUIRED BY MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM) PERMIT

TO ENSURE CONSTRUCTION COMPLIES WITH APPROVED GRADING AND STORMWATER MANAGEMENT PERMITS THROUGH ONSITE INSPECTIONS AND COORDINATION WITH THE PERMIT HOLDER, CONTRACTOR, OR ENGINEER IN CHARGE

TO ENSURE COMPLETED STORMWATER FACILITIES CONTINUE TO FUNCTION PROPERLY THROUGH STATE MANDATED TRIENNIAL MAINTENANCE INSPECTIONS AND COORDINATION WITH OWNERS OF THE STORMWATER MANAGEMENT FACILITIES.

PUBLIC WORKS - DIVISION OF HIGHWAYS
Stormwater Management - General Fund
Index #301603

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	0	1,114,096	1,322,405	1,299,945	1,299,945
20	CONTRACTUAL SERVICES	0	41,428	129,210	131,710	131,710
30	SUPPLIES & MATERIALS	0	6,532	8,945	8,945	8,945
40	BUSINESS AND TRAVEL	0	12,466	17,650	17,650	17,650
70	MISCELLANEOUS	0	4,952	6,139	8,991	8,991
80	INTER-GOVERNMENTAL/INTERFUND	0	0	200	200	200
	GRAND TOTAL	**0**	**1,179,474**	**1,484,549**	**1,467,441**	**1,467,441**
SUMMARY BY FUND:						
11	GENERAL	0	1,179,474	1,484,549	1,467,441	1,467,441
		0	**1,179,474**	**1,484,549**	**1,467,441**	**1,467,441**
SUMMARY BY DIVISION:						
301603	STORMWATER MANAGEMENT	0	1,179,474	1,484,549	1,467,441	1,467,441
	GRAND TOTAL	**0**	**1,179,474**	**1,484,549**	**1,467,441**	**1,467,441**

PUBLIC WORKS - DIVISION OF HIGHWAYS
Stormwater Management - General Fund
Index #301603

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($22,460)
932,390	936,822	4,432	Full-time salaries
			4,432 Salary adjustments
	41,451	41,451	FY 18 Merit Salary Increase 4%
	(76,890)	(76,890)	One (1) Vacant Administrative Specialist I pin transferred to Emergency Medical Services
			# of Positions / Salary / Fringe / Total
			(1.00) / (46,350) / (30,540) / (76,890) Administrative Specialist I
93,239	84,777	(8,462)	Pension adjustments
219,274	236,136	16,862	Health Benefits are adjusted due to staff opting for changes in levels of coverage
			CONTRACTUAL SERVICES increase $2,500
1,000	3,500	2,500	Additional funds to market/advertise the summer adventure program
			MISCELLANEOUS increase $2,852
6,139	8,991	2,852	Pro Rata Shares - adjusted per the formula

DIVISION STAFF SUMMARY

Stormwater Management-General Fund

Index #301603

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	0.00	0		1.00	39,449	1.00	41,027
Administrative Specialist I	0.00	0		1.00	46,350	0.00	0
Chief, Construction Inspector	1.00	65,210		1.00	67,167	1.00	69,853
Civil Engineer II	2.00	141,007		2.00	145,237	2.00	151,037
Civil Engineer III	1.00	93,307		1.00	96,108	0.00	0
Civil Engineer IV	1.00	114,525		1.00	117,961	2.00	225,630
Engineering Associate II	1.00	44,035		1.00	45,356	1.00	47,171
Engineering Associate IV	1.00	82,465		1.00	84,939	1.00	88,337
Engineering Associate V	2.00	178,182		2.00	183,527	2.00	190,869
Inspector I	0.00	0		1.00	51,912	0.00	0
Inspector II	1.00	44,900		0.00	0	1.00	55,608
Inspector III	0.00	0		1.00	54,384	1.00	56,559
SALARY TOTAL	**10.00**	**763,631**		**13.00**	**932,390**	**12.00**	**926,091**
OTHER PERSONAL SERVICES							
Pension & Retirement		76,363			93,239		83,348
Workers' Compensation		1,248			4,354		4,164
Health Benefits		149,886			219,274		214,075
FICA		58,418			71,328		70,587
Miscellaneous		1,400			1,820		1,680
TOTAL OTHER PERSONAL SERVICES		**287,315**			**390,015**		**373,854**
TOTAL PERSONAL SERVICES	**10.00**	**1,050,946**	*	**13.00**	**1,322,405**	**12.00**	**1,299,945**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DPW - DIVISION OF CONSTRUCTION MANAGEMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Ensure SWM facilities function long-term - Ensure completed storm water facilities continue to function properly through state mandated triennial maintenance inspections and coordination with owners of the storm water management facilities.

Department Objective

Complete triennial SWM Facility/BMP inspections by the due date for at least 200 inspections / assigned inspector.

County Goal(s) Supported

III. Strengthen Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Number of Assigned Inspectors	N/A	N/A	N/A	N/A	1.5
Output:					
Number of SWM/BMP Inspections by Due Date	N/A	N/A	N/A	N/A	300
Outcome:					
Number of Inspections/Assigned Inspectors	N/A	N/A	N/A	N/A	200

Explanation and Analysis of Performance Measures

~~This is the~~ first year for this objective & performance measure. No data is available yet.

DPW - DIVISION OF CONSTRUCTION MANAGEMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Manage project construction and inspections - to deliver projects that meet design intent, contract requirements, and applicable codes.

Department Objective

1. Improve Capital Project Processes through lessons learned meetings. Conduct at least 2 meetings per year.
2. Develop procedures to document lessons learned as they occur, convey lessons learned to appropriate staff, and implement an organized file storage/retrieval process that allow staff to find applicable lessons learned.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

III. Strengthen Our Communities

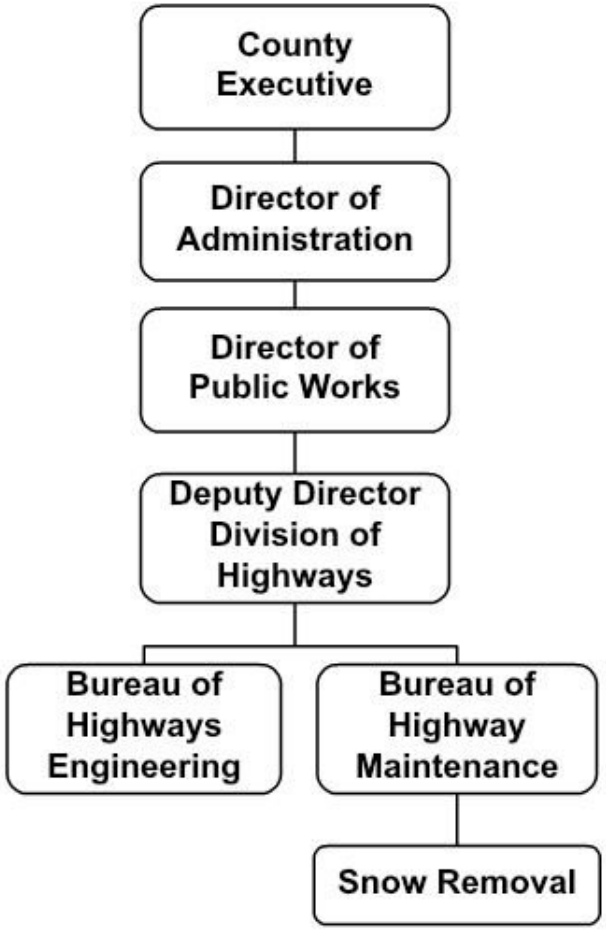
Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Number of Meetings to Develop/ Review System	N/A	N/A	N/A	N/A	4
Output:					
Number of Lessons Learned in the Dataset	N/A	N/A	N/A	N/A	20
Outcome:					
Number of Lessons Learned Reviewed by Staff	N/A	N/A	N/A	N/A	10

Explanation and Analysis of Performance Measures

This is the first year for this objective & performance measure. No data is available yet. Capture of Lessons Learned and review by staff will provide for continuous improvement.

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DEPARTMENT OF PUBLIC WORKS
DIVISION OF HIGHWAYS



PUBLIC WORKS - DIVISION OF HIGHWAYS

ORIGIN/PURPOSE:

The Highways Division of the Department of Public Works has overall responsibility for the County's roadway network and stream quality. This charge is divided between three distinct functional areas:

BUREAU OF ENGINEERING: Responsibilities include engineering, design, and technical support of capital projects, development review, and drafting for highway related projects and other County agencies. In addition, this section performs traffic analysis for intersection improvements, future roads, speed studies, etc.

BUREAU OF HIGHWAYS MAINTENANCE: Responsible for maintenance and cleaning of roads, alleys, bridges, viaducts and underpasses, drains and culverts. This area is also responsible for the maintenance of approximately 1,057 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,402 street lights.

Snow Removal: Overtime cost, materials, meals, and other related expenses incurred for snow removal operations are budgeted in the account under the purview of the Bureau of Highways Maintenance.

MISSION STATEMENT:
TO PROVIDE COMPREHENSIVE HIGH QUALITY ENGINEERING, MAINTAIN ROADWAY INFRASTRUCTURE, AND STREAM QUALITY IN A COST EFFECTIVE MANNER TO MEET THE NEEDS OF HARFORD COUNTY

FY 2017 - FY 2018 GOALS:
MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS
TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

PUBLIC WORKS - DIVISION OF HIGHWAYS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	12,687,054	12,141,627	12,560,959	13,047,514	13,047,514
20	CONTRACTUAL SERVICES	3,240,355	3,659,334	3,499,794	3,755,309	3,755,309
30	SUPPLIES & MATERIALS	2,950,485	2,387,643	3,179,545	3,263,545	3,263,545
40	BUSINESS AND TRAVEL	1,721,098	1,618,010	1,940,750	1,940,750	1,940,750
50	CAPITAL OUTLAY	13,278	82,741	14,000	14,000	14,000
70	MISCELLANEOUS	2,258,245	2,308,885	4,496,935	2,620,059	2,620,059
80	INTER-GOVERNMENTAL/INTERFUND	0	184	200	200	200
	GRAND TOTAL	**22,870,515**	**22,198,424**	**25,692,183**	**24,641,377**	**24,641,377**
SUMMARY BY FUND:						
25	HIGHWAYS	22,870,515	22,198,424	25,692,183	24,641,377	24,641,377
	GRAND TOTAL	**22,870,515**	**22,198,424**	**25,692,183**	**24,641,377**	**24,641,377**
SUMMARY BY DIVISION:						
303210	BUREAU OF HIGHWAYS ENGINEERING	2,567,530	2,197,938	2,201,874	2,320,064	2,320,064
303410	BUREAU OF HIGHWAYS MAINTENANCE	17,539,935	17,535,851	21,220,421	20,046,425	20,046,425
303430	SNOW REMOVAL	2,763,050	2,464,635	2,269,888	2,274,888	2,274,888
	GRAND TOTAL	**22,870,515**	**22,198,424**	**25,692,183**	**24,641,377**	**24,641,377**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
DIVISION OF HIGHWAYS - HIGHWAYS FUND						
Accounting Technician II	2.00	92,879	2.00	95,665	2.00	99,492
Administrative Assistant II	6.00	308,035	6.00	317,276	6.00	329,968
Administrative Budget Technician II	1.00	56,058	1.00	57,740	1.00	60,050
Administrative Specialist I	1.00	52,026	1.00	65,675	1.00	68,302
Central Stores Coordinator	1.00	33,100	1.00	57,165	1.00	59,452
Central Stores Manager	1.00	49,006	1.00	50,476	1.00	52,495
Chauffeur-Laborer	25.00	835,864	23.00	842,472	24.00	971,000
Chief, Construction Inspector	1.00	74,118	1.00	76,342	1.00	79,396
Chief, Engineering Division	1.00	121,025	1.00	124,656	1.00	128,891
Chief, Highways Division	1.00	90,744	1.00	93,466	1.00	97,205
Civil Engineer II	1.00	56,632	1.00	58,331	0.00	0
Civil Engineer III	4.00	416,178	4.00	428,663	5.00	509,506
Communications Specialist II	1.00	46,656	1.00	48,056	1.00	49,978
Crew Chief	12.00	617,347	12.00	612,876	12.00	637,391
Engineering Associate I	1.00	48,931	0.00	0	0.00	0
Engineering Associate II	1.00	51,148	0.00	0	0.00	0
Engineering Associate III	1.00	46,656	2.00	102,318	1.00	56,432
Engineering Associate IV	2.00	146,232	2.00	150,619	2.00	156,644
Engineering Associate V	1.00	96,521	1.00	99,417	1.00	103,383
Engineering Records Technician	1.00	74,802	1.00	77,046	1.00	80,128
Equipment Operator	22.00	797,104	25.00	974,787	26.00	1,042,069
Equipment Operator Trainee	6.00	198,870	4.00	127,728	2.00	67,065
Equipment Repair Specialist	6.00	277,586	6.00	302,372	6.00	314,467

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
DIVISION OF HIGHWAYS - HIGHWAYS FUND						
GIS Coordinator	1.00	69,921	1.00	72,019	1.00	74,900
Inspector II	1.00	67,351	1.00	69,371	2.00	106,288
Inspector III	1.00	72,650	1.00	74,829	1.00	77,822
Laborer	3.00	111,289	3.00	114,628	3.00	119,213
Land Surveyor	1.00	88,454	1.00	91,107	1.00	94,752
Maintenance Supervisor	7.00	399,211	7.00	407,555	7.00	423,856
Management Assistant II	2.00	146,173	2.00	150,558	2.00	156,581
Permits Clerk	1.00	56,670	1.00	58,370	1.00	60,705
Road Marking Equipment Operator I	3.00	120,676	4.00	159,419	4.00	163,692
Road Marking Equipment Operator II	2.00	78,092	2.00	80,435	2.00	79,819
Road Marking Equipment Operator III	1.00	57,048	1.00	58,759	1.00	47,590
Senior Equipment Operator	14.00	621,417	14.00	637,391	14.00	662,887
Superintendent Highways	2.00	132,890	2.00	136,156	2.00	141,602
Trades / Laborer	4.00	163,506	4.00	171,043	6.00	297,899
Traffic Operations Supervisor	2.00	126,465	2.00	130,259	2.00	127,266
Traffic Sign Mechanic I	1.00	28,742	1.00	28,574	1.00	52,875
Traffic Sign Mechanic II	4.00	132,611	4.00	136,589	4.00	139,688
Traffic Sign Mechanic III	1.00	48,085	1.00	49,528	1.00	51,509
Utility Worker I	5.00	183,703	5.00	199,641	3.00	111,002
Utility Worker II	3.00	133,648	3.00	136,627	3.00	142,092
FULL-TIME SALARIES HIGHWAYS FUND	**158.00**	**7,426,120**	**157.00**	**7,726,004**	**157.00**	**8,095,352**
TEMPORARY SALARIES		**0**		**0**		**50,000**
SALARY TOTAL HIGHWAYS FUND	**158.00**	**7,426,120**	**157.00**	**7,726,004**	**157.00**	**8,145,352**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		747,150		776,338		733,441
Workers' Compensation		213,695		334,927		314,957
Health Benefits		2,296,012		2,384,530		2,437,803
PEHP		153,680		123,684		168,700
Overtime		500,000		560,000		560,000
FICA		606,191		633,496		665,281
Miscellaneous		22,120		21,980		21,980
TOTAL OTHER PERSONAL SERVICES		**4,538,848**		**4,834,955**		**4,902,162**
***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**						
TOTAL SALARIES	**158.00**	**7,426,120**	**157.00**	**7,726,004**	**157.00**	**8,145,352**
TOTAL OTHER PERSONAL SERVICES		**4,538,848**		**4,834,955**		**4,902,162**
TOTAL	**158.00**	**11,964,968**	**157.00**	**12,560,959**	**157.00**	**13,047,514**

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Engineering
Index #303210

ORIGIN/PURPOSE:

The Bureau of Highways Engineering is a major division within the Department of Public Works. Its responsibilities are to provide engineering design and technical support for roadway and bridge projects throughout Harford County.

In addition, the Bureau of Highways Engineering provides the review/design and subsequent approval of subdivision/related roadways, traffic analysis, including but not limited to intersection improvements, future roads, speed studies, traffic calming measures, etc., storm drains, and bridge facilities, which when completed, become part of the Harford County infrastructure.

FY 2017 - FY 2018 GOALS:

TO MAINTAIN THE CONDITION, EFFICIENCY AND SAFETY OF HARFORD COUNTY'S EXISTING ROADWAY NETWORK THROUGH IMPLEMENTATION OF VARIOUS HIGHWAYS PROGRAMS INCLUDING RESURFACING, DRAINAGE, STRUCTURES AND TREE TRIMMING / ROADSIDE MOWING

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES, WHILE INVESTIGATING NEW TECHNIQUES TO SHORTEN THE TIME OF CONSTRUCTION AND / OR REDUCE THE CONSTRUCTION COSTS

TO PROVIDE EXCEPTIONAL, COST EFFECTIVE ENGINEERING AND PROJECT MANAGEMENT FOR THE LARGER SCALE / MORE TECHNICAL ROAD AND BRIDGE PROJECTS

TO WORK WITH THE DEPARTMENT OF PLANNING & ZONING, STATE HIGHWAY ADMINISTRATION, DEVELOPERS AND CITIZENS TO REVIEW NEW SUBDIVISION PLANS THAT MEET COUNTY STANDARDS AND ENSURE THE IMPACT ON THE EXISTING TRANSPORTATION SYSTEM FROM THOSE NEW SUBDIVISIONS IS ADDRESSED

TO UPDATE THE COUNTY'S ROAD CODE TO MORE RECENT STANDARDS, ENSURING THAT IT REMAINS APPLICABLE AND EFFECTIVE FOR THE FUTURE

TO MAINTAIN AN EFFICIENT BONDING AND PERMIT ADMINISTRATION AREA THAT CONCENTRATES ON CUSTOMER SERVICE AND CAN QUICKLY RESPOND TO INQUIRIES FROM BOTH CITIZENS AND DEVELOPERS

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Engineering
Index #303210

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,438,477	2,064,536	2,040,106	2,155,779	2,155,779
20 CONTRACTUAL SERVICES	35,334	38,301	57,400	57,400	57,400
30 SUPPLIES & MATERIALS	10,176	11,316	13,935	13,935	13,935
40 BUSINESS AND TRAVEL	20,592	19,432	26,650	26,650	26,650
50 CAPITAL OUTLAY	368	1,586	1,000	1,000	1,000
70 MISCELLANEOUS	62,583	62,583	62,583	65,100	65,100
80 INTER-GOVERNMENTAL/INTERFUND	0	184	200	200	200
GRAND TOTAL	**2,567,530**	**2,197,938**	**2,201,874**	**2,320,064**	**2,320,064**
FUNDING SOURCE:					
25 HIGHWAYS	**2,567,530**	**2,197,938**	**2,201,874**	**2,320,064**	**2,320,064**

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Engineering
Index #303210

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $115,673
1,485,478	1,487,663	2,185	Full-time salaries
			2,185 Salary adjustments
			Staff Turnover (3.29%)
	69,316	69,316	FY 18 Merit Salary Increase 4%
	50,000	50,000	Temporary four summer engineering interns
148,548	133,890	(14,658)	Pension adjustments
6,532	6,050	(482)	Workers' Compensation adjustment
283,771	289,046	5,275	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
113,257	117,294	4,037	FICA adjustments
			MISCELLANEOUS increase $2,517
62,583	65,100	2,517	Funds for Baltimore Metropolitan Council dues

DIVISION STAFF SUMMARY
Bureau of Highways Engineering
Index #303210

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	124,572	2.00	128,309	2.00	133,442
Administrative Budget Technician II	1.00	56,058	1.00	57,740	1.00	60,050
Chief, Engineering Division	1.00	121,025	1.00	124,656	1.00	128,891
Civil Engineer II	1.00	56,632	1.00	58,331	0.00	0
Civil Engineer III	4.00	416,178	4.00	428,663	5.00	509,506
Engineering Associate I	1.00	48,931	0.00	0	0.00	0
Engineering Associate II	1.00	51,148	0.00	0	0.00	0
Engineering Associate III	0.00	0	1.00	54,262	1.00	56,432
Engineering Associate IV	2.00	146,232	2.00	150,619	2.00	156,644
Engineering Associate V	1.00	96,521	1.00	99,417	1.00	103,383
Engineering Records Technician	1.00	74,802	1.00	77,046	1.00	80,128
GIS Coordinator	1.00	69,921	1.00	72,019	1.00	74,900
Land Surveyor	1.00	88,454	1.00	91,107	1.00	94,752
Management Assistant II	1.00	82,465	1.00	84,939	1.00	88,337
Permit Clerk	1.00	56,670	1.00	58,370	1.00	60,705
FULL-TIME SALARIES	**19.00**	**1,489,609**	**18.00**	**1,485,478**	**18.00**	**1,547,170**
TEMPORARY SALARIES		**0**		**0**		**50,000**
SALARY TOTAL	**19.00**	**1,489,609**	**18.00**	**1,485,478**	**18.00**	**1,597,170**

DIVISION STAFF SUMMARY

Bureau of Highways Engineering

Index #303210

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		148,961			148,548		139,245
Workers' Compensation		3,054			6,532		6,292
Health Benefits		299,102			283,771		289,046
FICA		113,798			113,257		121,506
Miscellaneous		2,660			2,520		2,520
TOTAL OTHER PERSONAL SERVICES		**567,575**			**554,628**		**558,609**
TOTAL PERSONAL SERVICES	**19.00**	**2,057,184**	*	**18.00**	**2,040,106**	**18.00**	**2,155,779**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Maintenance
Index #303410

ORIGIN/PURPOSE:

Governed by Code of Harford County, Chapter 16, Article IV, Section 25, the Bureau of Highways Maintenance is responsible for the maintenance and cleaning of roads, alleys, bridges, viaducts and underpasses, drains, and culverts. Inherent in this mission are the repair, maintenance, snow removal, and traffic control of approximately 1,057 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and 5,402 street lights.

FY 2017 - FY 2018 GOAL:

PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS
TO MAINTAIN THE CONDITION, EFFICIENCY AND SAFETY OF HARFORD COUNTY'S EXISTING ROADWAY NETWORK THROUGH IMPLEMENTATION OF VARIOUS HIGHWAYS PROGRAMS INCLUDING RESURFACING, DRAINAGE, STRUCTURES AND TREE TRIMMING / ROADSIDE MOWING

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	9,490,960	9,264,746	10,090,253	10,461,135	10,461,135
20 CONTRACTUAL SERVICES	3,043,929	2,882,557	3,216,966	3,467,481	3,467,481
30 SUPPLIES & MATERIALS	1,406,800	1,674,024	1,862,750	1,946,750	1,946,750
40 BUSINESS AND TRAVEL	1,389,674	1,387,067	1,603,100	1,603,100	1,603,100
50 CAPITAL OUTLAY	12,910	81,155	13,000	13,000	13,000
70 MISCELLANEOUS	2,195,662	2,246,302	4,325,057	2,554,959	2,554,959
GRAND TOTAL	**17,539,935**	**17,535,851**	**21,111,126**	**20,046,425**	**20,046,425**
FUNDING SOURCE:					
25 HIGHWAYS	**17,539,935**	**17,535,851**	**21,111,126**	**20,046,425**	**20,046,425**

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Maintenance
Index #303410

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
6,240,526	6,296,329	55,803	PERSONAL SERVICES increase $370,882
			Full-time salaries
			12,715 Salary adjustments
			43,088 Staff Turnover 0.69%
			55,803
	305,843	305,843	FY 18 Merit Salary Increase 4%
627,790	571,343	(56,447)	Pension/Retirement adjustments
328,395	296,794	(31,601)	Workers' Compensation adjustments
2,100,759	2,148,757	47,998	Health Benefits are adjusted due to staff opting for changes in levels of coverage
123,684	168,700	45,016	PEHP (Post Employment Health Plan)
489,639	493,909	4,270	FICA adjustments
			CONTRACTUAL SERVICES increase $250,515
93,500	86,000	(7,500)	Funding for telephone service and building custodial service reduced based on actual expense history and some expenses moved to other sub objects for improved tracking of expenses
60,000	75,000	15,000	Funding for county repair & renovations increased based on actual expense history and some expenses moved here from other sub objects for improved tracking of expenses
350,000	543,296	193,296	Funding for other professional services increased to assist with road repairs by using local contractors
1,350,000	1,400,000	50,000	Grounds Maintenance increased for additional clearing/mowing associated common areas

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Maintenance
Index #303410

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			SUPPLIES AND MATERIALS increase $84,000
116,000	200,000	84,000	Increased funds for earth road stabilization
91,000	71,000	(20,000)	Traffic signs and markings reduced based on actual expense history
85,000	105,000	20,000	Additional funds to support road marking activities
			MISCELLANEOUS decrease ($1,770,098)
2,000,000	0	(2,000,000)	Board of Education Transportation Support and Traffic Safety Reimbursement funds are eliminated for FY 18
2,325,057	2,554,959	229,902	Pro Rata Shares - to the General Fund increased based on formula

DIVISION STAFF SUMMARY

Bureau of Highways Maintenance

Index #303410

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accounting Technician II	2.00	92,879	2.00	95,665	2.00	99,492
Administrative Assistant II	4.00	183,463	4.00	188,967	4.00	196,526
Administrative Specialist I	1.00	52,026	1.00	65,675	1.00	68,302
Central Stores Coordinator	1.00	33,100	1.00	57,165	1.00	59,452
Central Stores Manager	1.00	49,006	1.00	50,476	1.00	52,495
Chauffeur-Laborer	25.00	835,864	23.00	842,472	24.00	971,001
Chief Construction Inspector	1.00	74,118	1.00	76,342	1.00	79,396
Chief, Highways Division	1.00	90,744	1.00	93,466	1.00	97,205
Communications Specialist II	1.00	46,656	1.00	48,056	1.00	49,978
Crew Chief	12.00	617,347	12.00	612,876	12.00	637,391
Engineering Associate III	1.00	46,656	1.00	48,056	0.00	0
Equipment Operator	22.00	797,104	25.00	974,787	26.00	1,042,069
Equipment Operator Trainee	6.00	198,870	4.00	127,728	2.00	67,065
Equipment Repair Specialist	6.00	277,586	6.00	302,372	6.00	314,467
Inspector II	1.00	67,351	1.00	69,371	2.00	106,288
Inspector III	1.00	72,650	1.00	74,829	1.00	77,822
Laborer	3.00	111,289	3.00	114,628	3.00	119,213
Maintenance Supervisor	7.00	399,211	7.00	407,555	7.00	423,856
Management Assistant II	1.00	63,708	1.00	65,619	1.00	68,244
Road Marking Equipment Operator I	3.00	120,676	4.00	159,419	4.00	163,692
Road Marking Equipment Operator II	2.00	78,092	2.00	80,435	2.00	79,819
Road Marking Equipment Operator III	1.00	57,048	1.00	58,759	1.00	47,590
Senior Equipment Operator	14.00	621,417	14.00	637,391	14.00	662,887
Superintendent Highways	2.00	132,890	2.00	136,156	2.00	141,602
Trades/Laborer	4.00	163,506	4.00	171,043	6.00	297,898
Traffic Operations Supervisor	2.00	126,465	2.00	130,259	2.00	127,266
Traffic Sign Mechanic I	1.00	28,742	1.00	28,574	1.00	52,875

DIVISION STAFF SUMMARY

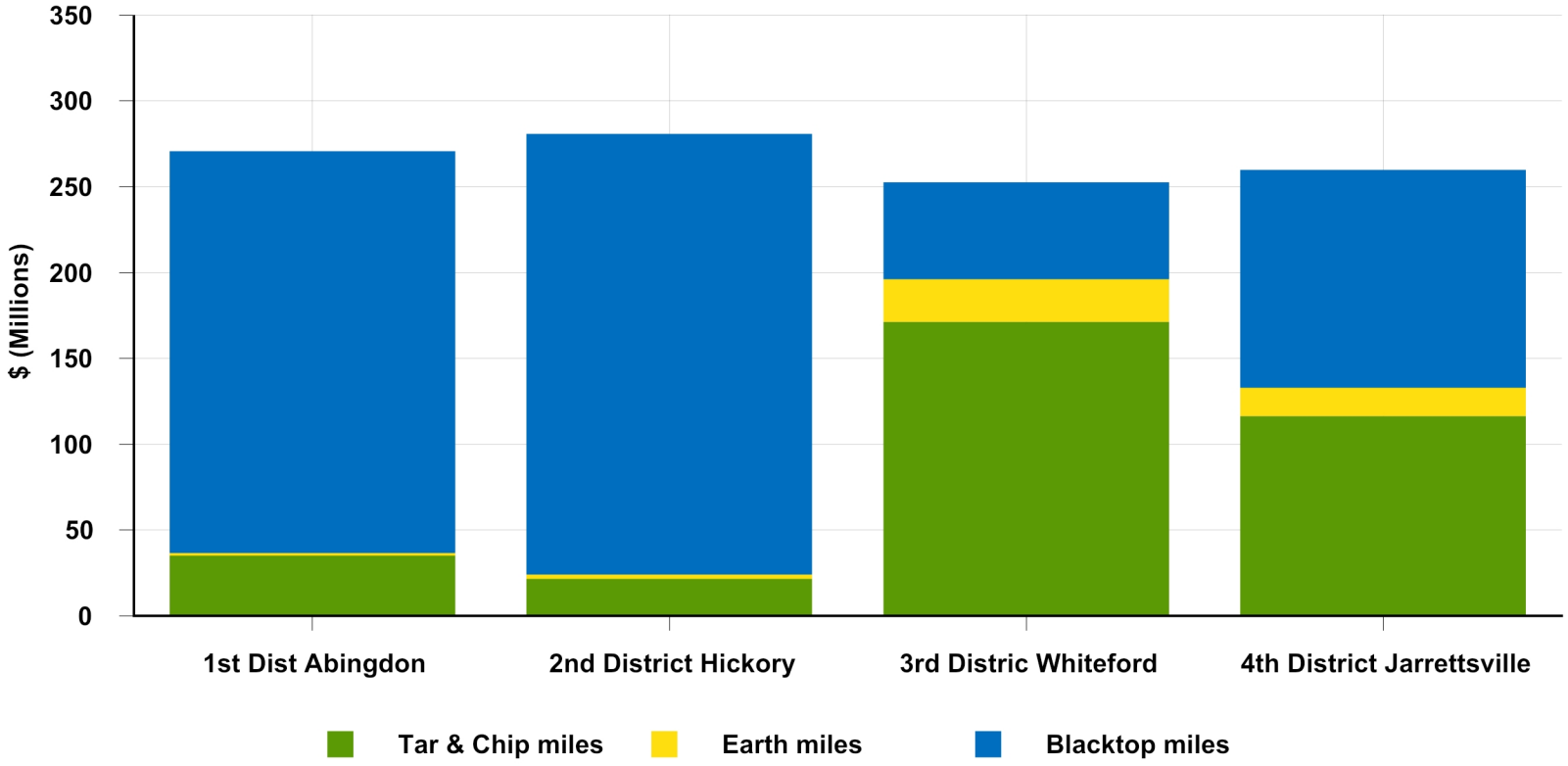
Bureau of Highways Maintenance

Index #303410

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Traffic Sign Mechanic II	4.00	132,611		4.00	136,589	4.00	139,688
Traffic Sign Mechanic III	1.00	48,085		1.00	49,528	1.00	51,509
Utility Worker I	5.00	183,703		5.00	199,641	3.00	111,002
Utility Worker II	3.00	133,648		3.00	136,627	3.00	142,092
SALARY TOTAL	**139.00**	**5,936,511**		**139.00**	**6,240,526**	**139.00**	**6,548,182**
OTHER PERSONAL SERVICES							
Pension & Retirement		598,189			627,790		594,196
Workers' Compensation		210,641			328,395		308,665
Health Benefits		1,996,910			2,100,759		2,148,757
PEHP		153,680			123,684		168,700
Overtime		100,000			160,000		160,000
FICA		461,793			489,639		513,175
Miscellaneous		19,460			19,460		19,460
TOTAL OTHER PERSONAL SERVICES		**3,540,673**			**3,849,727**		**3,912,953**
TOTAL PERSONAL SERVICES	**139.00**	**9,477,184**	*	**139.00**	**10,090,253**	**139.00**	**10,461,135**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Highways District Road Surface Inventory



PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Maintenance - Snow Removal
Index #303430

ORIGIN/PURPOSE:

Governed by Code of Harford County Charter, Chapter 16, Article 6, Section 25, the Snow Removal Program, managed by the Bureau of Highways Maintenance, was established to analyze and forecast expenditure requirements of snow removal services in Harford County. Overtime for snow removal is budgeted under this account to allow for better accountability and control of overtime during snow removal. All labor (not including overtime) is allocated under the operating budget of Highways Maintenance. Harford County roadways are divided into approximately 75 snow routes, each with an average length of 18 miles.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	757,617	812,345	430,600	430,600	430,600
20 CONTRACTUAL SERVICES	161,092	738,476	225,428	230,428	230,428
30 SUPPLIES & MATERIALS	1,533,509	702,303	1,302,860	1,302,860	1,302,860
40 BUSINESS AND TRAVEL	310,832	211,511	311,000	311,000	311,000
GRAND TOTAL	**2,763,050**	**2,464,635**	**2,269,888**	**2,274,888**	**2,274,888**
FUNDING SOURCE:					
25 HIGHWAYS	**2,763,050**	**2,464,635**	**2,269,888**	**2,274,888**	**2,274,888**

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Maintenance - Snow Removal
Index #303430

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $5,000
165,000	170,000	5,000	Additional funds for vehicle & operating equipment based on actual expense history

DIVISION STAFF SUMMARY
Snow Removal
Index #303430

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Overtime		400,000			400,000		400,000
FICA		30,600			30,600		30,600
TOTAL OTHER PERSONAL SERVICES		430,600			430,600		430,600
TOTAL PERSONAL SERVICES	**0.00**	**430,600**	*	**0.00**	**430,600**	**0.00**	**430,600**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DPW - DIVISION OF HIGHWAYS - HIGHWAYS MAINTENANCE
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain efficiency & safety of County roadways

Department Objective

To improve the efficiency of the tar and chip/road rehabilitation program and to upgrade the overall rating of the County's roadway network.

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars allocated	$773,916	$697,640	$808,823	$806,216	$818,752
Number of staff	13	13	13	13	13
Output:					
Miles of roads rehabilitated	66.95	56.98	81.16	74.23	71.00
Outcome:					
Percentage of miles of tar and chip roads rated fair or better.	75%	75%	77%	79%	75%

Explanation and Analysis of Performance Measures

Performance measures for the Tar and Chip Program can vary based upon weather conditions, scheduled and non-scheduled equipment maintenance, vendor reliability and funding availability. Related Plan and Policy: Tar and Chip/Road Rehabilitation Program

DPW - DIVISION OF HIGHWAYS - HIGHWAYS MAINTENANCE
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain efficiency & safety of the County roadways.

Department Objective

To improve the efficiency of the striping program and to stripe all County roads that require striping this year.

County Goal(s) Supported

III. Strengthening Our Communities

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Dollars allocated (materials)	$167,276	$202,225	$213,197	$213,119	$205,000
	Number of staff	8	8	8	8	8
Output:						
	Number of road miles striped	678.34	927.13	900.53	904.21	852.00
	Cost per mile	$246.60	$218.12	$236.74	$235.69	$240.61
Outcome:						
	Percentage of roads that needed to be striped that were completed	80%	93%	90%	90%	100%

Explanation and Analysis of Performance Measures

Although the Striping Program goal is to complete 100% of the roads required to be striped within a given year, this can vary based upon weather; scheduled and non-scheduled equipment maintenance, as well as crews allocated for various capital projects.

DPW - DIVISION OF HIGHWAYS - TRANSPORTATION DIVISION
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide safe and well-maintained bridges

Department Objective

To improve the overall condition of the County's bridge infrastructure by improving the average rating and decreasing the percentage of bridges rated equal to or below 60.

County Goal(s) Supported

III. Strengthen Our Communities

V. Building Economic Vitality

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Dollars allocated	$196,937	$2,690,000	$2,085,000	$2,630,000	$2,516,000
	Number of Staff	2	2	1.0+ *	1.0+ *	1.0+ *
Output:						
	Number of bridges in need of repair (i.e. those having rating < 60)	29	27	26	32	30
	Average cost to bring bridges up to satisfactory rating	$750,000	$800,000	$850,000	$850,000	$900,000
Outcome:						
	Average rating of all County bridges	80.4	80.1	80.7	79.1	80
	Percent of all bridges Countywide with rating of < 60	13.1%	12.1%	11.7%	14.2%	13.0%

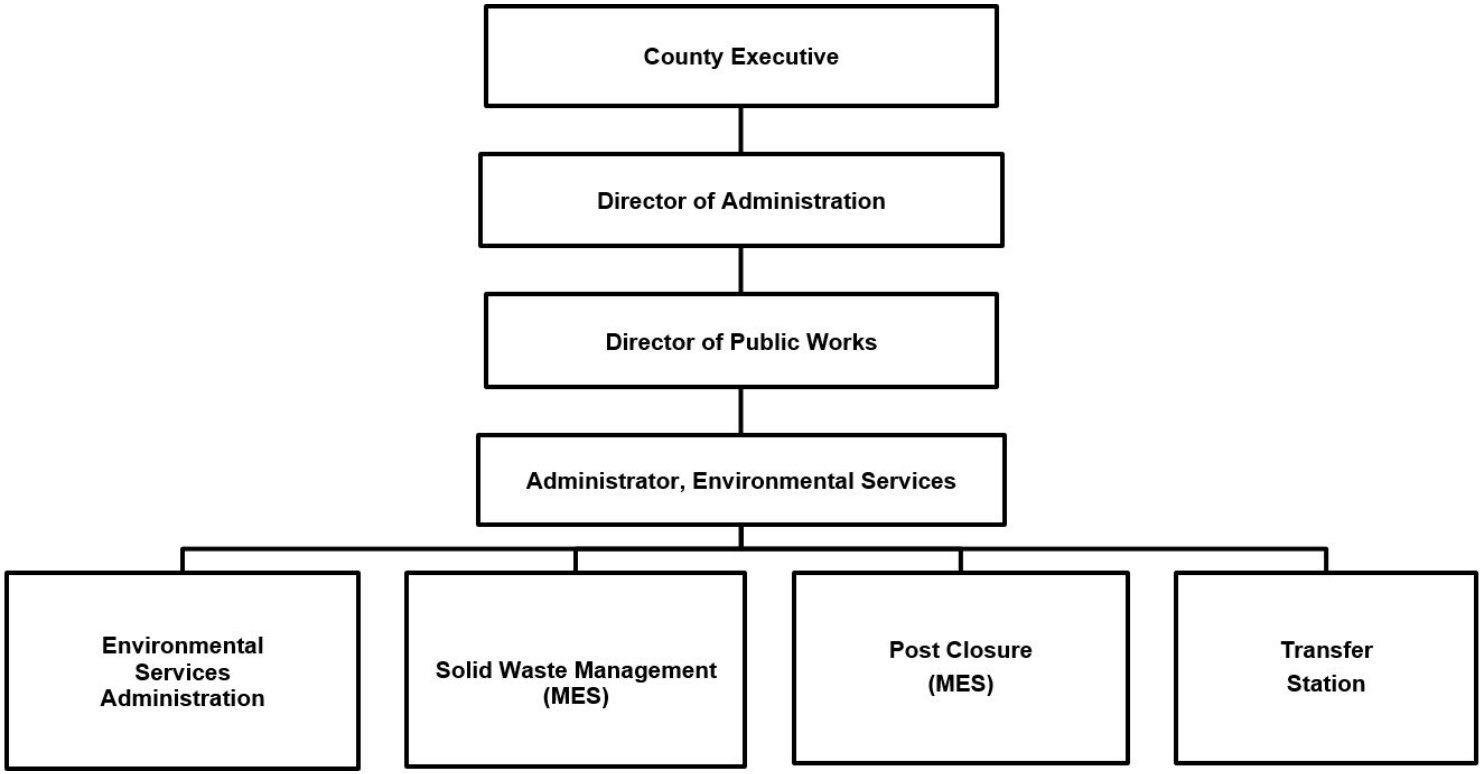
*** One full time structural engineer supported by 3 other civil engineers who mix bridge construction projects in with their other assigned duties.**

Explanation and Analysis of Performance Measures

As bridges are replaced / reconstructed and their ratings improve, other bridges deteriorate resulting in nearly consistent numbers for average bridge ratings and percentages of bridges below 60. Note that some identified repairs are fairly minor in nature and not considered an immediate safety or capacity issue. These smaller repairs, although counted as a deficiency, may be deferred for several years.

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DEPARTMENT OF PUBLIC WORKS
DIVISION OF
ENVIRONMENTAL SERVICES



PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

ORIGIN/PURPOSE:

The Division of Environmental Services implements the County's environmental, solid waste management and recycling programs. Responsibilities include management and technical support for solid waste management, environmental investigation, and remediation of County landfill operations, and support of environmental programs with other County agencies, such as site assessment and land development plan review.

BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING: Responsible for the management/oversight of the County's contract with Maryland Environmental Services (MES).
Maryland Environmental Services are responsible for:

RECYCLING: Educating and motivating the public to ensure that Harford County continues to reduce its waste stream through recycling efforts, as well as the procurement and contract management of recycling disposal contracts.

POST CLOSURE: Manage post closure care and monitoring associated with closed landfills

SCARBORO REMEDIATION: Monitoring of the Scarboro Landfill remediation project.

GYPSY MOTH and NOXIOUS WEED: Oversee the Gypsy Moth survey and spray program in Harford County by State of Maryland Department of Agriculture. Administer and provide labor support for the eradication of noxious and invasive weeds in Harford County.

BUREAU OF SOLID WASTE MANAGEMENT: Maintain and operate a sanitary landfill and homeowners drop-off center in which to process and dispose of residential refuse, recyclables, yard waste and miscellaneous debris and oversees the following operations: the Harford Waste Disposal Center, the mulch and compost operation, the recycling transfer station, the roadside litter control program, and the used oil and anti-freeze program.

MISSION STATEMENT:
TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

FY 2017 - FY 2018 GOALS:
MAINTAIN AND MONITOR COUNTY LANDFILLS
COST-EFFECTIVE RECYCLING PROGRAM
MANAGE AND OVERSEE M.E.S. CONTRACT
PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	4,355,364	888,143	150,925	156,642	156,642
20	CONTRACTUAL SERVICES	10,408,328	15,507,995	13,545,870	14,317,390	14,317,390
30	SUPPLIES & MATERIALS	238,620	32,660	2,450	500	500
40	BUSINESS AND TRAVEL	443,401	400,639	492,800	435,400	435,400
50	CAPITAL OUTLAY	22,228	27,597	0	0	0
70	MISCELLANEOUS	10,642	0	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	631	148	0	0	0
	GRAND TOTAL	**15,479,214**	**16,857,182**	**14,192,045**	**14,909,932**	**14,909,932**
SUMMARY BY FUND:						
11	GENERAL	2,344,479	801,093	14,192,045	14,909,932	14,909,932
55	SOLID WASTE SERVICES	13,134,735	16,056,089	0	0	0
	GRAND TOTAL	**15,479,214**	**16,857,182**	**14,192,045**	**14,909,932**	**14,909,932**
SUMMARY BY DIVISION:						
GENERAL FUND:						
301111	BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING	823,303	544,451	150,925	156,642	156,642
301213	TRANSFER STATION	0	0	8,800,000	9,425,000	9,425,000
301214	BUREAU OF SOLID WASTE MGT	0	0	5,049,120	5,151,690	5,151,690
301241	RECYCLING	1,346,267	222,451	0	0	0
301251	POST CLOSURE	107,150	32,943	192,000	176,600	176,600
301261	SCARBORO REMEDIATION	48,059	723	0	0	0
301520	NOXIOUS WEED	12,200	525	0	0	0
301530	GYPSY MOTH	7,500	0	0	0	0
SOLID WASTE SERVICES:						
301211	BUREAU OF SOLID WASTE MGT.	3,327,810	5,083,522	0	0	0
301212	TRANSFER STATION	588,650	2,947,323	0	0	0
301271	WASTE TO ENERGY	9,218,275	8,025,244	0	0	0
	GRAND TOTAL	**15,479,214**	**16,857,182**	**14,192,045**	**14,909,932**	**14,909,932**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND						
Administrative Assistant I	1.00	34,100	0.00	0	0.00	0
Administrative Assistant II	0.00	0	0.00	0	0.00	0
Administrator	0.00	0	1.00	109,097	1.00	109,097
Chief, Engineering Division	1.00	119,934	0.00	0	0.00	0
Civil Engineer IV	1.00	105,919	0.00	0	0.00	0
Deputy Director of Public Works	1.00	124,862	0.00	0	0.00	0
Engineering Associate IV	1.00	78,491	0.00	0	0.00	0
Equipment Operator	2.00	85,724	0.00	0	0.00	0
Equipment Repair Specialist	1.00	56,598	0.00	0	0.00	0
Laborer	6.00	184,292	0.00	0	0.00	0
Management Assistant II	1.00	61,692	0.00	0	0.00	0
Recycling Program Coordinator	0.00	0	0.00	0	0.00	0
Recycling Program Manager	1.00	58,700	0.00	0	0.00	0
Senior Equipment Operator	2.00	92,218	0.00	0	0.00	0
Weighmaster/Attendant I	0.00	0	0.00	0	0.00	0
Weighmaster / Attendant II	1.00	46,790	0.00	0	0.00	0
Weighmaster / Attendant Trainee	1.00	28,040	0.00	0	0.00	0
FULL-TIME SALARIES	20.00	1,077,360	1.00	109,097	1.00	109,097
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	20.00	1,077,360	1.00	109,097	1.00	109,097
TEMPORARY SALARIES		0		0		0
SUB-TOTAL GENERAL FUND SALARIES	**20.00**	**1,077,360**	**1.00**	**109,097**	**1.00**	**109,097**

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT						
Administrative Assistant I	0.00	0	0.00	0	0.00	0
Administrative Specialist I	1.00	63,762	0.00	0	0.00	0
Administrative Specialist II	0.00	0	0.00	0	0.00	0
Chief, Solid Waste Management	1.00	111,000	0.00	0	0.00	0
Clerk Typist	1.00	43,263	0.00	0	0.00	0
Crew Chief	1.00	46,656	0.00	0	0.00	0
Crew Leader I	0.00	0	0.00	0	0.00	0
Engineering Associate III	1.00	59,441	0.00	0	0.00	0
Equipment Operator	2.00	92,946	0.00	0	0.00	0
Equipment Repair Specialist	1.00	56,598	0.00	0	0.00	0
Laborer	5.00	190,140	0.00	0	0.00	0
Litter Control Program Supervisor	1.00	38,300	0.00	0	0.00	0
Senior Equipment Operator	5.00	216,123	0.00	0	0.00	0
Weighmaster/Attendant I	0.00	0	0.00	0	0.00	0
Weighmaster/Attendant II	3.00	146,519	0.00	0	0.00	0
Weighmaster Supervisor	1.00	57,340	0.00	0	0.00	0
FULL-TIME SALARIES	23.00	1,122,088	0.00	0	0.00	0
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	23.00	1,122,088	0.00	0	0.00	0

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT						
PART-TIME SALARIES						
Laborer	0.00	0	0.00	0	0.00	0
Senior Equipment Operator	0.00	0	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	0.00	0
TEMPORARY SALARIES		0		0		0
SUB-TOTAL BUREAU OF SOLID WASTE MANAGEMENT SALARIES	**23.00**	**1,122,088**	**0.00**	**0**	**0.00**	**0**
OTHER PERSONAL SERVICES						
Pension & Retirement		253,003		10,910		10,910
Workers' Compensation		57,210		371		371
Health Benefits		810,491		22,061		22,061
PEHP		94,920		0		0
Overtime		145,000		0		0
FICA		205,015		8,346		8,346
Miscellaneous		7,280		140		140
TOTAL OTHER PERSONAL SERVICES		**1,572,919**		**41,828**		**41,828**

DEPARTMENT STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION OF ENVIRONMENTAL SERVICES TOTALS	ENACTED FY 16			ENACTED FY 17		ENACTED FY 18	
TOTAL FULL-TIME SALARIES	43.00	2,199,448		1.00	109,097	1.00	109,097
TOTAL SALARY OFFSET		0			0		0
TOTAL PART-TIME SALARIES	0.00	0		0.00	0	0.00	0
TOTAL TEMPORARY SALARIES		0			0		0
TOTAL OTHER PERSONAL SERVICES		1,572,919			41,828		41,828
DIVISION OF ENVIRONMENTAL SERVICES TOTALS	43.00	3,772,367	*	1.00	150,925	1.00	150,925

*FY 16 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

GENERAL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,832,723	481,252	150,925	156,642	156,642
20	CONTRACTUAL SERVICES	297,855	243,445	13,545,870	14,317,390	14,317,390
30	SUPPLIES & MATERIALS	111,423	15,646	2,450	500	500
40	BUSINESS AND TRAVEL	69,327	60,750	492,800	435,400	435,400
50	CAPITAL OUTLAY	22,228	0	0	0	0
70	MISCELLANEOUS	10,642	0	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	281	0	0	0	0
	GRAND TOTAL	**2,344,479**	**801,093**	**14,192,045**	**14,909,932**	**14,909,932**
SUMMARY BY FUND:						
11	GENERAL	2,344,479	801,093	14,192,045	14,909,932	14,909,932
	GRAND TOTAL	**2,344,479**	**801,093**	**14,192,045**	**14,909,932**	**14,909,932**
SUMMARY BY DIVISION:						
301111	BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING	823,303	544,451	150,925	156,642	156,642
301213	TRANSFER STATION	0	0	8,800,000	9,425,000	9,425,000
301214	BUREAU OF SOLID WASTE MGT	0	0	5,049,120	5,151,690	5,151,690
301241	RECYCLING	1,346,267	222,451	0	0	0
301251	POST CLOSURE	107,150	32,943	192,000	176,600	176,600
301261	SCARBORO REMEDIATION	48,059	723	0	0	0
301520	NOXIOUS WEED	12,200	525	0	0	0
301530	GYPSY MOTH	7,500	0	0	0	0
	GRAND TOTAL	**2,344,479**	**801,093**	**14,192,045**	**14,909,932**	**14,909,932**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Bureau of Environmental Services Administration & Engineering
Index #301111

ORIGIN/PURPOSE:

The Division of Environmental Services oversees the County's environmental, solid waste management, and recycling programs. Responsibilities include management and technical support for solid waste management, environmental investigation, and remediation of County landfill operations and support of environmental programs with other County agencies, such as site assessments and land development plan review.

The function of this division has been outsourced to Maryland Environmental Services (MES)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	768,184	306,242	150,925	156,642	156,642
20 CONTRACTUAL SERVICES	21,329	186,223	0	0	0
30 SUPPLIES & MATERIALS	5,305	341	0	0	0
40 BUSINESS AND TRAVEL	17,659	51,645	0	0	0
70 MISCELLANEOUS	10,642	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	184	0	0	0	0
GRAND TOTAL	**823,303**	**544,451**	**150,925**	**156,642**	**156,642**
FUNDING SOURCE:					
11 GENERAL	**823,303**	**544,451**	**150,925**	**156,642**	**156,642**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $5,717
	5,717	5,717	FY 18 Merit Salary Increase 4%

DIVISION STAFF SUMMARY

Bureau of Environmental Services Administration & Engineering

Index #301111

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	34,100		0.00	0	0.00	0
Administrator	0.00	0		1.00	109,097	1.00	113,461
Chief, Engineering Division	1.00	119,934		0.00	0	0.00	0
Civil Engineer IV	1.00	105,919		0.00	0	0.00	0
Deputy Director of Public Works	1.00	124,862		0.00	0	0.00	0
Engineering Associate IV	1.00	78,491		0.00	0	0.00	0
Management Assistant II	1.00	61,692		0.00	0	0.00	0
SALARY TOTAL	**6.00**	**524,998**		**1.00**	**109,097**	**1.00**	**113,461**
OTHER PERSONAL SERVICES							
Pension & Retirement		52,500			10,910		10,211
Workers' Compensation		1,161			371		397
Health Benefits		97,134			22,061		23,753
Overtime		5,000			0		0
FICA		39,833			8,346		8,680
Miscellaneous		840			140		140
TOTAL OTHER PERSONAL SERVICES		**196,468**			**41,828**		**43,181**
TOTAL PERSONAL SERVICES	**6.00**	**721,466**	*	**1.00**	**150,925**	**1.00**	**156,642**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Transfer Station
Index #301212

ORIGIN/PURPOSE:

This budget supports the Municipal Solid Waste Disposal Agreement between Harford County Government and Baltimore County Government. The Agreement provides for construction and operation of facilities located in Baltimore County to properly dispose of solid waste and process materials for recycling as described in the Harford County Solid Waste Management Plan.

Transfer Station fees reallocated to the General Fund when Solid Waste Services was outsourced to Maryland Environmental Services (MES) and the Solid Waste Services Fund was eliminated.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	0	0	8,800,000	9,425,000	9,425,000
GRAND TOTAL	**0**	**0**	**8,800,000**	**9,425,000**	**9,425,000**
FUNDING SOURCE:					
011 GENERAL	**0**	**0**	**8,800,000**	**9,425,000**	**9,425,000**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $625,000
8,800,000	9,425,000	625,000	Management Services - Payment to Baltimore County for the Transfer Station Fee per agreement

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Bureau of Solid Waste Management
Index #301214

ORIGIN/PURPOSE:

The Division of Environmental Services, Solid Waste Management funds the contract with Maryland Environmental Services (MES) to provide the daily,service for the Landfill now under their oversight.
New for FY 17 as the County has outsourced Solid Waste Management Services to Maryland Environmental Services (MES)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	0	0	4,553,870	4,715,790	4,715,790
30 SUPPLIES & MATERIALS	0	0	2,450	500	500
40 BUSINESS AND TRAVEL	0	0	492,800	435,400	435,400
GRAND TOTAL	**0**	**0**	**5,049,120**	**5,151,690**	**5,151,690**
FUNDING SOURCE:					
11 GENERAL	**0**	**0**	**5,049,120**	**5,151,690**	**5,151,690**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $161,920
74,500	31,000	(43,500)	Electricity and telephone service reduced based on actual expense history of contract
4,479,370	4,683,260	203,890	Other professional services increased based on contract
			SUPPLIES & MATERIALS decrease ($1,950)
2,450	500	(1,950)	Duplicating machine supplies reduced and moved under general office mailing
			BUSINESS AND TRAVEL decrease ($57,400)
171,300	126,400	(44,900)	Vehicle Maintenance adjusted per the requested contract
321,500	309,000	(12,500)	Fuel Charges decreased per the requested contract

PUBLIC WORKS - ENVIRONMENTAL SERVICES
Recycling
Index #301241

ORIGIN/PURPOSE:

The Recycling Office oversees the ongoing implementation of the Harford County's Recycling Plan through the development of aggressive educational programs, review of legislative initiatives and review of recycling best management practices. The Office encourages residential and commercial/institutional generators to practice good source reduction, re-use, and recycling habits, in order to increase recycling in Harford County.

The Function of this division has been outsourced to Maryland Environmental Services (MES)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,058,902	175,010	0	0	0
20 CONTRACTUAL SERVICES	167,119	23,891	0	0	0
30 SUPPLIES & MATERIALS	69,607	14,840	0	0	0
40 BUSINESS AND TRAVEL	50,542	8,710	0	0	0
50 CAPITAL OUTLAY	0	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	97		0	0	0
GRAND TOTAL	**1,346,267**	**222,451**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**1,346,267**	**222,451**	**0**	**0**	**0**

DIVISION STAFF SUMMARY

Recycling

Index #301241

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Equipment Operator	2.00	85,724	0.00	0	0.00	0
Equipment Repair Specialist	1.00	56,598	0.00	0	0.00	0
Laborer	6.00	184,292	0.00	0	0.00	0
Recycling Program Coordinator	0.00	0	0.00	0	0.00	0
Recycling Program Manager	1.00	58,700	0.00	0	0.00	0
Senior Equipment Operator	2.00	92,218	0.00	0	0.00	0
Weighmaster/Attendant I	0.00	0	0.00	0	0.00	0
Weighmaster/Attendant II	1.00	46,790	0.00	0	0.00	0
Weighmaster/Attendant Trainee	1.00	28,040	0.00	0	0.00	0
FULL-TIME SALARIES	14.00	552,362	0.00	0	0.00	0
SALARY OFFSET		0		0		0
SALARY TOTAL	**14.00**	**552,362**	**0.00**	**0**	**0.00**	**0**
OTHER PERSONAL SERVICES						
Pension & Retirement		55,236		0		0
Workers' Compensation		21,565		0		0
Health Benefits		189,330		0		0
PEHP		31,640		0		0
Overtime		40,000		0		0
FICA		45,316		0		0
Miscellaneous		1,960		0		0
TOTAL OTHER PERSONAL SERVICES		**385,047**		**0**		**0**
TOTAL PERSONAL SERVICES	**14.00**	**937,409** *	**0.00**	**0**	**0.00**	**0**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

All positions were abolished as a result of outsourcing the responsibilities of this division to MES.

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Post Closure
Index #301251

ORIGIN/PURPOSE:

The Bureau of Environmental Services Administration and Engineering manages this operating budget which accounts for post closure care and monitoring costs associated with closed landfills. The accounting for these costs is required by the Governmental Accounting Standards Board Statement No. 18.

The costs include groundwater monitoring, gas monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with post closure activities. The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

This function was outsourced to Maryland Environmental Services (MES) but accounting for these costs will be kept separate from the daily operations/costs of the Harford Waste Disposal System.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	85,610	32,629	192,000	176,600	176,600
30 SUPPLIES & MATERIALS	11,684	314	0	0	0
50 CAPITAL OUTLAY	9,856	0	0	0	0
GRAND TOTAL	**107,150**	**32,943**	**192,000**	**176,600**	**176,600**
FUNDING SOURCE:					
11 GENERAL	**107,150**	**32,943**	**192,000**	**176,600**	**176,600**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Scarboro Remediation
Index #301261

ORIGIN/PURPOSE:

This operating budget is administered by the Bureau of Environmental Services Administration and Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

The costs include groundwater monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with remediation.

The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

The function of this division has been outsourced to Maryland Environmental Services (MES)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	15,997	702	0	0	0
30 SUPPLIES & MATERIALS	19,690	21	0	0	0
50 CAPITAL OUTLAY	12,372	0	0	0	0
GRAND TOTAL	**48,059**	**723**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**48,059**	**723**	**0**	**0**	**0**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Noxious Weed
Index #301520

ORIGIN/PURPOSE:

Noxious Weed Control is a State program to control noxious weeds. Noxious weeds include Johnson grass, Shattercane, and Canada thistle and are usually found on agricultural lands although some properties owned by land developers are affected. This program also budgets for noxious weed control on County owned properties.

A County employee will perform the duties of the Noxious Weed Technician to coordinate the local program for controlling noxious weeds in Harford County.

The function of this division has been outsourced to Maryland Environmental Services (MES)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	5,637	0	0	0	0
20 CONTRACTUAL SERVICES	300	0	0	0	0
30 SUPPLIES AND MATERIALS	5,137	130	0	0	0
40 BUSINESS AND TRAVEL	1,126	395	0	0	0
GRAND TOTAL	**12,200**	**525**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**12,200**	**525**	**0**	**0**	**0**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Gypsy Moth
Index #301530

ORIGIN/PURPOSE:

The Forest Pest Management Section of the Maryland Department of Agriculture conducts annual surveys to delineate the areas in the county where infestation of gypsy moths have the potential to cause defoliation and damage.

Based on the results of surveys, the State selects areas to be treated with pesticides.

The function of this division has been outsourced to Maryland Environmental Services (MES)

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	7,500	0	0	0	0
GRAND TOTAL	**7,500**	**0**	**0**	**0**	**0**
FUNDING SOURCE:					
11 GENERAL	**7,500**	**0**	**0**	**0**	**0**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

SOLID WASTE SERVICES SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,522,641	406,891	0	0	0
20	CONTRACTUAL SERVICES	10,110,473	15,264,550	0	0	0
30	SUPPLIES & MATERIALS	127,197	17,014	0	0	0
40	BUSINESS AND TRAVEL	374,074	339,889	0	0	0
50	CAPITAL OUTLAY	0	27,597	0	0	0
80	INTER-GOVERNMENTAL/INTERFUND	350	148	0	0	0
	GRAND TOTAL	**13,134,735**	**16,056,089**	**0**	**0**	**0**
SUMMARY BY FUND:						
55	SOLID WASTE SERVICES	13,134,735	16,056,089	0	0	0
	GRAND TOTAL	**13,134,735**	**16,056,089**	**0**	**0**	**0**
SUMMARY BY DIVISION:						
301211	BUREAU OF SOLID WASTE MANAGEMENT	3,327,810	5,083,522	0	0	0
301212	TRANSFER STATION	588,650	2,947,323	0	0	0
301271	WASTE TO ENERGY	9,218,275	8,025,244	0	0	0
	GRAND TOTAL	**13,134,735**	**16,056,089**	**0**	**0**	**0**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Bureau of Solid Waste Management
Index #301211

ORIGIN/PURPOSE:

The Bureau of Solid Waste Management manages a comprehensive program of municipal solid waste recycling and disposal services for the citizens, businesses, and institutions of Harford County. These services include the Harford Waste Disposal Center (HWDC) landfill, homeowners drop-off center, HWDC mulch and compost facility, Tollgate yard trim drop-off facility, recycling transfer station, satellite waste oil drop-off sites, and the Waste-to-Energy Facility.

FY 2016 - FY 2017 GOAL:

TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY FOR THE NEXT TEN YEARS AND BEYOND USING THE MOST FEASIBLE AND COST EFFECTIVE MEANS AND METHODS WHICH MEET OR EXCEED REGULATORY PROVISIONS

The function of this division was outsourced to Maryland Environmental Services (MES) in FY 16

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,522,641	406,891	0	0	0
20 CONTRACTUAL SERVICES	303,548	4,291,983	0	0	0
30 SUPPLIES AND MATERIALS	127,197	17,014	0	0	0
40 BUSINESS AND TRAVEL	374,074	339,889	0	0	0
50 CAPITAL OUTLAY	0	27,597	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	350	148	0	0	0
GRAND TOTAL	**3,327,810**	**5,083,522**	**0**	**0**	**0**
FUNDING SOURCE:					
55 SOLID WASTE SERVICES	**3,327,810**	**5,083,522**	**0**	**0**	**0**

DIVISION STAFF SUMMARY

Bureau of Solid Waste Management

Index #301211

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	0.00	0	0.00	0	0.00	0
Administrative Specialist I	1.00	63,762	0.00	0	0.00	0
Administrative Specialist II	0.00	0	0.00	0	0.00	0
Chief, Solid Waste Management	1.00	111,000	0.00	0	0.00	0
Clerk Typist	1.00	43,263	0.00	0	0.00	0
Crew Chief	1.00	46,656	0.00	0	0.00	0
Crew Leader I	0.00	0	0.00	0	0.00	0
Engineering Associate II	0.00	0	0.00	0	0.00	0
Engineering Associate III	1.00	59,441	0.00	0	0.00	0
Equipment Operator	2.00	92,946	0.00	0	0.00	0
Equipment Operator Trainee	0.00	0	0.00	0	0.00	0
Equipment Repair Specialist	1.00	56,598	0.00	0	0.00	0
Laborer	5.00	190,140	0.00	0	0.00	0
Landfill Supervisor	0.00	0	0.00	0	0.00	0
Litter Control Program Supervisor	1.00	38,300	0.00	0	0.00	0
Senior Equipment Operator	5.00	216,123	0.00	0	0.00	0
Weighmaster/Attendant I	0.00	0	0.00	0	0.00	0
Weighmaster/Attendant II	3.00	146,519	0.00	0	0.00	0
Weighmaster Supervisor	1.00	57,340	0.00	0	0.00	0
FULL-TIME SALARIES	23.00	1,122,088	0.00	0	0.00	0
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	23.00	1,122,088	0.00	0	0.00	0

DIVISION STAFF SUMMARY

Bureau of Solid Waste Management

Index #301211

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PART-TIME SALARIES							
Laborer	0.00	0		0.00	0	0.00	0
Senior Equipment Operator	0.00	0		0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.00	0		0.00	0	0.00	0
TEMPORARY SALARIES		330,582			0		0
SALARY TOTAL	**23.00**	**1,452,670**		**0.00**	**0**	**0.00**	**0**
OTHER PERSONAL SERVICES							
Pension & Retirement		145,267			0		0
Workers' Compensation		34,484			0		0
Health Benefits		524,027			0		0
PEHP		63,280			0		0
Overtime		100,000			0		0
FICA		119,866			0		0
Miscellaneous		4,480			0		0
TOTAL OTHER PERSONAL SERVICES		**991,404**			**0**		**0**
TOTAL PERSONAL SERVICES	**23.00**	**2,444,074**	*	**0.00**	**0**	**0.00**	**0**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

All positions were abolished as a result of outsourcing the responsibilities of this office to MES.

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Transfer Station
Index #301212

ORIGIN/PURPOSE:

This budget supports the Municipal Solid Waste Disposal Agreement between Harford County Government and Baltimore County Government. The Agreement provides for construction and operation of facilities located in Baltimore County to properly dispose of solid waste and process materials for recycling as described in the Harford County Solid Waste Management Plan.

For accounting purposes this division transferred under The DPW General Fund

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	588,650	2,947,323	0	0	0
GRAND TOTAL	**588,650**	**2,947,323**	**0**	**0**	**0**
FUNDING SOURCE:					
55 SOLID WASTE SERVICES	**588,650**	**2,947,323**	**0**	**0**	**0**

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Waste to Energy
Index #301271

ORIGIN/PURPOSE:

This budget is based on the Northeast Maryland Waste Disposal Authority managing the Waste to Energy on our behalf. The operating budget consists of payments to the contract operator for operations and maintenance expense, repair and replacement expense, insurance expenses, management fees, ash transportation, air quality testing, and air pollution control monitoring, etc. Funds are also budgeted for Northeast Maryland Waste Disposal Authority (NMWDA) fees and a site lease to Aberdeen Proving Ground.

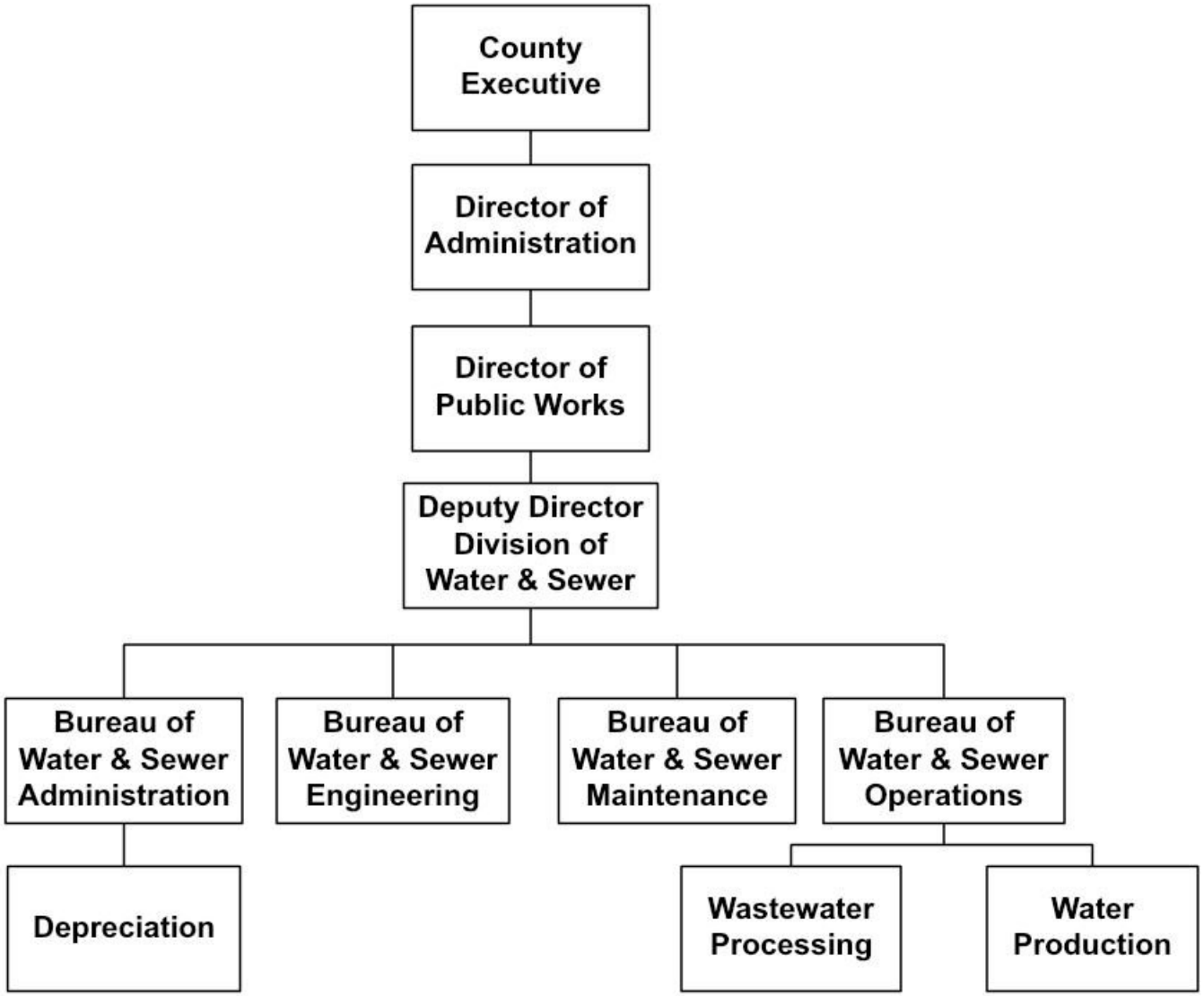
The Treasury Department will act as an agent for NMWDA and collect all monies including steam revenue from the Army. The department will pay all invoices to the contract operator, NMWDA and the Army.

The Waste to Energy Plant was closed March 17, 2016

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	9,218,275	8,025,244	0	0	0
GRAND TOTAL	**9,218,275**	**8,025,244**	**0**	**0**	**0**
FUNDING SOURCE:					
55 SOLID WASTE SERVICES	**9,218,275**	**8,025,244**	**0**	**0**	**0**

DEPARTMENT OF PUBLIC WORKS
DIVISION OF WATER AND SEWER



PUBLIC WORKS - DIVISION OF WATER & SEWER

ORIGIN/PURPOSE:

The Public Works Division of Water and Sewer is mainly funded by user charges, connection charges, interest on investments and licenses and permits. When possible grants are utilized to extend Water & Sewer service and to support special projects such as energy preparedness, response enhanced treatment and public main extension. This Division is responsible for the operation, maintenance, administration, planning, and engineering of public water and sewer facilities to service over 100,000 people in Harford County that reside outside the three incorporated towns. The Division is grouped into six functional areas:

BUREAU OF WATER & SEWER ADMINISTRATION is responsible for the overall direction and administration of all water and sewer activities including grant programs, Public Works Utility Agreements, Assessments, Intragovernmental Water & Sewer Purchase Agreements, Building Permits, Master Plan revisions, Capital Projects, Petitions, Budget, and Personnel Management.

DEPRECIATION is an account to track depreciation expense.

BUREAU OF WATER & SEWER ENGINEERING handles contract administration; Adequate Public Facilities requirements; existing utility line locations; quality control on construction of water and sewer capital projects and private developer projects; assists in house utility assessments and improvements to existing infrastructure. Responsibilities also include technical review of all developer projects to assure compliance with Harford County's Standard Specifications and Design Guidelines.

BUREAU OF WATER & SEWER MAINTENANCE operates and maintains the water distribution system and sewer collection system on a 24 hour, 7 day a week basis. They provide extensive customer service through the Water Meter Section, Maintenance Section, and the Customer Relations Section by responding to customer service requests or problems within 20 minutes for both normal and emergency service. The Maintenance Section is also responsible for system locations for the One Call (Miss Utility) System.

BUREAU OF WATER & SEWER OPERATIONS:

WASTEWATER PROCESSING is responsible for the treatment of domestic wastewater originating from more than 43,000 customer accounts of the County's sewer system; operating three County-owned treatment plants; operating 53 wastewater pumping stations which move wastewater from the communities to the Wastewater Treatment Plants' and operating and maintaining over 300 individual home sewage collection/ pumping systems collectively. The County's main wastewater facility, Sod Run, is a regional type facility treating County septage, leachate, and other plant residuals in addition to the wastewater delivered from the collection system. It is a State and Federally acclaimed wastewater treatment system subject of awards and publications.

WATER PRODUCTION provides safe and potable water to over 43,000 customers on the County's water system; utilizes three County-owned treatment plants, 12 booster stations, 12 water towers to process and deliver water, and purchases water from the City of Havre de Grace. This section is able to monitor and direct water throughout the system's four pressure zones via radio telemetry.

PUBLIC WORKS - DIVISION OF WATER & SEWER

MISSION STATEMENT:

TO PROVIDE EFFICIENT AND RELIABLE PUBLIC UTILITIES FOR POTABLE WATER AND CENTRALIZED SEWAGE WORKS FOR OUR CUSTOMERS THROUGH COST EFFECTIVE MANAGEMENT AND MAINTENANCE OF OUR INFRASTRUCTURE; WELL PLANNED IMPROVEMENTS AND CAPACITY DEVELOPMENT; COMPLIANCE WITH REGULATORY REUIREMENTS AND CONSCIOUS AND RESPONSIBLE OPERATIONS TO HELP PROTECT OUR NATURAL ENVIRONMENT AND THE SAFETY OF THE PUBLIC AND WORKFORCE

FY 2017 - FY 2018 GOALS:

PROTECT PUBLIC HEALTH AND THE ENVIRONMENT
PROVIDE RESPONSIVE AND ECONOMICAL SERVICE TO OUR CUSTOMERS
TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	14,084,636	13,499,959	15,595,252	15,850,711	15,850,711
20 CONTRACTUAL SERVICES	7,576,211	7,166,831	8,783,470	9,564,133	9,564,133
30 SUPPLIES & MATERIALS	3,365,835	3,182,470	4,196,655	4,282,613	4,282,613
40 BUSINESS AND TRAVEL	607,721	643,313	745,975	780,100	780,100
50 CAPITAL OUTLAY	1,050,610	650,614	1,231,550	1,370,364	1,370,364
70 MISCELLANEOUS	14,314,408	15,911,367	16,129,000	16,006,405	16,006,405
80 INTER-GOVERNMENTAL/INTERFUND	233	1,104	0	0	0
GRAND TOTAL	**40,999,654**	**41,055,658**	**46,681,902**	**47,854,326**	**47,854,326**
SUMMARY BY FUND:					
51 WATER & SEWER OPERATING	40,999,654	41,055,658	46,681,902	47,854,326	47,854,326
GRAND TOTAL	**40,999,654**	**41,055,658**	**46,681,902**	**47,854,326**	**47,854,326**

PUBLIC WORKS - DIVISION OF WATER & SEWER

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DIVISION:					
BUREAU OF ADMINISTRATION	3,147,979	3,361,829	3,566,046	3,881,678	3,881,678
DEPRECIATION	11,358,094	12,724,575	12,800,000	12,750,000	12,750,000
BUREAU OF ENGINEERING	1,207,721	1,132,931	1,487,777	1,508,560	1,508,560
BUREAU OF WATER & SEWER MAINTENANCE	6,223,889	6,214,499	7,430,201	7,595,979	7,595,979
WASTEWATER PROCESSING	11,727,790	10,623,763	13,064,717	13,463,161	13,463,161
WATER PRODUCTION	7,334,181	6,998,061	8,333,161	8,654,948	8,654,948
GRAND TOTAL	**40,999,654**	**41,055,658**	**46,681,902**	**47,854,326**	**47,854,326**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $255,459
9,445,221	9,428,755	(16,466)	Full-time salaries
			54,285 Salary adjustments
			(70,751) Staff Turnover (0.75)%
			(16,466)
	417,909	417,909	FY 18 Merit Salary Increase 4%
117,266	147,610	30,344	Temporary Salaries - increase for new Maintenance Specialist
	(21,303)	(21,303)	The net result of full-time staff transfers between Public Works - Division of Water & Sewer:
			Salary Fringe Total
			15,275 (36,578) (21,303)
952,648	857,991	(94,657)	Pension adjustments
429,849	315,392	(114,457)	Workers' Compensation adjustments
2,658,671	2,615,618	(43,053)	Health Benefits are adjusted due to staff opting for changes in levels of coverage

PUBLIC WORKS - DIVISION OF WATER & SEWER

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES CON'T.
187,394	263,666	76,272	PEHP (Post Employment Health Plan)
881,200	897,000	15,800	Overtime adjusted based on actual expense history for emergency utility crews to cover 24 hour operations
93,755	96,800	3,045	Shift Differential adjusted based on actual expense history
805,308	807,473	2,165	FICA adjustments
			CONTRACTUAL SERVICES increase $780,663
56,100	66,250	10,150	Office Equipment - increase based on actual copier leases under Water Processing
23,650	11,500	(12,150)	Vehicle & Operating Equipment decrease under Maintenance and Wastewater Processing
3,781,760	3,812,600	30,840	Electricity - increase due to the Enhanced Nutrient Removal (ENR) upgrade for increased number of pumps, lighting and process equipment
93,250	89,750	(3,500)	Heating Fuel Oil & Gas - decrease based on actual expenses
142,650	145,200	2,550	Telephone Service - based on actual expenses
1,677,200	1,933,313	256,113	County Facility Repair & Renovations - increase based on actuals for routine repairs and added expenses for increased hours of Havre de Grace plant
130,000	215,000	85,000	Engineering Services - continued engineering consult and service contract for electronic process control and Supervisory Control and Data Acquisition (SCADA) system
180,000	218,000	38,000	Utility Line Maintenance - increase based on actual expenses
1,430,700	1,759,900	329,200	Other Professional Services - increase based on actuals for lab analysis, preventive maintenance programs, emergency pump outs, courier service to transport samples, and any unanticipated emergencies
217,500	228,350	10,850	Operating Equipment - increase due to actual contracts under Water Production
61,500	77,070	15,570	Grounds Maintenance - increase based on contracts under Wastewater Processing and Water Production
118,700	128,100	9,400	Building/Custodial Services - increase based on actual expense history
110,000	122,500	12,500	Other Services & Maint Contracts - increase based on actual expense history under Maintenance and Water Production
146,600	135,240	(11,360)	Other - decrease for landfill tipping fees based on actual expense history

PUBLIC WORKS - DIVISION OF WATER & SEWER

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			SUPPLIES AND MATERIALS increase $85,958
166,000	220,500	54,500	General office supplies, printing-commercial, meals-special purpose, ice and bottled water, safety equipment, medical supplies, bituminous concrete, computer software and computer hardware all increase based on actual expense history
696,500	742,248	45,748	Equipment repair parts and laboratory supplies increase based actual expense history
2,121,700	2,084,500	(37,200)	Chemicals in Bulk - decrease based on projected usage and unit costs
110,200	116,450	6,250	Diesel Fuel and oil and lubricants - increase based on actual expense history
56,500	68,520	12,020	Landscape & grounds maintenance, small tools and other supplies and materials increased based on actual expense history
			BUSINESS AND TRAVEL increase $34,125
358,175	393,650	35,475	County owned vehicles non-targeted charges-FVS, professional books, in-house training increased based on actual expense history
			EQUIPMENT increase $138,814
1,231,550	1,370,364	138,814	Funding provides for: annual inspection and maintenance of all wells, plant improvements, meters, electronic process controls, electric heaters, air conditioners, John Deere gator, air compressor, blowers, saws, pumps, trailer, hydraulic power tools, testing gauges, leak detection equipment, flow meters, laboratory equipment, tower antennas and other miscellaneous equipment. FY 18 larger expenses, design of building to store pumps and inventory at wastewater processing, steel building for storage of large generators and laboratory equipment
			MISCELLANEOUS decrease ($122,595)
43,200	43,200	0	Payments to Other Governmental Agencies - sludge generation fees paid to MDE per actuals
2,533,800	2,803,205	269,405	Pro Rata Shares - General Fund Administration @ $2,622,490 and DPW Director @ $180,715
12,800,000	12,750,000	(50,000)	Depreciation - per Treasury's recommendations
752,000	410,000	(342,000)	Payments to Other Government Agencies for Services - Payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations and payment to Delta Borough for treatment of waste, as required by inter-state agreement

DEPARTMENT STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant III	1.00	106,939	1.00	110,147	1.00	114,553
Administrative Assistant I	3.00	136,539	2.00	95,973	1.00	51,360
Administrative Assistant II	7.00	329,626	6.00	294,587	7.00	360,818
Administrative Specialist II	1.00	83,550	0.00	0	1.00	59,926
Assistant Storekeeper	0.00	0	0.00	0	1.00	30,010
Assistant Superintendent	7.00	531,500	7.00	557,247	7.00	580,205
Central Stores Manager	2.00	86,669	2.00	89,269	2.00	92,840
Chief, Water & Sewer	3.00	320,859	4.00	402,971	4.00	468,068
Civil Engineer I	1.00	51,800	1.00	45,218	1.00	43,900
Civil Engineer II	2.00	118,867	1.00	56,650	1.00	60,320
Civil Engineer III	3.00	305,564	3.00	314,730	3.00	327,320
Civil Engineer IV	2.00	221,629	3.00	351,810	3.00	302,580
Computer System Engineer III	2.00	154,056	2.00	158,677	2.00	165,025
Customer Support Analyst I	0.00	0	0.00	0	1.00	37,706
Deputy Director of Public Works	1.00	124,862	1.00	125,862	1.00	131,560
Drafting Technician II	1.00	59,358	1.00	61,138	1.00	63,584
Electrician Water & Sewer Operations	1.00	50,000	1.00	45,217	1.00	54,080
Engineering Associate II	0.00	0	1.00	62,549	1.00	65,051
Engineering Associate IV	1.00	57,621	1.00	59,350	1.00	61,724
Environmental Chemist	1.00	56,000	1.00	57,680	1.00	49,400
Equipment Repair Specialist	1.00	39,792	1.00	40,986	1.00	42,626
GIS Coordinator	1.00	77,541	1.00	79,868	1.00	83,062
Instrumentation Technician	2.00	111,381	2.00	114,722	1.00	63,609
Laboratory Assistant	1.00	38,629	0.00	0	0.00	0
Laboratory Technician	3.00	137,482	4.00	182,703	4.00	190,012
Management Assistant II	2.00	128,830	3.00	196,237	3.00	204,087
Permits Clerk	1.00	32,000	1.00	33,990	1.00	34,320
Permits Technician	0.00	0	1.00	36,359	0.00	0
Permits Review Supervisor	1.00	77,216	1.00	79,532	1.00	82,713
Plant Operations Manager	2.00	171,157	2.00	176,292	1.00	81,202

DEPARTMENT STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Plant Operator (Water/Wastewater)	19.00	826,071	20.00	872,172	21.00	978,100
Plant Operator Trainee I (Water/Wastewater)	2.00	56,000	3.00	86,005	5.00	147,396
Plant Operator Trainee II (Water/Wastewater)	8.00	273,123	6.00	208,678	3.00	107,442
Plant Superintendent Water & Sewer	3.00	266,475	3.00	274,471	3.00	308,206
Pretreatment Inspector	1.00	46,656	1.00	48,056	1.00	49,978
Process Engineer	1.00	90,614	1.00	93,332	1.00	97,065
Senior Electrician Water & Sewer	1.00	61,668	1.00	63,518	1.00	66,058
Senior Instrumentation Technician	1.00	65,370	1.00	67,333	2.00	132,411
Senior Laboratory Technician	2.00	98,696	2.00	98,674	2.00	103,845
Senior Plant Operator	3.00	199,419	3.00	205,401	3.00	213,618
Senior Water/Wastewater Facility Mechanic	4.00	246,529	4.00	253,923	4.00	262,038
Shift Supervisor/Plant Operations	7.00	480,351	7.00	494,762	7.00	506,772
Superintendent of Laboratories	1.00	69,026	1.00	71,096	1.00	70,000
Superintendent of Water & Sewer Facilities	2.00	130,000	1.00	80,516	1.00	83,736
Water & Sewer Facilities Maintenance Specialist	1.00	70,206	1.00	72,312	1.00	75,204
Water & Sewer Utility Crew Chief	6.00	313,454	6.00	320,019	6.00	331,749
Water & Sewer Utility Technician I	2.00	134,238	2.00	138,266	4.00	236,594
Water & Sewer Utility Technician III	2.00	141,617	2.00	145,582	1.00	74,278
Water & Sewer Utility Worker I	7.00	201,395	10.00	270,890	0.00	0
Water & Sewer Utility Worker II	7.00	205,071	2.00	57,680	11.00	325,440
Water & Sewer Utility Worker III (Certified)	6.00	232,948	5.00	195,692	7.00	273,216
Water & Sewer Utility Worker III (Non-Certified)	3.00	105,253	6.00	206,800	3.00	118,020
Water & Sewer Utility Worker IV	4.00	164,263	4.00	169,190	4.00	176,198
Water/Wastewater Facility Mechanic	12.00	516,958	12.00	573,865	10.00	516,436
Water/Wastewater Facility Mechanic Trainee	1.00	34,100	1.00	35,123	3.00	105,376
Water Meter Mechanic I	2.00	81,669	2.00	84,119	2.00	87,484
Water Meter Mechanic II	6.00	237,704	6.00	263,875	6.00	274,431
Water Meter Technician I	2.00	113,605	1.00	39,449	1.00	41,027
Water Meter Technician II	1.00	61,127	2.00	124,658	2.00	129,644
FULL-TIME SALARIES	170.00	9,133,073	170.00	9,445,221	170.00	9,793,423

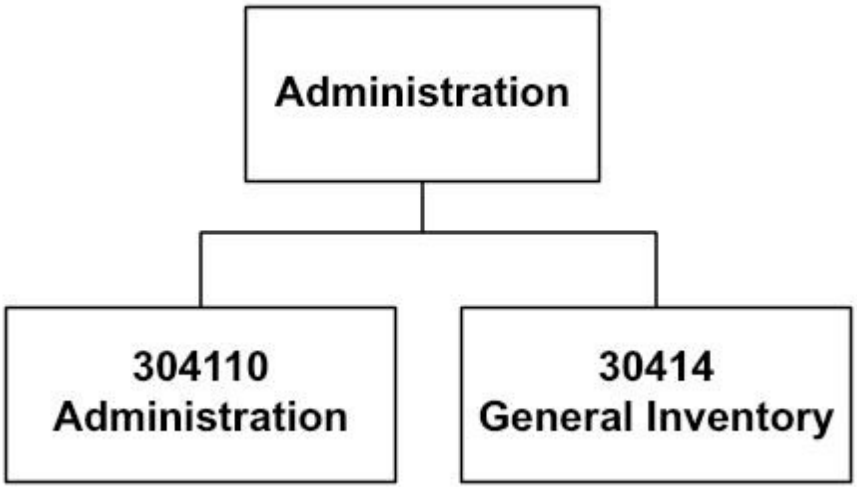
DEPARTMENT STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TOTAL FULL-TIME SALARIES	170.00	9,133,073		170.00	9,445,221	170.00	9,793,423
TEMPORARY SALARIES		75,000			117,266		147,610
SALARY TOTAL	**170.00**	**9,208,073**		**170.00**	**9,562,487**	**170.00**	**9,941,033**
OTHER PERSONAL SERVICES							
Pension & Retirement		920,807			952,648		885,351
Workers' Compensation		212,950			429,849		318,098
Health Benefits		2,623,392			2,658,671		2,590,291
PEHP		237,300			187,394		263,666
Overtime & Shift Differential		952,655			974,955		993,800
FICA		776,743			805,308		834,672
Miscellaneous		24,080			23,940		23,800
TOTAL OTHER PERSONAL SERVICES		**5,747,927**			**6,032,765**		**5,909,678**
TOTAL PERSONAL SERVICES	**170.00**	**14,956,000**	*	**170.00**	**15,595,252**	**170.00**	**15,850,711**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER & SEWER
Bureau of Water & Sewer Administration
Index #304110, 304140

ORIGIN/PURPOSE:

The Bureau of Water & Sewer Administration is responsible for the overall direction and administration of all water and sewer activities including grant programs, Public Works Utility Agreements, Assessments, Intragovernmental Water & Sewer Agreements, Building Permits, Master Plan Revisions, Capital Projects, Petitions, Commercial Applications, Budget and Personnel Management and Bureau Rules and Regulations.

FY 2017 - FY 2018 GOAL:

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

PROVIDE RESPONSIVE & ECONOMICAL SERVICE TO CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	855,256	851,922	873,746	921,323	921,323
20	CONTRACTUAL SERVICES	66,699	49,138	78,650	78,300	78,300
30	SUPPLIES AND MATERIALS	4,944	5,913	55,250	55,500	55,500
40	BUSINESS AND TRAVEL	20,960	22,281	21,600	23,350	23,350
50	CAPITAL OUTLAY	0	4,104	3,000	0	0
70	MISCELLANEOUS	2,200,120	2,428,471	2,533,800	2,803,205	2,803,205
	GRAND TOTAL	**3,147,979**	**3,361,829**	**3,566,046**	**3,881,678**	**3,881,678**
FUNDING SOURCE:						
51	WATER & SEWER OPERATING	**3,147,979**	**3,361,829**	**3,566,046**	**3,881,678**	**3,881,678**
SUMMARY BY DIVISION:						
304110	BUREAU OF WATER & SEWER ADMINISTRATION	3,147,979	3,361,829	3,516,046	3,831,678	3,831,678
304140	GENERAL INVENTORY	0	0	50,000	50,000	50,000
		3,147,979	**3,361,829**	**3,566,046**	**3,881,678**	**3,881,678**

PUBLIC WORKS - DIVISION OF WATER & SEWER
Bureau of Water & Sewer Administration
Index #304110, 304140

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $47,577
604,139	601,089	(3,050)	Full-time salaries
			(1,957) Turnover (0.32)%
			(1,093) Salary Adjustment
			(3,050)
	28,695	28,695	FY 18 Merit Salary Increase 4%
	4,000	4,000	Temporary salary for 1 clerical summer intern
0	10,232	10,232	Transfer between W & S Divisions:

# of Positions	Salary	Fringe	Total	
(0.50)	(36,771)	(17,995)	(54,766)	Chief
0.50	55,000	9,998	64,998	Chief
—	18,229	(7,997)	10,232	

60,414	54,466	(5,948)	Pension adjustments
3,278	3,038	(240)	Workers' Compensation adjustments
149,316	155,002	5,686	Health Benefits are adjusted due to staff opting for changes in levels of coverage
7,496	15,665	8,169	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES decrease ($350)
22,950	19,200	(3,750)	Funding for electricity and operating equipment reduced based on actual expense history
0	600	600	Other Professional Services increased for cost of a 3 rd party server
20,700	23,500	2,800	Funding for building/custodial services increased as building out of warranty and HVAC repair costs increasing as well as general maintenance

PUBLIC WORKS - DIVISION OF WATER & SEWER
Bureau of Water & Sewer Administration
Index #304110, 304140

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			SUPPLIES AND MATERIALS increase $250
1,200	1,450	250	Funding for delivery charges and uniforms purchase increased and offset by reduction in paper and janitorial supplies
			BUSINESS AND TRAVEL increase $1,750
17,100	18,800	1,700	Funding for professional books and periodicals and membership fees & dues increased based on actual expense history
			EQUIPMENT decrease ($3,000)
3,000	0	(3,000)	Audio Visual Supplies - decreased as this was one time purchase in FY 17
			MISCELLANEOUS increase $269,405
2,533,800	2,803,205	269,405	

Pro Rata Shares:	FY 17	FY 18	Change
General Fund Administration	2,359,971	2,622,490	262,519
DPW Director	173,829	180,715	6,886
	2,533,800	2,803,205	269,405

DIVISION STAFF SUMMARY

Bureau of Water & Sewer Administration

Index #304110

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant III	1.00	106,939		1.00	110,147	1.00	114,553
Administrative Assistant I	2.00	93,827		1.00	51,979	1.00	51,360
Administrative Assistant II	1.00	39,875		0.00	0	0.00	0
Chief, Water & Sewer (Administration)	1.00	121,025		0.50	36,771	0.50	57,200
Customer Support Analyst I	0.00	0		0.00	0	1.00	37,706
Deputy Director of Public Works	1.00	124,862		1.00	125,862	1.00	131,560
Engineering Associate II	0.00	0		1.00	62,549	1.00	65,051
Management Assistant II	1.00	65,000		1.00	66,950	1.00	69,628
Permits Clerk	1.00	32,000		1.00	33,990	1.00	34,320
Permits Review Supervisor	1.00	77,216		1.00	79,532	1.00	82,713
Permits Technician	0.00	0		1.00	36,359	0.00	0
FULL-TIME SALARIES	**9.00**	**660,744**		**8.50**	**604,139**	**8.50**	**644,091**
TEMPORARY SALARIES		**0**			**0**		**4,000**
SALARY TOTAL	**9.00**	**660,744**		**8.50**	**604,139**	**8.50**	**648,091**
OTHER PERSONAL SERVICES							
Pension & Retirement		66,074			60,414		57,968
Workers' Compensation		2,116			3,278		2,916
Health Benefits		157,400			149,316		144,571
PEHP		13,560			7,496		15,665
Overtime & Shift Differential		2,000			2,000		2,000
FICA		50,149			45,913		48,922
Miscellaneous		1,260			1,190		1,190
TOTAL OTHER PERSONAL SERVICES		**292,559**			**269,607**		**273,232**
TOTAL PERSONAL SERVICES	**9.00**	**953,303**	*	**8.50**	**873,746**	**8.50**	**921,323**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Depreciation
Index #304130

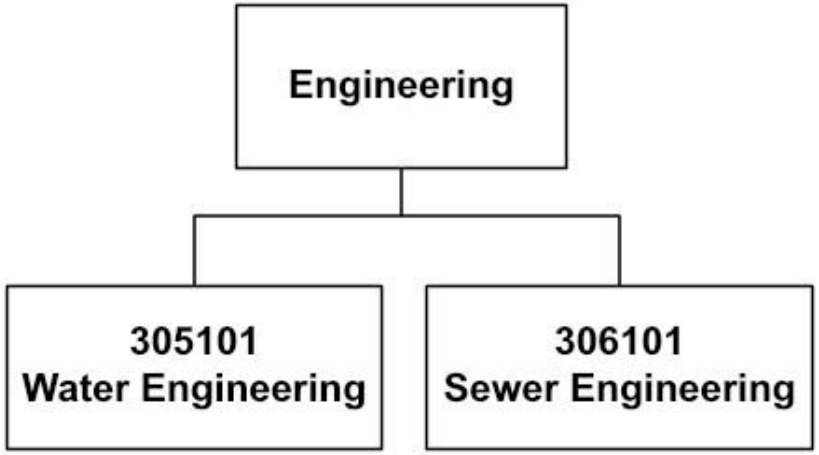
ORIGIN/PURPOSE:

Water and Sewer booked assets are funded by contributed capital. The value of the booked assets are reduced each year by depreciation expense. It is estimated that the expense for FY 18 will be $12,750,000. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
70	MISCELLANEOUS	11,358,094	12,724,575	12,800,000	12,750,000	12,750,000
	GRAND TOTAL	**11,358,094**	**12,724,575**	**12,800,000**	**12,750,000**	**12,750,000**
FUNDING SOURCE:						
51	WATER & SEWER OPERATING	**11,358,094**	**12,724,575**	**12,800,000**	**12,750,000**	**12,750,000**
SUMMARY BY DIVISION:						
304130	DEPRECIATION	11,358,094	12,724,575	12,800,000	12,750,000	12,750,000
	GRAND TOTAL	**11,358,094**	**12,724,575**	**12,800,000**	**12,750,000**	**12,750,000**

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Engineering
Index #305101, 306101

ORIGIN/PURPOSE:

The responsibilities of the Bureau of Water & Sewer Engineering include handling contract administration; Adequate Public Facilities requirements; existing utility line locations; quality control on construction of water and sewer capital projects and private developer projects; assisting in house utility assessments; planning for future growth and improvements to existing infrastructure. Responsibilities also include technical review of all developer projects to assure compliance with Harford County's Standard Specifications and Design Guidelines.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,162,302	1,081,129	1,413,352	1,428,310	1,428,310
20	CONTRACTUAL SERVICES	39,422	44,147	64,000	63,050	63,050
30	SUPPLIES AND MATERIALS	3,235	3,257	4,350	9,500	9,500
40	BUSINESS AND TRAVEL	2,762	4,398	6,075	7,700	7,700
	GRAND TOTAL	**1,207,721**	**1,132,931**	**1,487,777**	**1,508,560**	**1,508,560**
FUNDING SOURCE:						
51	WATER & SEWER OPERATING	**1,207,721**	**1,132,931**	**1,487,777**	**1,508,560**	**1,508,560**
SUMMARY BY DIVISION:						
305101	WATER ENGINEERING	600,427	567,058	736,724	754,931	754,931
306101	SEWER ENGINEERING	607,294	565,873	751,053	753,629	753,629
	GRAND TOTAL	**1,207,721**	**1,132,931**	**1,487,777**	**1,508,560**	**1,508,560**

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Engineering
Index #305101, 306101

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $14,958
995,302	940,540	(54,762)	Full-time salaries
			4 Salary adjustments
			(54,766) Turnover (5.50)%
			(54,762)
	40,012	40,012	FY 18 Merit Salary Increase of 4%
39,140	55,450	16,310	Temporary Salaries - funding provides for an Engineer Associate I
	23,052	23,052	Transfer between W & S Divisions:

# of Positions	Salary	Fringe	Total	
(0.50)	(113,300)	(43,444)	(156,744)	Chief
0.25	55,000	9,998	64,998	Chief
(0.25)	(36,772)	(17,994)	(54,766)	Chief
0.50	123,934	45,630	169,564	Chief
0.00	28,862	(5,810)	23,052	

103,444	90,096	(13,348)	Pension adjustments
4,864	4,270	(594)	Workers' Compensation adjustments
181,106	177,196	(3,910)	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in coverage
7,496	18,075	10,579	PEHP (Post Employment Health Plan)
1,200	2,000	800	Overtime adjusted based on actual expense history
79,190	76,009	(3,181)	FICA adjustments
			CONTRACTUAL SERVICES decrease (950)
22,950	19,200		Funding for electricity and operating equipment decreased based on actual expense history
20,700	23,500	2,800	Funding for building/custodial services increased based on higher expenses for HVAC maintenance
			SUPPLIES AND MATERIALS increase $5,150
300	4,650	4,350	Funding for uniforms-purchase and computer software increased based on expense history
0	800	800	Funding for small tools increased for capacity management testing
			BUSINESS AND TRAVEL increase $1,625
600	2,200	1,600	Funding for professional books & periodicals increased based on actual expense history

DIVISION STAFF SUMMARY

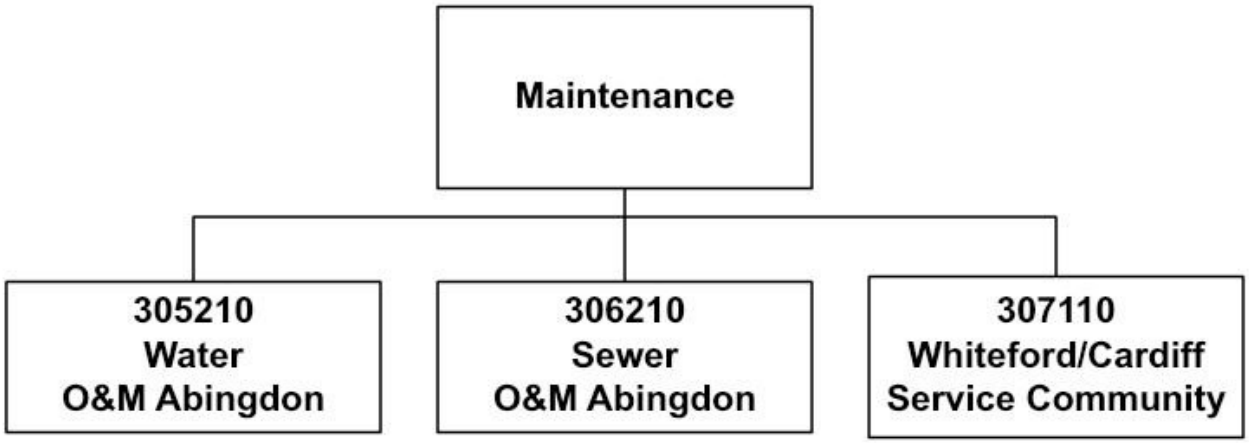
Bureau of Water & Sewer Engineering

Index #305101, 306101

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Chief, Water & Sewer	0.00	0		1.50	150,070	1.50	186,092
Civil Engineer I	1.00	51,800		1.00	45,218	1.00	43,900
Civil Engineer II	2.00	118,867		1.00	56,650	1.00	60,320
Civil Engineer III	3.00	305,564		3.00	314,730	3.00	327,320
Civil Engineer IV	2.00	221,629		2.00	228,278	2.00	177,848
Drafting Technician II	1.00	59,358		1.00	61,138	1.00	63,584
Engineering Associate IV	1.00	57,621		1.00	59,350	1.00	61,724
GIS Coordinator	1.00	77,541		1.00	79,868	1.00	83,062
FULL-TIME SALARIES	**11.00**	**892,380**		**11.50**	**995,302**	**11.50**	**1,003,850**
TEMPORARY SALARIES		34,100			39,140		55,450
SALARY TOTAL	**11.00**	**926,480**		**11.50**	**1,034,442**	**11.50**	**1,059,300**
OTHER PERSONAL SERVICES							
Pension & Retirement		92,648			103,444		94,292
Workers' Compensation		998			4,864		4,032
Health Benefits		182,474			181,106		168,458
PEHP		18,080			7,496		18,075
Overtime & Shift Differential		400			1,200		2,000
FICA		70,906			79,190		80,543
Miscellaneous		1,680			1,610		1,610
TOTAL OTHER PERSONAL SERVICES		**367,186**			**378,910**		**369,010**
TOTAL PERSONAL SERVICES	**11.00**	**1,293,666**	*	**11.50**	**1,413,352**	**11.50**	**1,428,310**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

ORIGIN/PURPOSE:

The Bureau of Water and Sewer Maintenance is responsible for operating and maintaining the water distribution system and sewer collection system on a 24-hour, 7 day a week basis. They provide extensive customer service through the Water Meter Section, Maintenance Section and the Customer Relations Section by responding to customer service requests or problems within 20 minutes for both normal and emergency services. Customer Service is also provided by the continuous implementation of the "Preventative Maintenance Plan." The Maintenance Section is also responsible for marking the location of underground Water & Sewer utilities.

The Bureau of Water and Sewer Maintenance consolidated their expenditure accounts in the FY 15 budget. Indexes 305260 and 306260 have been eliminated and their funding has been reallocated into Indexes 305120 and 306210 for better accountability.

FY 2017 - FY 2018 GOAL:

TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	4,312,058	4,160,410	4,893,366	4,887,754	4,887,754
20 CONTRACTUAL SERVICES	628,121	801,825	998,610	1,063,450	1,063,450
30 SUPPLIES AND MATERIALS	780,254	738,705	954,725	972,175	972,175
40 BUSINESS AND TRAVEL	309,147	352,148	386,100	396,700	396,700
50 CAPITAL OUTLAY	122,093	87,411	121,400	91,900	91,900
70 MISCELLANEOUS	72,000	74,000	76,000	184,000	184,000
80 INTER-GOVERNMENTAL/INTERFUND	216	0	0	0	0
GRAND TOTAL	**6,223,889**	**6,214,499**	**7,430,201**	**7,595,979**	**7,595,979**
FUNDING SOURCE:					
51 WATER & SEWER OPERATING	**6,223,889**	**6,214,499**	**7,430,201**	**7,595,979**	**7,595,979**

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DIVISION:						
305210	WATER O & M ABINGDON	3,953,067	3,840,378	4,532,844	4,494,477	4,494,477
306210	SEWER O & M ABINGDON	2,198,027	2,301,671	2,816,657	2,913,552	2,913,552
307110	SEWER WHITEFORD/CARDIFF SERVICE COMMUNITY	72,795	72,450	80,700	187,950	187,950
	GRAND TOTAL	**6,223,889**	**6,214,499**	**7,430,201**	**7,595,979**	**7,595,979**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($5,612)
2,798,395	2,814,622	16,227	Full-time salaries
			31,285 Salary adjustments
			(15,058) Staff Turnover (0.54)%
			16,227
	126,432	126,432	FY 18 Merit Salary Increase 4%
42,126	28,000	(14,126)	Temporary salary for 3 summer interns, clerical, laborer and engineering aide
	(4,773)	(4,773)	One 1 Civil Engineer IV was 100% under water division in Abingdon now split between water and sewer
			# of Positions / Salary / Fringe / Total
			0.00 / (3,598) / (1,175) / (4,773)
284,051	254,551	(29,500)	Pension adjustments
140,625	100,121	(40,504)	Workers' Compensation adjustments

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES continued
981,054	879,701	(101,353)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
59,968	90,146	30,178	PEHP (Post Employment Health Plan)
314,000	323,000	9,000	Overtime - increase based on actuals for emergency utility crews to cover 24 hour operations
22,055	24,000	1,945	Shift Differential - increase based on actual expenses
242,695	243,694	999	FICA adjustments
			CONTRACTUAL SERVICES increase $64,840
89,760	79,500	(10,260)	Funding for vehicle & operating equipment, electricity, and telephone service reduced based on actual expense history
1,880	1,200	(680)	Funding for space & real estate rental reduced based on actual expense history
42,000	46,000	4,000	Funding for answering service and emergency reporting system increase based on actual expense history
180,000	218,000	38,000	Funding for utility line maintenance contract increase due to aging infrastructure
287,000	313,000	26,000	Funding for other professional services increased due to the increase in calibration cost and purchase of new meters
8,300	6,050	(2,250)	Funding for communication service and operating equipment reduced based on actual expense history
16,300	19,000	2,700	Funding for building/custodial services increase due to new contract
57,500	65,000	7,500	Funding for other expenses like yearly software maintenance, boiler, fire extinguishers, trash removal increase based on actual expense history
			SUPPLIES AND MATERIALS increase $17,450
46,750	52,450	5,700	Funding for general office supplies, general office mailing, equipment repair parts, landscape & grounds material increased based on actual expense history
8,500	17,500	9,000	Funding for meals-special purpose increased based on actual expense history and higher meal ticket allowance
15,850	13,500	(2,350)	Funding for delivery charges, janitorial supplies & equipment, traffic signs and markings and paint decreased based on actual expense history
31,500	36,500	5,000	Funding for chemicals in bulk, bituminous concrete, concrete mortar & cement and other supplies increased based on actual expense history

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			BUSINESS AND TRAVEL increase $10,600
3,000	1,800	(1,200)	Funding for transportation costs, meals and lodging decreased based on actual expense history
400	11,200	10,800	Funding for in-house training increased for training on new FCS meter read/billing system to be implemented in FY 18
10,300	11,300	1,000	Funding for professional books and training seminars increased based on actual expense history
			EQUIPMENT decrease ($29,500)
52,500	65,000	12,500	Equipment purchases planned for FY 18 include replacement of hex-a-gram and meters, locking file cabinet, saws, generators, pumps, tampers, hydraulic power tools and testing gauges FY 18 large purchase include electronic process control equipment
68,900	26,900	(42,000)	Reduction due to one time purchases during FY 17 of air compressor and leak detection equipment
			MISCELLANEOUS increase $108,000
4,000	4,000	0	Payments to Other Government Agencies - $4,000 is provided for any MDR fines, based on actual expense history
72,000	180,000	108,000	Payment to Other Government Agencies for Services - payments to Delta Borough for treatment of waste, as required by the inter-state agreement

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Maintenance
Index #305210, 306210

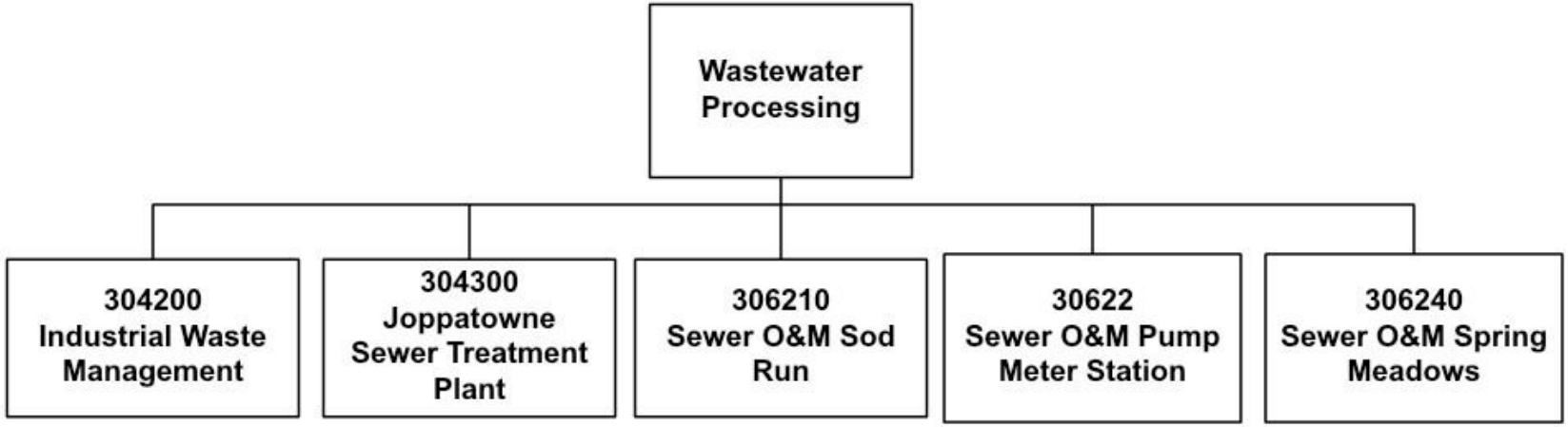
POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	42,712	1.00	43,994	0.00	0
Administrative Assistant II	3.00	131,954	3.00	132,056	4.00	191,786
Administrative Specialist II	1.00	83,550	1.00	63,542	0.00	0
Assistant Storekeeper	0.00	0	0.00	0	1.00	30,010
Assistant Superintendent	3.00	183,379	3.00	198,681	3.00	206,630
Chief, Water & Sewer	1.00	99,834	1.00	102,830	1.00	106,944
Civil Engineer IV	0.00	0	1.00	123,532	1.00	124,732
Equipment Repair Specialist	1.00	39,792	1.00	40,986	1.00	42,626
Management Assistant II	0.00	0	0.00	0	1.00	66,084
Superintendent of Water & Sewer Facilities	2.00	130,000	1.00	80,516	1.00	83,736
Water & Sewer Facilities Maintenance Specialist	1.00	70,206	1.00	72,312	1.00	75,204
Water & Sewer Utility Crew Chief	6.00	313,455	6.00	320,019	6.00	331,749
Water & Sewer Utility Technician I	2.00	134,238	2.00	138,266	4.00	236,594
Water & Sewer Utility Technician III	2.00	141,617	2.00	145,582	1.00	74,278
Water & Sewer Utility Worker I	7.00	201,395	10.00	270,890	0.00	0
Water & Sewer Utility Worker II	7.00	205,071	2.00	57,680	11.00	325,440
Water & Sewer Utility Worker III (Certified)	6.00	232,948	5.00	195,692	7.00	273,216
Water & Sewer Utility Worker III (Non Certified)	1.00	31,200	4.00	130,526	1.00	38,696
Water & Sewer Utility Worker IV	4.00	164,263	4.00	169,190	4.00	176,198
Water Meter Mechanic I	2.00	81,669	2.00	84,119	2.00	87,484
Water Meter Mechanic II	6.00	237,704	6.00	263,875	6.00	274,431
Water Meter Technician I	2.00	113,605	1.00	39,449	1.00	41,027
Water Meter Technician II	1.00	61,127	2.00	124,658	2.00	129,644
FULL-TIME SALARIES	59.00	2,699,719	59.00	2,798,395	59.00	2,916,509
TEMPORARY SALARIES		40,900		42,126		28,000
SALARY TOTAL	**59.00**	**2,740,619**	**59.00**	**2,840,521**	**59.00**	**2,944,509**

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Maintenance
Index #305210, 306210

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		274,062			284,051		262,485
Workers' Compensation		70,347			140,625		103,781
Health Benefits		931,061			981,051		880,160
PEHP		74,580			59,968		90,146
Overtime & Shift Differential		336,055			336,055		347,000
FICA		235,365			242,695		251,413
Miscellaneous		8,400			8,400		8,260
TOTAL OTHER PERSONAL SERVICES		**1,929,870**			**2,052,845**		**1,943,245**
TOTAL PERSONAL SERVICES	**59.00**	**4,670,489**	*	**59.00**	**4,893,366**	**59.00**	**4,887,754**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

ORIGIN/PURPOSE:

The Wastewater Processing section of the Bureau of Water & Sewer Operations is responsible for the treatment of industrial and domestic wastewater originating from the 43,000 plus customers of the County's sewer system as well as the wastewater from the Town of Bel Air and all the septic tank water generated in the County. We also regionally treat several water and wastewater plant sludges and residuals. Utilizing three County-owned plants, wastewater is processed to discharge a quality effluent that protests our natural waterways, assures cost effective sewer service, protecting the health and welfare of our citizens and enhances the economic development of the County. The service is also responsible for the operation of 53 wastewater pumping stations which move wastewater from the communities to the Wastewater Treatment Plants. Unique responsibilities include: operation and maintenance of approximately 300 individual home sewage collection/pumping systems collectively known as Southwest Facilities, formal tour and education agreements with the Harford County Public Schools and management of our Industrial Waste Monitoring Program to be in compliance with Federal Regulations.

FY 2017 - FY 2018 GOAL:

TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	4,997,250	4,751,903	5,366,347	5,437,931	5,437,931
20 CONTRACTUAL SERVICES	4,355,235	4,034,631	4,893,450	5,315,610	5,315,610
30 SUPPLIES AND MATERIALS	1,508,067	1,379,151	1,813,220	1,814,970	1,814,970
40 BUSINESS AND TRAVEL	232,446	208,705	273,150	279,850	279,850
50 CAPITAL OUTLAY	609,781	224,252	679,350	575,600	575,600
70 MISCELLANEOUS	24,994	25,121	39,200	39,200	39,200
80 INTER-GOVERNMENTAL/INTERFUND	17	0	0	0	0
GRAND TOTAL	**11,727,790**	**10,623,763**	**13,064,717**	**13,463,161**	**13,463,161**
FUNDING SOURCE:					
51 WATER & SEWER OPERATING	**11,727,790**	**10,623,763**	**13,064,717**	**13,463,161**	**13,463,161**

PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index #304200, 304300, 306220, 306230, 306240

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
304200	INDUSTRIAL WASTE MANAGEMENT	162,274	155,290	166,374	184,311	184,311
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	621,202	675,797	812,846	830,540	830,540
306220	SEWER O & M PUMP/METER STATIONS	2,765,155	2,350,025	3,008,816	3,102,314	3,102,314
306230	SEWER O & M SOD RUN	8,010,772	7,331,733	8,939,415	9,196,203	9,196,203
306240	SEWER O & M SPRING MEADOW	168,387	110,918	137,266	149,793	149,793
		11,727,790	**10,623,763**	**13,064,717**	**13,463,161**	**13,463,161**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $71,584
3,203,066	3,230,923	27,857	Full-time salaries
			18,387 Salary adjustments
			9,470 Staff Turnover 0.29%
			27,857
18,000	30,080	12,080	Temporary Salary, summer interns, clerical, laborer and engineering aide
	142,928	142,928	FY 18 Merit Salary Increase of 4%
	12,281	12,281	One I W/WW Facility Mechanic position transferred between divisions
			# of Positions / Salary / Fringe / Total
			0.00 / 11,195 / 1,086 / 12,281
	(47,727)	(47,727)	One 1 Senior Lab Technician position transferred between divisions and split
			# of Positions / Salary / Fringe / Total
			(0.75) / (37,389) / (10,338) / (47,727)

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES continued
	(97,568)	(97,568)	One 1 Plants Operation Manager transferred between divisions, split and downgraded to Administration Specialist II
			# of Positions / Salary / Fringe / Total: (0.50) / (69,402) / (28,166) / (97,568)
	37,924	37,924	One 1 Senior Lab Technician transferred here at 50%
			# of Positions / Salary / Fringe / Total: 0.50 / 25,000 / 12,924 / 37,924
320,307	292,648	(27,659)	Pension adjustments
180,258	133,758	(46,500)	Workers' Compensation adjustments
848,147	886,602	38,455	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
70,084	86,519	16,435	PEHP (Post Employment Health Plan)
403,000	402,000	(1,000)	Overtime adjusted based on actual expense history
35,500	36,500	1,000	Shift Differential adjusted based on actual expense history
279,956	283,013	3,057	FICA adjustments
			CONTRACTUAL SERVICES increase $422,160
51,250	47,750	(3,500)	Funding for heating fuel gas increased based on actuals offset by decrease in heating fuel oil
2,256,550	2,287,750	31,200	Funding for office equipment, electricity and telephone service increased based on actual expense history
10,750	3,000	(7,750)	Funding for vehicle & operating equipment reduced based on actual expense history
1,125,500	1,154,200	28,700	Funding for facility repairs & renovations increased based on actuals to provide for normal repairs and maintenance
45,000	130,000	85,000	Engineering Services - continued engineering consult and service contract for electronic process control and Supervisory Control and Data Acquisition (SCADA) system as well as replacement of digester, mixing pumps and for pump process improvements

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES continued
958,700	1,260,800	302,100	Other Professional Services - funding provides for lab analysis for the Maryland Department of the Environment (MDE) compliance, biosolids handling, ARC Flash Study (new requirement by Occupational Safety and Health Administration (OSHA) to evaluate adequacy of electrical system) repair replacement of air handlers, supply and exhaust fans, concrete crack repair
186,250	163,050	(23,200)	Funding for communication service and operating equipment reduced based on actual expense history
38,500	53,070	14,570	Funding for grounds maintenance increased based addition of maintenance for 3 newly installed rain gardens as part of the environmental storm water management program and expense history
44,700	51,100	6,400	Funding for uniform rental and building/custodial services increased based on actual expense history
143,000	131,640	(11,360)	Funding for other expenses which include grit/grease removal, sludge fee and other pump out services decreased based on expense history
			SUPPLIES AND MATERIALS increase $1,750
76,550	101,500	24,950	General office supplies, printing- commercial, delivery charges, meals-special purpose, ice and bottled water, other food supplies, landscape & grounds material, small tools, medical supplies, computer software, computer hardware, oil & lubricants, natural gas and other supplies & materials increased based on actual expense history
403,500	393,000	(10,500)	Funding for equipment repair parts decreased due to large one time purchase for over 20 replacement pumps and plant parts during FY 17
1,117,700	1,106,000	(11,700)	Funding for chemicals in bulk and diesel fuel decreased based on actual expense history
			BUSINESS AND TRAVEL increase $6,700
145,750	152,450	6,700	Funding for county owned vehicles, no-targeted charges-fvs, professional books and in-house training increased offset slightly by reduction in membership fees
516,600	575,600	59,000	EQUIPMENT decrease ($103,750) Equipment purchases planned for FY 18 include electronic process equipment, electric heaters, air compressor, blowers, pumps, laboratory equipment, and antenna/misc radio parts for multi year SCADA system upgrade; continuation of our annual program to install updated automatic transfer switches, process mixers and design of storage building for pumps and inventory parts
162,750	0	(162,750)	Reduction due to one time expenses during FY 17 of W & S Plant improvements, new potable well, gator purchase for plant and generator replacement program

DIVISION STAFF SUMMARY

Bureau of Water & Sewer Operations - Wastewater Processing

Index #304200, 304300, 306220, 306230, 306240

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	109,616	2.00	112,905	2.00	117,420
Administrative Specialist II	0.00	0	0.00	0	0.50	29,963
Assistant Superintendent	2.90	246,342	2.90	253,733	2.90	273,655
Central Stores Manager	1.00	44,173	1.00	45,498	1.00	47,318
Chemist	0.00	0	0.50	28,840	0.00	0
Chief, Water & Sewer	0.70	70,000	0.70	79,310	0.70	82,483
Computer System Engineer III	1.00	78,516	1.00	80,871	1.00	84,107
Electrician Water & Sewer Operations	1.00	50,000	1.00	45,217	1.00	54,080
Environmental Chemist	0.50	28,000	0.00	0	0.50	24,700
Instrumentation Technician	1.60	90,581	1.60	93,298	1.00	63,609
Laboratory Assistant	0.90	34,766	0.00	0	0.00	0
Laboratory Technician	1.90	90,168	2.80	129,859	2.80	135,055
Management Assistant II	1.00	63,830	1.00	65,745	1.00	68,375
Plant Operations Manager	2.00	171,157	2.00	176,292	1.00	81,202
Plant Operator (Water/Wastewater)	8.00	355,690	8.00	349,263	8.00	398,041
Plant Operator Trainee I (Water/Wastewater)	1.00	27,500	2.00	56,650	3.00	87,448
Plant Operator Trainee II (Water/Wastewater)	5.00	169,500	4.00	139,462	3.00	107,442
Plant Superintendent Water & Sewer	1.85	173,251	1.85	178,450	1.85	185,587
Pretreatment Inspector	1.00	46,656	1.00	48,056	1.00	49,978
Senior Electrician Water & Sewer	0.70	43,167	0.70	44,463	0.70	46,241
Senior Instrumentation Technician	0.70	45,759	0.70	47,133	1.30	86,449
Senior Lab Technician	1.00	48,400	1.00	49,852	0.75	38,961
Senior Plant Operator	2.00	129,499	2.00	133,383	2.00	138,720
Senior Water/Wastewater Facility Mechanic	2.85	174,561	2.85	179,797	2.85	184,946
Shift Supervisor/Plant Operations	4.00	274,549	4.00	282,785	4.00	294,095
Superintendent of Laboratories	0.90	62,123	0.90	63,986	0.90	63,000
Water & Sewer Utility Worker III (Non Certified)	2.00	74,053	2.00	76,274	2.00	79,324
Water/Wastewater Facility Mechanic	8.85	395,971	8.85	406,821	7.00	351,152
Water/Wastewater Facility Mechanic Trainee	1.00	34,100	1.00	35,123	3.00	105,376
FULL-TIME SALARIES	57.35	3,131,928	57.35	3,203,066	56.75	3,278,727

DIVISION STAFF SUMMARY

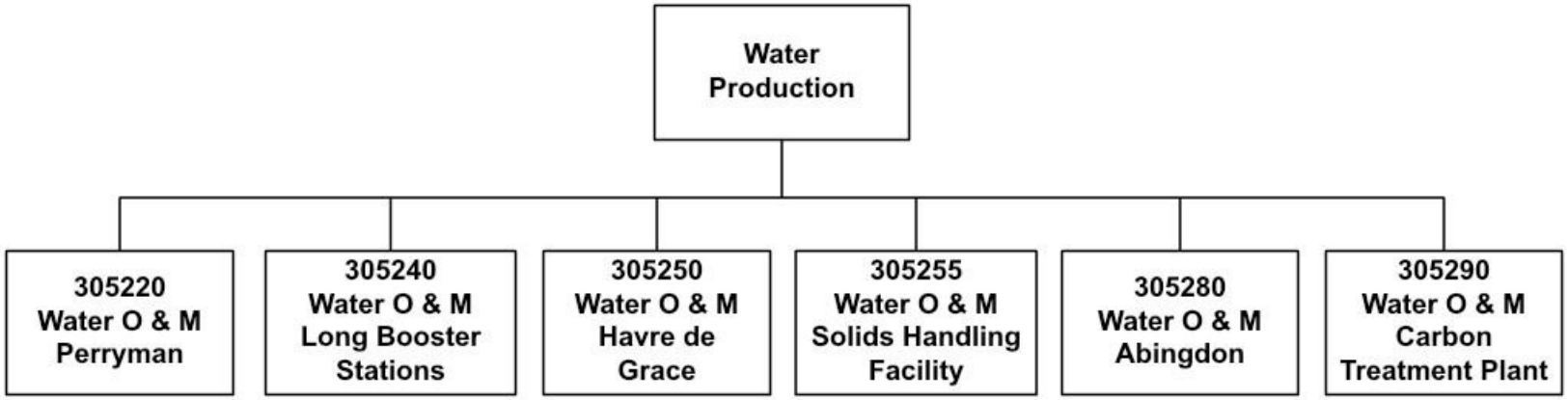
Bureau of Water & Sewer Operations - Wastewater Processing

Index #304200, 304300, 306220, 306230, 306240

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		0			18,000		30,080
SALARY TOTAL	**57.35**	**3,131,928**		**57.35**	**3,221,066**	**56.75**	**3,308,807**
OTHER PERSONAL SERVICES							
Pension & Retirement		313,193			320,307		295,085
Workers' Compensation		91,486			180,258		130,781
Health Benefits		888,408			848,147		883,624
PEHP		82,942			70,084		86,519
Overtime & Shift Differential		434,500			438,500		438,500
FICA		272,830			279,956		286,670
Miscellaneous		8,029			8,029		7,945
TOTAL OTHER PERSONAL SERVICES		**2,091,388**			**2,145,281**		**2,129,124**
TOTAL PERSONAL SERVICES	**57.35**	**5,223,316**	*	**57.35**	**5,366,347**	**56.75**	**5,437,931**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

ORIGIN/PURPOSE:

The Water Production Section of the Bureau of Water & Sewer Operations provides safe and potable water to over 43,000 customer connections (estimated over 100,000 people) on the County's water system. The section utilizes three County-owned treatment plants, 12 booster stations and 12 water towers to process and deliver water. The County also can provide water, through appropriate agreements, to the other smaller utilities as required. The County also purchases water from the City of Havre de Grace through an intergovernmental agreement. This section is able to monitor and direct water throughout the system's four pressure zones via radio telemetry. The Maryland Department of the Environment generally recognizes the
Abingdon Water Plant as a model for all other systems

FY 2017 - FY 2018 GOAL:
TO PROVIDE CLEAN AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,757,770	2,654,595	3,048,441	3,175,393	3,175,393
20 CONTRACTUAL SERVICES	2,486,734	2,237,090	2,748,760	3,043,723	3,043,723
30 SUPPLIES AND MATERIALS	1,069,335	1,055,444	1,369,110	1,430,468	1,430,468
40 BUSINESS AND TRAVEL	42,406	55,781	59,050	72,500	72,500
50 CAPITAL OUTLAY	318,736	334,847	427,800	702,864	702,864
70 MISCELLANEOUS	659,200	659,200	680,000	230,000	230,000
80 INTER-GOVERNMENTAL/INTERFUND	0	1,104	0	0	0
GRAND TOTAL	**7,334,181**	**6,998,061**	**8,333,161**	**8,654,948**	**8,654,948**
FUNDING SOURCE:					
51 WATER & SEWER OPERATING	**7,334,181**	**6,998,061**	**8,333,161**	**8,654,948**	**8,654,948**

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY DIVISION:						
305220	WATER O & M PERRYMAN	824,563	915,708	1,032,546	1,104,698	1,104,698
305240	WATER O & M LONG BOOSTER STATIONS	749,840	651,119	834,382	895,756	895,756
305250	WATER O & M HAVRE DE GRACE	1,048,714	1,035,566	1,126,759	917,220	917,220
305255	WATER O & M SOLIDS HANDLING FACILITY	21,432	47,925	52,350	99,750	99,750
305280	WATER O & M ABINGDON	4,673,994	4,337,287	5,270,324	5,620,024	5,620,024
305290	WATER O & M CARBON TREATMENT PLANT	15,638	10,456	16,800	17,500	17,500
		7,334,181	**6,998,061**	**8,333,161**	**8,654,948**	**8,654,948**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $126,952
1,844,319	1,841,581	(2,738)	Full-time salaries
			5,702 Salary adjustments
			(8,440) Staff Turnover (0.46)%
			(2,738)
	79,842	79,842	FY 18 Merit Salary Increase of 4%
18,000	30,080	12,080	Temporary Salaries - Maintenance Specialist and summer interns, clerical and engineering aide
	43,765	43,765	One I Plant Operations Manager position split and transferred here as Administration Specialist II
			# of Positions / Salary / Fringe / Total
			0.50 / 28,811 / 14,954 / 43,765
	(44,836)	(44,836)	One 1 Senior Lab Technician position transferred between divisions and split
			# of Positions / Salary / Fringe / Total
			(0.5) / (23,822) / (21,014) / (44,836)

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES (cont'd)
	46,347	46,347	One 1 Senior Lab Technician position transferred between divisions and split
			# of Positions / Salary / Fringe / Total
			0.75 / 37,389 / 8,958 / 46,347
184,432	166,230	(18,202)	Pension adjustments
100,824	74,205	(26,619)	Workers' Compensation adjustments
499,051	517,117	18,066	Health Benefits are adjusted due to staff opting for changes in levels of coverage
42,350	53,261	10,911	PEHP (Post Employment Health Plan)
161,000	168,000	7,000	Overtime adjusted based on actual expense history
157,554	158,811	1,257	FICA adjustments
			CONTRACTUAL SERVICES increase $294,963
1,523,000	1,544,000	21,000	Funding for electricity increased based on current expenses
59,450	63,800	4,350	Funding for telephone service, uniform rental and grounds maintenance increased based on actual expense history
526,400	753,813	227,413	County Facility Repairs & Renovations - renovation of pumping station, rehab motor pumps, roof repairs, painting, water butterfly value replacement and routine repairs, increased hours for water plant
185,000	185,500	500	Other Professional Services - provides for contract lab services, ARC Flash study which is a new requirement by Occupational Safety and Health Administration (OSHA) to evaluate adequacy of electrical system, increase based on actual contracts
24,300	61,700	37,400	Funding for operating equipment increased due to increased hours for water plant
23,000	28,000	5,000	Funding for other increased for city works upgrade of software linking the plants/stations
250,000	250,000	0	Utility Water & Sewer Purchase - raw water purchased from Baltimore City delivered through the Big Inch and monthly payments to the City of Havre de Grace for treating recycle water from Harford County's water plant

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			SUPPLIES AND MATERIALS increase $61,358
9,800	28,700	18,900	Funding for printing-commercial, janitorial supplies & equipment, meals special purpose, ice and bottled water and uniforms-purchase increased based on actual expense history
143,200	187,948	44,748	Equipment Repair Parts - repair parts for existing and expanding plant and equipment, based on increased plant operations and actual expense history
1,034,000	1,001,000	(33,000)	Chemicals in Bulk - decrease based on projected usage and unit costs
104,250	135,370	31,120	Funding for small tools, laboratory supplies, safety equipment and diesel fuel increased due to increasing plant operations
			BUSINESS AND TRAVEL increase $13,450
18,600	32,000	13,400	Funding for county owned vehicles, non-targeted charges-fvs and professional books increased based on actual expense history
			EQUIPMENT increase $275,064
309,100	270,100	(39,000)	Equipment purchases planned for FY 18 include audio visual supplies, chairs, file cabinets, furniture, air compressor and flow meters offset by reduction in W & S well and well developments, air conditioners, pumps, one time mobile radio purchase during FY 17 and other misc equipment
12,000	70,000	58,000	Funding for W&S Plant improvements increased to include design and build of steel storage building for storage of large portable generators
22,700	189,610	166,910	Funding for electronic process control equipment increased due to WIMS Data management software SCADA systems and other software upgrades
70,000	80,700	10,700	Funding for generators increased to replace 20 year old 400 KW generator at Stepney booster station
14,000	92,454	78,454	Funding for laboratory equipment increased to replace turbid meters, multiple analyzers and other misc lab equipment
			MISCELLANEOUS decrease ($450,000)
680,000	230,000	(450,000)	Payments to Other Government Agencies for Services - payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant

DIVISION STAFF SUMMARY

Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305280

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	48,181	1.00	49,626	1.00	51,612
Administrative Specialist II	0.00	0	0.00	0	0.50	29,963
Assistant Superintendent	1.10	101,779	1.10	104,833	1.10	99,920
Central Stores Manager	1.00	42,496	1.00	43,771	1.00	45,522
Chief Water & Sewer	0.30	30,000	0.30	33,990	0.30	35,349
Computer System Engineer III	1.00	75,540	1.00	77,806	1.00	80,918
Environmental Chemist	0.50	28,000	0.50	28,840	0.50	24,700
Instrumentation Technician	0.40	20,800	0.40	21,424	0.00	0
Laboratory Assistant	0.10	3,863	0.00	0	0.00	0
Laboratory Technician	1.10	47,314	1.20	52,844	1.20	54,957
Plant Operator Water/Wastewater	11.00	470,381	12.00	522,909	13.00	580,059
Plant Operator Trainee I Water/Wastewater	1.00	28,500	1.00	29,355	2.00	59,948
Plant Operator Trainee II Water/Wastewater	3.00	103,623	2.00	69,216	0.00	0
Plant Superintendent Water & Sewer	1.15	93,224	1.15	96,021	1.15	122,619
Process Engineer	1.00	90,614	1.00	93,332	1.00	97,065
Senior Electrician Water & Sewer	0.30	18,500	0.30	19,055	0.30	19,817
Senior Instrumentation Technician	0.30	19,611	0.30	20,200	0.70	45,962
Senior Laboratory Technician	1.00	50,296	1.00	48,822	1.25	64,884
Senior Plant Operator	1.00	69,920	1.00	72,018	1.00	74,898
Senior Water/Wastewater Facility Mechanic	1.15	71,968	1.15	74,126	1.15	77,092
Shift Supervisor/Plant Operations	3.00	205,802	3.00	211,977	3.00	212,677
Superintendent of Laboratories	0.10	6,903	0.10	7,110	0.10	7,000
Water/Wastewater Facility Mechanic	3.15	120,987	3.15	167,044	3.00	165,284
FULL-TIME SALARIES	33.65	1,748,302	33.65	1,844,319	34.25	1,950,246
TEMPORARY SALARIES		0		18,000		30,080
SALARY TOTAL	**33.65**	**1,748,302**	**33.65**	**1,862,319**	**34.25**	**1,980,326**

DIVISION STAFF SUMMARY

Bureau of Water & Sewer Operations - Water Production

Index #305220, 305240, 305250, 305280

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		174,830			184,432		175,521
Workers' Compensation		48,003			100,824		76,588
Health Benefits		464,049			499,051		513,478
PEHP		48,138			42,350		53,261
Overtime & Shift Differential		179,700			197,200		204,300
FICA		147,493			157,554		167,124
Miscellaneous		4,711			4,711		4,795
TOTAL OTHER PERSONAL SERVICES		**1,066,924**			**1,186,122**		**1,195,067**
TOTAL PERSONAL SERVICES	**33.65**	**2,815,226**	*	**33.65**	**3,048,441**	**34.25**	**3,175,393**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

DPW - WATER & SEWER - WASTEWATER PROCESSING
OBJECTIVE & PERFORMANCE MEASURES

Department Goals

To provide responsive and economic service to customers

Department Objective

To operate WWTPs efficiently and effectively in order to outperform the National Pollutant Discharge Elimination System (NPDES) permit requirements for wastewater treatment plants.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Expenditures for wastewater processing	$11,632,844	$11,727,790	$10,623,763	$13,064,717	$13,463,161
Output:						
	Millions of gallons treated	4750	4642	4656	4900	5000
	Cost per million gallons of treated	$2,449	$2,526	$2,282	$2,666	$2,693
Outcome:						
	Permit Parameters					
	Total Suspended Solids (TSS)	≤30 mg/l	≤30 mg/l	≤30 mg/l	≤30 mg/l	≤30 mg/l
	Biological Oxygen Demand (BOD)	≤21.0 mg/l	≤30 mg/l	≤30 mg/l	≤30 mg/l	≤30 mg/l
	Total Phosphorus (TP)	≤1.7 mg/l	≤0.3 mg/l	≤0.3 mg/l	≤0.3 mg/l	≤0.3 mg/l
	Total Nitrogen (TN)	≤8 mg/l	≤4.0 mg/l	≤4.0 mg/l	≤4.0 mg/l	≤4.0 mg/l
	Harford County Averages					
	Average concentration TSS achieved	6.0	2.0	1.3	1.4	2.0
	Average concentration of BOD achieved	4.0	2.0	1.8	1.6	2.0
	Average concentration of TP achieved	0.8	0.2	0.2	0.2	0.3
	Average concentration of TN achieved	8.0	2.4	2.5	2.2	2.5

Explanation and Analysis of Performance Measures

Wastewater Processing seeks to maintain efficient service costs while protecting the environment and providing customers with effective treatment. Performance and requirements are based on a flow weighted combination of the permits and plant performance.

DPW - WATER & SEWER - WATER PRODUCTION
OBJECTIVE & PERFORMANCE MEASURES

Department Goals

To provide clean, affordable water to our customers

Department Objective

To significantly outperform federal and state water quality standards.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

III. Strengthening Our Communities

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
	Expenditures for water production	$7,412,196	$7,334,181	$6,998,061	$8,333,161	$8,654,948
Output:						
	Millions of gallons of water produced	4679	4617	4426	5500	5750
	Cost per million gallons produced	$1,584	$1,589	$1,581	$1,515	$1,505
Outcome:						
	Federal and State goal for water turbidity	<0.3 ntu	<0.3 ntu	<0.3 ntu	<0.3 ntu	<0.3 ntu
	Harford County goal for water turbidity	<0.1 ntu	<0.1 ntu	<0.1 ntu	<0.1 ntu	<0.1 ntu
	Average water turbidity	0.052 ntu	0.054 ntu	0.052 ntu	0.054 ntu	0.041 ntu
	Number of days when turbidity failed to meet standard	0	0	0	0	0
	Federal, State and Harford County goal for chlorine level	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l
	Average chlorine level	1.6 mg/l	1.6 mg/l	1.6 mg/l	1.6 mg/l	1.7 mg/l
	Number of days when chlorine content failed to meet standard	0	0	0	0	0

Explanation and Analysis of Performance Measures

Turbidity is a measure of the "cloudiness" or level of suspended matter in a sample of water. Turbidity is measured in Nephelometric Turbidity Units (NTU). Chlorine levels are measured in milligrams per liter of water. Harford County seeks to supply water that is significantly cleaner than federal and state regulations require.

DPW - WATER & SEWER - ADMINISTRATION
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To protect public health and the environment

Department Objective

To minimize the number of Sanitary Sewer Overflows (SSO) in any given year to below the industry national average of 7.3 per 100 miles.

County Goal(s) Supported

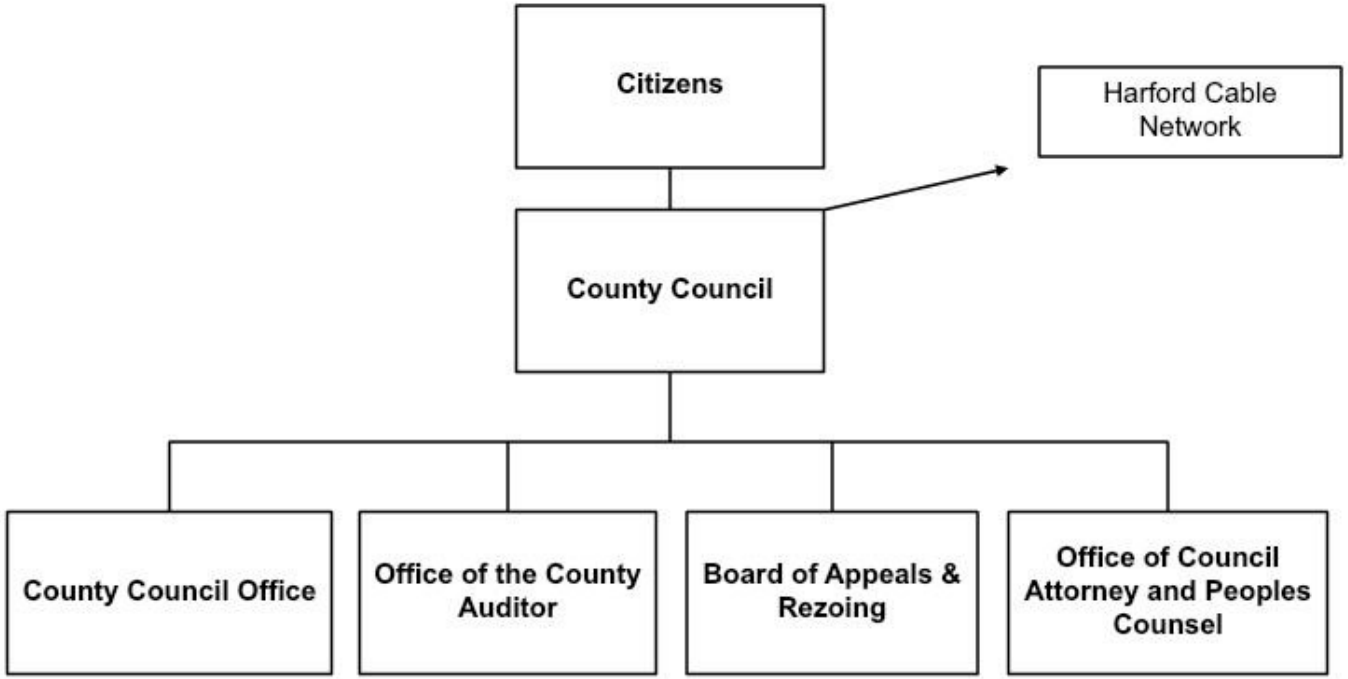
III. Strengthening Our Communities

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Dollars allocated	$5,386,065	$5,366,576	$4,950,920	$6,203,014	$6,395,506
Output:					
Total miles of sewer in system	564	566	571	571	571
Outcome:					
National average of SSO per 100 miles of sewer	7.3	7.3	7.3	7.3	7.3
Harford County's total SSO per 100 miles	1.2	0.9	1.9	1.9	1.9

Explanation and Analysis of Performance Measures

A major goal for the department is to minimize the number of SSO that occur. To determine how successful we are, we compare our SSO against the industry national average for SSO.

COUNTY COUNCIL



COUNTY COUNCIL

ORIGIN/PURPOSE:

The County Council is the legislative branch of the Harford County Government. The Council is comprised of six Council Members and the Council President who are elected to a four-year term by the voters. The Council is responsible for enacting all County laws. The Council adopts all County Master Plans including land use, transportation, community facilities, water and sewerage, and solid waste. The Council enacts laws establishing zoning regulations and comprehensive zoning maps. The Council adopts the annual operating and capital budgets, sets the property tax rate, and authorizes bond issues. The Council appoints and oversees the annual County audit and functions of the Board of Health and the Board of Appeals. The Council has oversight of the Zoning Hearing Examiners, People's Counsel, People's Counsel Citizens Advisory Board and the Harford Cable Network. The County Council Department consists of five divisions: Council Office, Board of Appeals and Rezoning, Office of Council Attorney and the People's Counsel, Harford Cable Network, and Office of the County Auditor.

MISSION STATEMENT:
TO PROVIDE CONSTITUENT AND LEGISLATIVE SERVICES TO THE CITIZENS OF HARFORD COUNTY IN A TIMELY, EFFICIENT AND COST EFFECTIVE MANNER.

FY 18 GOALS:
TO ADHERE TO CHARTER AND CODE REQUIREMENTS IN THE OPERATION OF THE DEPARTMENT AND ITS DIVISIONS

TO PROMOTE EFFECTIVE COMMUNICATIONS WITH CITIZENS ABOUT THE COUNCIL AND ITS DIVISIONS

TO EFFICIENTLY PROVIDE STAFF SUPPORT AND RESOURCES FOR ASSISTANCE TO COUNCIL MEMBERS, CONTRACTUAL STAFF, DIVISIONS AND THE PUBLIC

TO ENHANCE THE USE OF TECHNOLOGY IN ORDER TO BE MORE EFFICIENT AND COST EFFECTIVE

TO PROVIDE A SMOOTH TRANSITION FOR THE NEW COUNCIL AFTER THE GENERAL ELECTION

COUNTY COUNCIL

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,077,294	2,079,058	2,314,897	2,402,924	2,402,924
20	CONTRACTUAL SERVICES	332,333	303,297	450,275	460,475	460,475
30	SUPPLIES AND MATERIALS	33,799	20,995	33,775	33,725	33,725
40	BUSINESS AND TRAVEL	43,577	45,356	60,085	62,235	62,235
50	CAPITAL OUTLAY	23,469	12,040	22,172	20,172	20,172
	GRAND TOTAL	**2,510,472**	**2,460,746**	**2,881,204**	**2,979,531**	**2,979,531**
SUMMARY BY FUND:						
11	GENERAL	2,510,472	2,460,746	2,881,204	2,979,531	2,979,531
	GRAND TOTAL	**2,510,472**	**2,460,746**	**2,881,204**	**2,979,531**	**2,979,531**
SUMMARY BY DIVISION:						
401000	COUNTY COUNCIL OFFICE	1,139,485	1,066,058	1,241,575	1,301,849	1,301,849
402000	OFFICE OF THE COUNTY AUDITOR	306,034	365,572	435,247	449,165	449,165
404000	BOARD OF APPEALS & REZONING	133,730	137,555	156,577	156,570	156,570
405000	OFFICE OF COUNCIL ATTY/COUNSEL	196,323	185,318	285,371	291,334	291,334
406000	HARFORD CABLE NETWORK	734,900	706,243	762,434	780,613	780,613
	GRAND TOTAL	**2,510,472**	**2,460,746**	**2,881,204**	**2,979,531**	**2,979,531**

COUNTY COUNCIL

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $88,027
1,471,867	1,473,886	2,019	Full-time salaries
			2,019 Turnover (0.001)%
	63,899	63,899	FY 18 Merit Salary Increase of 4%
102,766	108,966	6,200	Temporary Salaries - part-time Legislative Aides and HCN special program support
143,156	129,022	(14,134)	Pension adjustments
381,192	388,272	7,080	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
9,857	8,607	(1,250)	Workers' Compensation Adjustment
119,823	120,452	629	FICA Adjustment
82,456	106,040	23,584	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES increase $10,200
90,000	100,000	10,000	Financial Audit increase for contractual auditing services
1,295	1,495	200	Data Processing Hardware maintenance
			SUPPLIES AND MATERIALS decease ($50)
33,775	33,725	(50)	Computer Supplies were adjusted for a decrease per the request of the County Council
60,085	62,235	2,150	BUSINESS AND TRAVEL increase $2,150 Membership Fees & Dues, Mileage, Parking and Tolls, and Training Seminars, Courses, etc. were adjusted for an increase per the request of the County Council
7,481	5,481	(2,000)	EQUIPMENT decrease ($2,000) Funds decreased per the request of the County Council

DEPARTMENT STAFF SUMMARY
COUNTY COUNCIL

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	42,712	1.00	43,993	1.00	45,753
Administrative Specialist II	2.00	106,693	2.00	112,985	2.00	117,504
Auditor I	1.00	55,000	1.00	46,350	1.00	48,204
Auditor II	0.00	0	1.00	72,100	1.00	72,800
Auditor III	1.00	79,000	0.00	0	0.00	0
Broadcast Technician	1.00	36,000	1.00	37,080	1.00	38,563
Council Administrator	1.00	81,000	1.00	83,430	1.00	86,767
Council Attorney	1.00	122,000	1.00	128,750	1.00	133,900
County Auditor	1.00	94,000	1.00	104,030	1.00	108,191
Council Members	6.00	217,260	6.00	220,500	6.00	225,078
Executive Director, HCN	1.00	89,727	1.00	92,419	1.00	96,116
Legislative Aide	7.00	270,000	7.00	272,950	7.00	288,153
Management Assistant II	1.00	70,637	1.00	72,756	1.00	75,666
President of Council	1.00	39,718	1.00	40,310	1.00	41,146
Producer Manager, HCN	1.00	91,613	1.00	94,362	1.00	98,135
Production Supervisor, HCN	1.00	48,400	1.00	49,852	1.00	51,846
TOTAL FULL-TIME SALARIES	**27.00**	**1,443,760**	**27.00**	**1,471,867**	**27.00**	**1,527,822**

DEPARTMENT STAFF SUMMARY
COUNTY COUNCIL

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		101,766			102,766		109,966
SALARY TOTAL	**27.00**	**1,545,526**		**27.00**	**1,574,633**	**27.00**	**1,637,788**
OTHER PERSONAL SERVICES							
Pension & Retirement		140,404			143,156		133,801
Workers' Compensation		4,901			9,857		8,907
Health Benefits		416,090			381,192		388,272
PEHP		84,208			82,456		106,040
FICA		118,017			119,823		124,336
Miscellaneous		3,780			3,780		3,780
TOTAL OTHER PERSONAL SERVICES		**767,400**			**740,264**		**765,136**
TOTAL PERSONAL SERVICES	**27.00**	**2,312,926**	*	**27.00**	**2,314,897**	**27.00**	**2,402,924**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COUNTY COUNCIL
County Council Office
Index #401000

ORIGIN/PURPOSE:

The County Council Office provides administrative and general support to the Council and performs the daily functions necessary to complete legislative activities. The Council Office staff are responsible to record minutes of public hearings, and Council legislative sessions; draft legislation; and provide information to the public. The staff provides administrative and clerical support for each Council Member for constituent problems and legislative duties, while meeting all legislative requirements for state and federal reporting. This office also provides support services to several Council-appointed boards such as the People's Counsel Citizens Advisory Board, and the Harford Cable Network Board.

FY 18 GOALS:

TO LEGISLATE ON BEHALF OF THE CITIZENS OF HARFORD COUNTY

TO COMPLY WITH ALL CHARTER AND CODE REQUIREMENTS FOR LEGISLATIVE SESSIONS, PUBLIC HEARINGS, AND OTHER COUNCIL RELATED ACTIVITIES

TO PROMOTE EFFECTIVE COMMUNICATIONS WITH THE CITIZENS IN ORDER TO KEEP THE PUBLIC INFORMED ABOUT COUNCIL ISSUES

TO IMPROVE STAFF EFFICIENCIES AND THE USE OF RESOURCES

TO ENHANCE THE USE OF TECHNOLOLGY FOR COUNCIL MEMBERS AND STAFF

TO PROVIDE A SMOOTH TRANSITION FOR THE NEW COUNCIL AFTER THE GENERAL ELECTION

COUNTY COUNCIL
County Council Office
Index #401000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,066,097	1,006,278	1,151,749	1,211,723	1,211,723
20 CONTRACTUAL SERVICES	23,643	19,401	27,095	27,295	27,295
30 SUPPLIES AND MATERIALS	18,917	10,420	18,650	18,650	18,650
40 BUSINESS AND TRAVEL	29,261	29,326	36,600	38,700	38,700
50 CAPITAL OUTLAY	1,567	633	7,481	5,481	5,481
GRAND TOTAL	**1,139,485**	**1,066,058**	**1,241,575**	**1,301,849**	**1,301,849**
FUNDING SOURCE:					
11 GENERAL	**1,139,485**	**1,066,058**	**1,241,575**	**1,301,849**	**1,301,849**

COUNTY COUNCIL
County Council Office
Index #401000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $59,974
730,175	734,295	4,120	Full Time Salaries
			4,120 Staff Turnover (0.60)%
	29,524	29,524	FY 18 Merit Salary Increase of 4%
22,000	23,000	1,000	Temporary Salaries - added funds for a part-time Legislative Aides based on actual expense history
68,986	62,459	(6,527)	Pension Adjustment
4,465	3,978	(487)	Workers' Compensation Adjustment
213,730	230,675	16,945	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
52,472	67,480	15,008	PEHP (Post Employment Health Plan)
27,095	27,295	200	CONTRACTUAL SERVICES increase $200 Data Processing Software increase based on actual expense history
18,650	18,650	0	SUPPLIES AND MATERIALS no change in funding for FY 18
36,600	38,700	2,100	BUSINESS AND TRAVEL increase $2,100 Parking and Tolls and Training Seminars, Courses and Meetings were adjusted based on actual expense history
7,481	5,481	(2,000)	CAPITAL OUTLAY decrease ($2,000) Funds were adjusted based on actual expense history

DIVISION STAFF SUMMARY

County Council Office

Index #401000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	2.00	106,693		2.00	112,985	2.00	117,504
Council Administrator	1.00	81,000		1.00	83,430	1.00	86,767
Council Members	6.00	217,260		6.00	220,500	6.00	225,078
Legislative Aide	7.00	270,000		7.00	272,950	7.00	288,153
President of the Council	1.00	39,718		1.00	40,310	1.00	41,146
FULL-TIME SALARIES	17.00	714,671		17.00	730,175	17.00	758,648
TEMPORARY SALARIES		21,000			22,000		24,000
SALARY TOTAL	**17.00**	**735,671**		**17.00**	**752,175**	**17.00**	**782,648**
OTHER PERSONAL SERVICES							
Pension & Retirement		67,495			68,986		64,575
Workers' Compensation		2,257			4,465		4,093
Health Benefits		257,523			213,730		230,675
PEHP		57,616			52,472		67,480
FICA		56,279			57,541		59,872
Miscellaneous		2,380			2,380		2,380
TOTAL OTHER PERSONAL SERVICES		**443,550**			**399,574**		**429,075**
TOTAL PERSONAL SERVICES	**17.00**	**1,179,221**	*	**17.00**	**1,151,749**	**17.00**	**1,211,723**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COUNTY COUNCIL
Office of the County Auditor
Index #402000

ORIGIN/PURPOSE:

The Charter provides that the County Auditor serve at the pleasure of the County Council. The Charter further provides the Council with the authority to assign functions, duties and additional personnel to the Auditor. The County Auditor is responsible for ensuring that a complete financial audit of the County is performed annually. The purpose of the Office of the County Auditor is to assist the County Council with fiscal analysis of proposed legislation, provide assistance with the evaluation of the annual budget and conduct special audits when requested by the Council or Executive as authorized under the Charter.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	228,403	296,681	331,412	335,330	335,330
20 CONTRACTUAL SERVICES	74,845	62,786	91,370	101,370	101,370
30 SUPPLIES AND MATERIALS	430	11	325	275	275
40 BUSINESS AND TRAVEL	2,356	5,686	11,140	11,190	11,190
50 CAPITAL OUTLAY	0	408	1,000	1,000	1,000
GRAND TOTAL	**306,034**	**365,572**	**435,247**	**449,165**	**449,165**
FUNDING SOURCE:					
11 GENERAL	**306,034**	**365,572**	**435,247**	**449,165**	**449,165**

COUNTY COUNCIL
Office of the County Auditor
Index #402000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $3,918
222,480	220,380	(2,100)	Full Time Salaries
			(2,100) Turnover (0.09)%
	10,336	10,336	FY 18 Merit Salary Increase of 4%
22,248	19,834	(2,414)	Pension Adjustment
1,547	1,333	(214)	Workers' Compensation Adjustment
56,453	46,110	(10,343)	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage.
0	5,200	5,200	Temporary Salaries - provides for a summer intern
11,244	14,460	3,216	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES increase $10,000
90,000	100,000	10,000	Financial/Audit adjusted per the request of the County Council
325	275	(50)	SUPPLIES & MATERIALS decrease ($50)
			Computer Supplies adjusted per the request of the County Council
11,140	11,190	50	BUSINESS & TRAVEL increase $50
			Mileage adjusted per the request of the County Council

DIVISION STAFF SUMMARY

Office of County Auditor

Index #402000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Auditor I	1.00	55,000		1.00	46,350	1.00	48,204
Auditor II	0.00	0		1.00	72,100	1.00	72,800
Auditor III	1.00	79,000		0.00	0	0.00	0
County Auditor	1.00	94,000		1.00	104,030	1.00	108,191
TOTAL FULL-TIME SALARIES	**3.00**	**228,000**		**3.00**	**222,480**	**3.00**	**229,195**
TEMPORARY SALARIES		0			0		5,200
SALARY TOTAL	**3.00**	**228,000**		**3.00**	**222,480**	**3.00**	**234,395**
OTHER PERSONAL SERVICES							
Pension & Retirement		22,800			22,248		20,628
Workers' Compensation		762			1,547		1,386
Health Benefits		55,611			56,453		46,110
PEHP		8,864			11,244		14,460
FICA		17,442			17,020		17,931
Miscellaneous		420			420		420
TOTAL OTHER PERSONAL SERVICES		**105,899**			**108,932**		**100,935**
TOTAL PERSONAL SERVICES	**3.00**	**333,899**	*	**3.00**	**331,412**	**3.00**	**335,330**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COUNTY COUNCIL
Board of Appeals and Rezoning
Index #404000

ORIGIN/PURPOSE:

Under the Harford County Code, the County Council constitutes the Board of Appeals. The Council appoints and employs Zoning Hearing Examiners who coordinate and conduct public hearings and render decisions on all zoning cases that are submitted as applications to the Board of Appeals.
The Hearing Examiner's decision can be appealed to the County Council, sitting as the Board of Appeals for final argument.

FY 18 GOALS:
TO COMPLY WITH ALL CHARTER CODE REQUIREMENTS FOR THE BOARD OF APPEALS ACTIVITIES

TO MAKE DECISIONS CONSISTENT WITH LAND USE AND ZONING LAWS

TO CONTINUE TO SCHEDULE, HEAR, AND ISSUE FINAL DECISIONS IN ZONING CASES WITHIN A TIMELY MANNER

TO PROMOTE EFFECTIVE COMMUNICATIONS WITH THE CITIZENS TO KEEP THE PUBLIC INFORMED OF ZONING CASES

TO UTILIZE STAFF, TECHNOLOGY, AND RESOURCES TO EFFECTIVELY OPERATE THE ZONING HEARING EXAMINER'S OFFICE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	107,126	103,370	103,862	103,855	103,855
20 CONTRACTUAL SERVICES	25,318	33,696	50,500	50,500	50,500
30 SUPPLIES AND MATERIALS	515	489	1,500	1,500	1,500
40 BUSINESS AND TRAVEL	771	0	715	715	715
GRAND TOTAL	**133,730**	**137,555**	**156,577**	**156,570**	**156,570**
FUNDING SOURCE:					
11 GENERAL	**133,730**	**137,555**	**156,577**	**156,570**	**156,570**

COUNTY COUNCIL
Board of Appeals and Rezoning
Index #404000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($7)
	3,404	3,404	FY 18 Merit Salary Increase of 4%
17,877	15,186	(2,691)	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage.
7,276	6,548	(728)	Pension adjustment
247	255	8	Worker's Compensation adjustment

DIVISION STAFF SUMMARY

Board of Appeals and Rezoning

Index #404000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Management Assistant II	1.00	70,637		1.00	72,756	1.00	75,666
SALARY TOTAL	**1.00**	**70,637**		**1.00**	**72,756**	**1.00**	**75,666**
OTHER PERSONAL SERVICES							
Pension & Retirement		7,064			7,276		6,810
Workers' Compensation		134			247		265
Health Benefits		17,253			17,877		15,186
FICA		5,404			5,566		5,788
Miscellaneous		140			140		140
TOTAL OTHER PERSONAL SERVICES		**29,995**			**31,106**		**28,189**
TOTAL PERSONAL SERVICES	**1.00**	**100,632**	*	**1.00**	**103,862**	**1.00**	**103,855**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COUNTY COUNCIL
Office of the Council Attorney and People's Counsel
Index #405000

ORIGIN/PURPOSE:

By Charter Section 224 and as amended by Bill Nos. 76-35 and 78-54, the Office of the Council Attorney shall be administered by the Council Attorney. The Council Attorney shall be the Chief Legal Advisor to the Council.
By Charter Section 224 and Bill No. 76-103, the Office of the People's Counsel, under the supervision of the Council Attorney, was established to represent the interests of the public and County in zoning matters in Harford County. The Council appointed People's Counsel Citizens Advisory Board provides guidance, makes recommendations, and directs the People's Counsel to enter zoning cases to protect public interest.

FY 18 GOALS:

TO COMPLY WITH ALL CHARTER AND CODE REQUIREMENTS FOR PEOPLE'S COUNSEL

TO CONTINUE TO REPRESENT THE INTERESTS OF THE PUBLIC BY WORKING CLOSELY WITH THE PEOPLE'S COUNSEL ADVISORY BOARD

TO UTILIZE STAFF, TECHNOLOGY, AND RESOURCES TO EFFECTIVELY OPERATE THE PEOPLE'S COUNSEL OFFICE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	154,903	160,805	169,892	175,855	175,855
20 CONTRACTUAL SERVICES	36,494	18,603	110,029	110,029	110,029
30 SUPPLIES & MATERIALS	0	3	0	0	0
40 BUSINESS & TRAVEL	4,487	5,907	5,450	5,450	5,450
50 CAPITAL OUTLAY	439	0	0	0	0
GRAND TOTAL	**196,323**	**185,318**	**285,371**	**291,334**	**291,334**
FUNDING SOURCE:					
11 GENERAL	**196,323**	**185,318**	**285,371**	**291,334**	**291,334**

COUNTY COUNCIL
Office of the Council Attorney and People's Counsel
Index #405000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $5,963
	5,706	5,706	FY 18 Merit Salary Increase of 4%
14,727	15,186	459	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
12,875	11,588	(1,287)	Pension Adjustment
438	451	13	Workers' Compensation Adjustment
3,748	4,820	1,072	PEHP (Post Employment Health Plan)

DIVISION STAFF SUMMARY

Office of Council Attorney/Peoples Counsel

Index #405000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Council Attorney	1.00	122,000	1.00	128,750	1.00	133,900
SALARY TOTAL	**1.00**	**122,000**	**1.00**	**128,750**	**1.00**	**133,900**
OTHER PERSONAL SERVICES						
Pension & Retirement		12,200		12,875		12,051
Workers' Compensation		232		438		469
Health Benefits		14,218		14,727		15,186
FICA		9,116		9,214		9,289
PEHP		0		3,748		4,820
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		**35,906**		**41,142**		**41,955**
TOTAL PERSONAL SERVICES	**1.00**	**157,906** *	**1.00**	**169,892**	**1.00**	**175,855**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

COUNTY COUNCIL
Harford Cable Network (HCN)
Index #406000

ORIGIN/PURPOSE:

Harford Cable Network (HCN) is a public, educational and governmental channel that functions as Harford County's community access station. HCN is dedicated to serving the growing population of Harford County, the Harford County Government, and the County's Emergency Response Center. HCN supports public and non-public education.

FY 18 GOALS:

TO SIGNIFICANTLY EXPAND THE PROGRAMMING AND SERVICES PROVIDED BY HCN, ESPECIALLY LOCAL PROGRAMMING

TO UPGRADE TECHNICAL EQUIPMENT TO ENHANCE THE QUALITY OF HCN PROGRAMS AND MAKE HCN DIGITALLY COMPATIBLE

TO CONTINUE TO WORK WITH THE HCN BOARD AND THE COUNTY COUNCIL TO ENSURE THAT THEY CONTINUE TO MEET THE FUTURE NEEDS OF THE GROWING POPULATION

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	520,765	511,924	557,982	576,161	576,161
20 CONTRACTUAL SERVICES	172,033	168,811	171,281	171,281	171,281
30 SUPPLIES AND MATERIALS	13,937	10,072	13,300	13,300	13,300
40 BUSINESS AND TRAVEL	6,702	4,437	6,180	6,180	6,180
50 CAPITAL OUTLAY	21,463	10,999	13,691	13,691	13,691
GRAND TOTAL	**734,900**	**706,243**	**762,434**	**780,613**	**780,613**
FUNDING SOURCE:					
11 GENERAL	**734,900**	**706,243**	**762,434**	**780,613**	**780,613**

COUNTY COUNCIL
Harford Cable Network (HCN)
Index #406000

FINANCIAL NOTES:

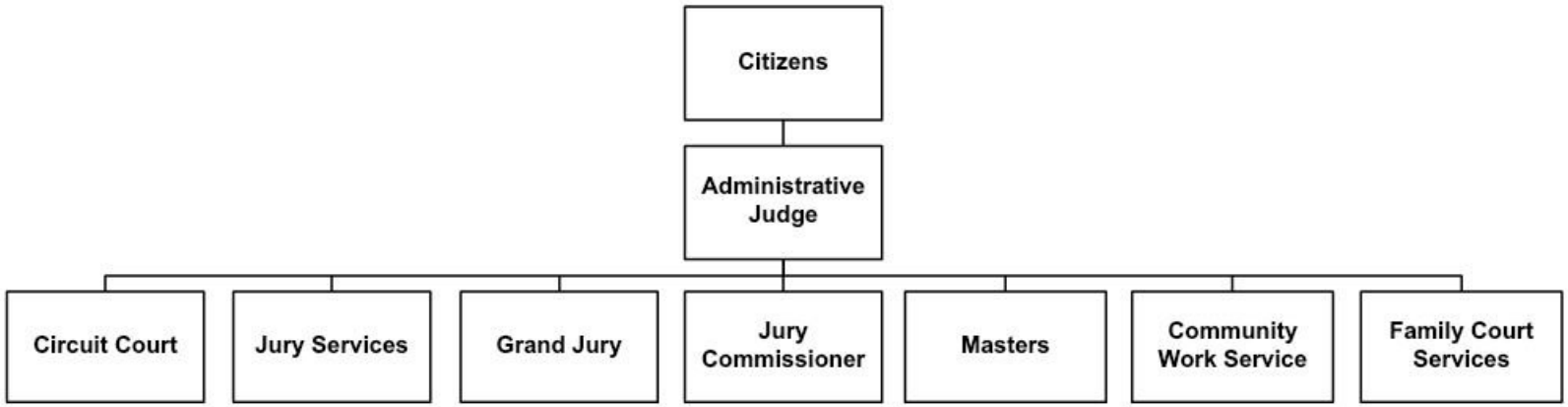
FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $18,179
	14,929	14,929	FY 18 Merit Salary Increase of 4%
78,405	81,115	2,710	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
3,160	2,590	(570)	Workers' Compensation Adjustment
14,992	19,280	4,288	PEHP (Post Employment Health Plan)
31,771	28,593	(3,178)	Pension adjustment

DIVISION STAFF SUMMARY
Harford Cable Network
Index #406000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	42,712		1.00	43,993	1.00	45,753
Broadcast Technician	1.00	36,000		1.00	37,080	1.00	38,563
Executive Director, HCN	1.00	89,727		1.00	92,419	1.00	96,116
Producer Manager, HCN	1.00	91,613		1.00	94,362	1.00	98,135
Production Supervisor, HCN	1.00	48,400		1.00	49,852	1.00	51,846
FULL-TIME SALARIES	5.00	308,452		5.00	317,706	5.00	330,413
TEMPORARY SALARIES		80,766			80,766		80,766
SALARY TOTAL	**5.00**	**389,218**		**5.00**	**398,472**	**5.00**	**411,179**
OTHER PERSONAL SERVICES							
Pension & Retirement		30,845			31,771		29,737
Workers' Compensation		1,516			3,160		2,694
Health Benefits		71,485			78,405		81,115
PEHP		17,728			14,992		19,280
FICA		29,776			30,482		31,456
Miscellaneous		700			700		700
TOTAL OTHER PERSONAL SERVICES		**152,050**			**159,510**		**164,982**
TOTAL PERSONAL SERVICES	**5.00**	**541,268**	*	**5.00**	**557,982**	**5.00**	**576,161**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

JUDICIAL


Citizens
Administrative Judge
Circuit Court
Jury Services
Grand Jury
Jury Commissioner
Masters
Community Work Service
Family Court Services

JUDICIAL

ORIGIN/PURPOSE:

The Circuit Courts were first established in Maryland by the Constitution of 1851 and were continued by subsequent Constitutions which were passed in 1864 and 1867. Since 1867, Harford County and Baltimore County have comprised the Third Judicial Circuit. The Circuit Court for Harford County is a Court of General Jurisdiction. It handles a wide variety of civil disputes including tort and contract disputes for parties requiring a jury trial. It also hears family law related cases including divorce, child custody and child support cases. On the criminal side, it hears felony cases and prayers for jury trial from the District Court.

The State of Maryland pays for the judges' salaries and the expense of a full-time master as well as providing for five law clerks. It also funds the Office of the Clerk of the Circuit Court which provides the staff for the Court system. Harford County funds the costs of the judges' staff as well as the operation of the Jury Commissioner's Office, the Office of Family Court Services and the Community Work Service Program.

The Circuit Court strives to contain expenditure requirements and still provide expeditious, quality service to the residents of Harford County.

MISSION STATEMENT:
TO BRING A FAIR AND JUST RESOLUTION FOR EACH OF THE CASES FILED WITH THE COURT

FY 2017 - FY 2018 GOALS:
1. TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED

2. TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS

3. TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE, TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES

4. TO REFINE AND MODIFY THE SCHEDULING AND HEARING OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY

5. TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

6. TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVCES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES

JUDICIAL

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	2,459,964	2,353,463	2,464,636	2,733,520	2,733,520
20	CONTRACTUAL SERVICES	379,846	413,743	452,700	496,940	496,940
30	SUPPLIES AND MATERIALS	109,977	83,538	86,855	88,005	88,005
40	BUSINESS AND TRAVEL	15,413	13,683	21,580	21,225	21,225
50	CAPITAL OUTLAY	421	21,773	0	3,000	3,000
70	MISCELLANEOUS	31,500	36,020	35,248	35,248	35,248
80	INTER-GOVERNMENTAL/INTERFUND	0	168	0	200	200
	GRAND TOTAL	**2,997,121**	**2,922,388**	**3,061,019**	**3,378,138**	**3,378,138**
SUMMARY BY FUND:						
11	GENERAL	2,997,121	2,922,388	3,061,019	3,378,138	3,378,138
	GRAND TOTAL	**2,997,121**	**2,922,388**	**3,061,019**	**3,378,138**	**3,378,138**
SUMMARY BY DIVISION:						
411000	CIRCUIT COURT	1,508,027	1,411,151	1,471,723	1,698,821	1,698,821
412000	JURY SERVICES	185,318	211,229	232,000	277,300	277,300
413000	GRAND JURY	13,100	13,040	14,000	13,040	13,040
414000	JURY COMMISSIONER	195,633	236,327	250,630	259,063	259,063
415000	MASTERS	213,531	213,875	221,764	231,591	231,591
416000	COMMUNITY WORK SERVICE	345,580	302,254	310,772	321,193	321,193
417000	FAMILY COURT SERVICES	535,932	534,512	560,130	577,130	577,130
	GRAND TOTAL	**2,997,121**	**2,922,388**	**3,061,019**	**3,378,138**	**3,378,138**
SUMMARY OF GRANT BUDGET						**30,000**

JUDICIAL

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $268,884
1,729,941	1,729,939	(2)	Full-time salaries

1,125	Salary adjustments	
(1,125)	Staff Turnover	(0.07)%
(2)	Rounding offset	
(2)		

	80,789	80,789	FY 18 Merit Salary Increase 4%
	149,417	149,417	Two (2) positions created to supplement new Circuit Court judge position:

# of Positions	Salary	Fringe	Total	
1.00	37,070	21,628	58,698	Secretary I (#3842)
1.00	57,116	33,603	90,719	Court Reporter I (#3843)
2.00	94,186	55,231	149,417	

22,412	22,412	0	Temporary Salaries in Community Work Service
175,235	153,703	(21,532)	Pension decrease due to rate adjustments per Treasury
10,297	10,255	(42)	Workers' Compensation and Life Insurance adjustments
328,979	366,189	37,210	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
63,716	86,760	23,044	PEHP (Post Employment Health Plan)

JUDICIAL

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $44,240
239,000	283,040	44,040	Juror's Fees increase due to additional judge and juries
			SUPPLIES AND MATERIALS increase $1,150
61,075	64,325	3,250	General Office Supplies, General Office Mailing, and Commercial Printing increase based on actual expense history and due to new judge position
2,000	0	(2,000)	Equipment Repair Parts decreases due to one-time expense in FY17
500	800	300	Ice and Bottled Water increase for additional jurors
			BUSINESS AND TRAVEL decrease ($355)
2,230	1,800	(430)	Mileage decrease based on actual expense history
17,575	17,650	75	Professional Books & Periodicals and Training Seminars increase based on actual expense history
			EQUIPMENT increases $3,000
0	3,000	3,000	Dictating Equipment increases due to additional judge
			MISCELLANEOUS no change for FY18
30,000	30,000	0	County Match for CASA grant
			INTERGOVERNMENTAL/INTER-FUND increase $200
0	200	200	Fleet Daily Carpool Rentals increase based on actual expense history

DEPARTMENT STAFF SUMMARY
JUDICIAL

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	5.00	197,544	5.00	200,232	5.00	208,239
Administrative Assistant II	1.00	46,903	1.00	48,310	0.00	0
Assistant Court Administrator	0.00	0	0.00	0	1.00	50,242
Assistant to Jury Commissioner	1.00	48,307	1.00	49,756	1.00	51,746
Community Work Service Case Manager	3.00	135,581	3.00	131,839	3.00	137,113
Court Administrator	1.00	80,346	1.00	82,756	1.00	86,066
Court Reporter I	2.00	126,449	1.00	67,953	2.00	127,787
Court Reporter II	4.00	347,318	4.00	334,614	4.00	348,000
Criminal Assignment Clerk	1.00	48,307	1.00	42,038	1.00	43,720
Director, Community Work Svc Program	1.00	58,798	1.00	60,562	1.00	62,984
Director, Family Court Services	1.00	102,985	1.00	106,075	1.00	110,318
Evaluator/Mediator	1.00	74,515	1.00	76,750	1.00	79,820
Family Services Coordinator	1.00	55,756	1.00	57,429	1.00	60,896
Jury Commissioner	1.00	57,862	1.00	59,598	1.00	61,982
Law Clerk	1.00	41,092	1.00	47,386	0.00	0
Civil Assignment Clerk	0.00	0	1.00	40,515	2.00	84,493
Secretary I (Judicial)	2.00	85,656	3.00	143,164	4.00	185,960
Secretary II (Judicial)	2.00	96,887	2.00	112,910	2.00	123,180
Secretary III (Judicial)	2.00	132,144	1.00	68,054	1.00	70,776
FULL-TIME SALARIES	30.00	1,736,450	30.00	1,729,941	32.00	1,893,322
SALARY OFFSET		(15,000)		0		0
TOTAL FULL-TIME SALARIES		1,721,450		1,729,941		1,893,322
TEMPORARY SALARIES		17,472		22,412		22,412
SALARY TOTAL	**30.00**	**1,738,922**	**30.00**	**1,752,353**	**32.00**	**1,915,734**
OTHER PERSONAL SERVICES						
Pension & Retirement		165,378		175,235		168,239
Workers' Compensation		3,270		5,957		6,626
Health Benefits		324,661		328,979		405,128
PEHP		81,360		63,716		86,760
FICA		133,026		134,056		146,553
Miscellaneous		4,340		4,340		4,480
TOTAL OTHER PERSONAL SERVICES		**712,035**		**712,283**		**817,786**
TOTAL PERSONAL SERVICES	**30.00**	**2,450,957** *	**30.00**	**2,464,636**	**32.00**	**2,733,520**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

JUDICIAL
Circuit Court
Index #411000

ORIGIN/PURPOSE:

The Circuit Court of Harford County is a Court of general jurisdiction which hears and decides a wide variety of cases. On the civil side, it hears cases (1) where the amount in dispute is in excess of $10,000 and the parties have requested a jury trial, (2) family law cases, (3) administrative appeals, and (4) numerous similar actions. On the criminal side, it hears criminal cases where a serious violation of the law is alleged and/or party has requested a jury trial.

FY 2017 - FY 2018 GOALS:

1. TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED

- To continue to reduce the number of open civil cases
- To manage cases so that 98% of all non-domestic cases are resolved within eighteen (18) months pursuant to the Case Flow Management Guidelines established by the Administrative Office of the Courts
- To manage cases so that 90% of all domestic relations cases are resolved within twelve (12) months pursuant to the Case Flow Management Guidelines established by the Administrative Office of the Courts

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,404,691	1,310,610	1,393,223	1,619,121	1,619,121
20 CONTRACTUAL SERVICES	15,485	21,367	22,500	22,500	22,500
30 SUPPLIES AND MATERIALS	75,348	46,657	40,000	38,200	38,200
40 BUSINESS AND TRAVEL	10,667	9,690	14,500	14,500	14,500
50 CAPITAL OUTLAY	336	21,327	0	3,000	3,000
70 MISCELLANEOUS	1,500	1,500	1,500	1,500	1,500
GRAND TOTAL	**1,508,027**	**1,411,151**	**1,471,723**	**1,698,821**	**1,698,821**
FUNDING SOURCE:					
11 GENERAL	**1,508,027**	**1,411,151**	**1,471,723**	**1,698,821**	**1,698,821**

JUDICIAL
Circuit Court
Index #411000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $225,898
987,701	986,575	(1,126)	Full-time salaries
			(1,125) Staff Turnover (0.11)%
			(1) Rounding offset
			(1,126)
	46,172	46,172	FY 18 Merit Salary Increase of 4%
	149,417	149,417	Two (2) positions created to supplement new Circuit Court judge position:

# of Positions	Salary	Fringe	Total	
1.00	37,070	21,628	58,698	Secretary I (#3842)
1.00	57,116	33,603	90,719	Court Reporter I (#3843)
2.00	94,186	55,231	149,417	

98,770	88,791	(9,979)	Pension decrease due to rate adjustments per Treasury
3,358	3,453	95	Workers' Compensation adjustment
191,863	218,800	26,937	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
33,732	48,200	14,468	PEHP (Post Employment Health Plan)
75,559	75,473	(86)	FICA adjustments
			SUPPLIES AND MATERIALS decrease ($1,800)
800	1,000	200	Commercial Printing increases due to additional judge
2,000	0	(2,000)	Equipment Repair Parts decreases due to one-time expense in FY17
			EQUIPMENT increases $3,000
0	3,000	3,000	Dictating Equipment increases due to additional judge

DIVISION STAFF SUMMARY
Circuit Court
Index #411000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	46,903		1.00	48,310	0.00	0
Assistant Court Administrator	0.00	0		0.00	0	1.00	50,242
Civil Assignment Clerk	0.00	0		1.00	40,515	2.00	84,493
Court Administrator	1.00	80,346		1.00	82,756	1.00	86,066
Court Reporter I	2.00	126,449		1.00	67,953	2.00	127,787
Court Reporter II	4.00	347,318		4.00	334,614	4.00	348,000
Criminal Assignment Clerk	1.00	48,307		1.00	42,038	1.00	43,720
Law Clerk	1.00	41,092		1.00	47,386	0.00	0
Secretary I (Judicial)	2.00	85,656		3.00	143,164	4.00	185,961
Secretary II (Judicial)	2.00	96,887		2.00	112,910	2.00	123,180
Secretary III (Judicial)	2.00	132,144		1.00	68,054	1.00	70,776
FULL-TIME SALARIES	16.00	1,005,102		16.00	987,701	18.00	1,120,224
SALARY OFFSET		(8,000)					
TOTAL FULL TIME SALARIES	16.00	997,102		16.00	987,701	18.00	1,120,224
TEMPORARY SALARIES		0			0		0
SALARY TOTAL	**16.00**	**997,102**		**16.00**	**987,701**	**18.00**	**1,120,224**
OTHER PERSONAL SERVICES							
Pension & Retirement		99,710			98,770		100,820
Workers' Compensation		1,894			3,358		3,921
Health Benefits		205,402			191,863		257,739
PEHP		40,680			33,732		48,200
FICA		76,278			75,559		85,697
Miscellaneous		2,240			2,240		2,520
TOTAL OTHER PERSONAL SERVICES		**426,204**			**405,522**		**498,897**
TOTAL PERSONAL SERVICES	**16.00**	**1,423,306**	*	**16.00**	**1,393,223**	**18.00**	**1,619,121**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

JUDICIAL
Jury Services
Index #412000

ORIGIN/PURPOSE:

The Maryland Constitution as well as Maryland statutory and case law provide that parties to civil cases and defendants in criminal cases are entitled to a speedy trial by an impartial jury.

The preservation of this constitutional right to jury trial is the responsibility of the Circuit Court for Harford County. The Court must ensure proper jury selection procedures and has established a jury selection plan which is approved by the Court of Appeals of Maryland. Individuals who serve on juries are given a token compensation for their services.

This budgetary account provides for costs associated with jury service, including fees and miscellaneous expenses.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	181,410	206,150	225,000	270,000	270,000
30 SUPPLIES AND MATERIALS	3,908	5,079	7,000	7,300	7,300
GRAND TOTAL	**185,318**	**211,229**	**232,000**	**277,300**	**277,300**
FUNDING SOURCE:					
11 GENERAL	**185,318**	**211,229**	**232,000**	**277,300**	**277,300**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES increase $45,000
225,000	270,000	45,000	Juror's Fees increase due to additional judge and juries
			SUPPLIES & MATERIALS increase $300
500	800	300	Ice and Bottled Water increase for additional jurors

JUDICIAL
Grand Jury
Index #413000

ORIGIN/PURPOSE:

Under Maryland law, the Grand Jury performs an important function in the administration of the criminal law. It is not a judicial body, but is an accusing body. It has been preserved as an institution necessary for the preservation of the peace, good order, and dignity of the state in bringing to trial those guilty of violations of law, and protecting people from being put on trial for frivolous, unfounded, or false accusations.

The Grand Jury's function is to investigate violations of the criminal law and this function is ordinarily accomplished by indictments or presentments. Various statutory duties are also imposed on the Grand Jury. At least once each calendar year, the Grand Jury must visit the local jail and inquire into its condition, the manner in which it is kept, and the treatment of the prisoners, and report their findings to the Court. The Grand Jury in Harford County is selected from the list of local voters. Its function is to decide whether a person suspected of committing a crime should be indicted. Evidence is presented to the Grand Jury by the State's Attorney, law enforcement officers, and witnesses. A determination is made and the indictments and/or no-bills are presented to the Circuit Court for Harford County.

The Grand Jury operating budget appropriates funding for costs associated with Grand Jury services, including fees and miscellaneous expenses.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	13,100	13,040	14,000	13,040	13,040
GRAND TOTAL	**13,100**	**13,040**	**14,000**	**13,040**	**13,040**
FUNDING SOURCE:					
11 GENERAL	**13,100**	**13,040**	**14,000**	**13,040**	**13,040**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($960)
14,000	13,040	(960)	Juror's Fees decrease based on actual expense history

JUDICIAL
Jury Commissioner
Index #414000

ORIGIN/PURPOSE:

The Jury Commissioner is responsible for developing and maintaining procedures for random selection of Grand and Petit Jurors in accordance with applicable statutes and local jury selection plans and regulations. Additionally, the Jury Commissioner is charged with efficient and effective management of the jury selection process and oversight and control of general office administration to ensure proper selection and usage of jurors.

FY 2017 - FY 2018 GOALS:

2. TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH STATE LAW REGARDING THE SELECTION OF JURORS

3. TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	172,636	212,087	216,755	225,433	225,433
20 CONTRACTUAL SERVICES	3,787	5,233	7,350	7,350	7,350
30 SUPPLIES AND MATERIALS	18,960	18,396	26,080	26,080	26,080
40 BUSINESS AND TRAVEL	165	165	445	200	200
50 CAPITAL OUTLAY	85	446	0	0	0
GRAND TOTAL	**195,633**	**236,327**	**250,630**	**259,063**	**259,063**
FUNDING SOURCE:					
11 GENERAL	**195,633**	**236,327**	**250,630**	**259,063**	**259,063**

JUDICIAL
Jury Commissioner
Index #414000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $8,678
	6,803	6,803	FY 18 Merit Salary Increase 4%
14,539	13,085	(1,454)	Pension decrease due to rate adjustments per Treasury
494	509	15	Workers' Compensation adjustments
37,297	38,468	1,171	Health Benefits are adjusted for an anticipated 10% cost increase and staff opting for changes in levels of coverage
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
11,122	11,122	0	FICA adjustments
			BUSINESS & TRAVEL decrease ($245)
270	0	(270)	Mileage and Parking & Tolls decrease based on actual expense history
175	200	25	Professional Books & Periodicals increase based on actual expense history

DIVISION STAFF SUMMARY

Jury Commissioner

Index #414000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	0.00	0		1.00	36,033	1.00	37,473
Assistant to Jury Commissioner	1.00	48,307		1.00	49,756	1.00	51,746
Jury Commissioner	1.00	57,862		1.00	59,598	1.00	61,982
FULL-TIME SALARIES	2.00	106,169		3.00	145,387	3.00	151,201
SALARY OFFSET		(1,000)			0		0
TOTAL FULL-TIME SALARIES	2.00	105,169		3.00	145,387	3.00	151,201
TEMPORARY SALARIES		17,472			0		0
SALARY TOTAL	**2.00**	**122,641**		**3.00**	**145,387**	**3.00**	**151,201**
OTHER PERSONAL SERVICES							
Pension & Retirement		12,264			14,539		13,608
Workers' Compensation		200			494		529
Health Benefits		17,461			37,297		38,468
PEHP		4,520			7,496		9,640
FICA		9,382			11,122		11,567
Miscellaneous		420			420		420
TOTAL OTHER PERSONAL SERVICES		**44,247**			**71,368**		**74,232**
TOTAL PERSONAL SERVICES	**2.00**	**166,888**	*	**3.00**	**216,755**	**3.00**	**225,433**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

JUDICIAL
Masters
Index #415000

ORIGIN/PURPOSE:

A Master is an Attorney who is appointed by and serves at the pleasure of the Judges of the Circuit Court and who is responsible for hearing all matters referred to him by the Court. One Master hears all juvenile cases. All the Masters hear domestic cases. The duties of the Master are:

- Conduct hearings on matters referred to them. These matters include petitions filed by the Department of Juvenile Services alleging that a child is delinquent; petitions filed by the Department of Social Services alleging that a child has been abused or neglected; and domestic relations cases.
- Conduct hearings for family law cases referred to them
- Record all proceedings of hearings
- Direct the issuance of a subpoena for witnesses and/or documents
- Rule upon the admissibility of evidence
- Examine witnesses when necessary
- Convene, continue and adjourn the hearings as necessary
- Make findings of facts and conclusions of law, and submit them to the presiding Judge of the Circuit Court for review.

In accordance with applicable State law, an appointment of a Master for both domestic relations matters and juvenile cases by the Judges of the Circuit Court of Harford County. The appointment must be approved by the Chief Judge of Appeals.

FY 2017 - FY 2018 GOAL:

4. TO REFINE AND MODIFY THE SCHEDULING AND HEARINGS OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY

- To have 100% of all Child in Need Assistance (CINA) shelter cases adjudicated within thirty (30) days and all CINA non-shelter cases adjudicated within sixty (60) days pursuant to the Case Flow Guidelines established by the Administrative Office of the Courts.
- To expedite the hearing and disposition of child support, alimony and uncontested divorce cases

JUDICIAL
Masters
Index #415000

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	169,089	169,396	172,966	180,243	180,243
20	CONTRACTUAL SERVICES	7,253	4,624	5,550	5,550	5,550
30	SUPPLIES AND MATERIALS	5,368	3,659	6,000	8,550	8,550
40	BUSINESS AND TRAVEL	1,821	1,676	3,500	3,500	3,500
70	MISCELLANEOUS	30,000	34,520	33,748	33,748	33,748
	GRAND TOTAL	**213,531**	**213,875**	**221,764**	**231,591**	**231,591**
FUNDING SOURCE:						
11	GENERAL	**213,531**	**213,875**	**221,764**	**231,591**	**231,591**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $7,277
121,371	121,371	0	Full-time Salaries
	5,680	5,680	FY 18 Merit Salary Increase 4%
12,137	10,923	(1,214)	Pension decrease due to rate adjustments per Treasury
413	425	12	Workers' Compensation adjustments
21,844	22,499	655	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
9,285	9,285	0	FICA adjustments
			SUPPLIES & MATERIALS increase $2,550
2,100	4,600	2,500	General Office Mailing increases based on actual expense history
			MISCELLANEOUS no change for FY18
30,000	30,000	0	County Match for CASA grant

DIVISION STAFF SUMMARY

Masters

Index #415000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	3.00	117,836		3.00	121,371	3.00	126,226
FULL-TIME SALARIES	3.00	117,836		3.00	121,371	3.00	126,226
SALARY OFFSET		(1,500)			0		0
TOTAL FULL-TIME SALARIES	**3.00**	**116,336**		**3.00**	**121,371**	**3.00**	**126,226**
OTHER PERSONAL SERVICES							
Pension & Retirement		11,634			12,137		11,360
Workers' Compensation		221			413		442
Health Benefits		37,510			21,844		22,499
PEHP		9,040			7,496		9,640
FICA		8,899			9,285		9,656
Miscellaneous		420			420		420
TOTAL OTHER PERSONAL SERVICES		**67,724**			**51,595**		**54,017**
TOTAL PERSONAL SERVICES	**3.00**	**184,060**	*	**3.00**	**172,966**	**3.00**	**180,243**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

JUDICIAL
Community Work Service
Index #416000

ORIGIN/PURPOSE:

The Community Work Service Program (CWS), instituted on July 1, 1985, is a form of alternative sentencing imposed upon offenders by the Courts of Harford County or the Juvenile Services Administration. At the discretion of the presiding Judge, nonviolent offenders are assigned to community work service in lieu of more traditional sanctions. By performing work service, the community and the offender benefit directly. These offenders are able to "pay back" the community for the crime committed against the County; and participating private, nonprofit institutions and/or agencies, benefit from the work service performed on their behalf.

Beneficiaries of this program include Harford County Government (landfills, construction, and facilities maintenance), hospitals, churches, various volunteer fire departments and schools.

FY 2017 - FY 2018 GOAL:

5. TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

- **o** To increase the number of government agencies and non-profit organizations that offer community work service opportunities non-violent offenders by 10%.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	339,919	296,496	302,797	313,418	313,418
20 CONTRACTUAL SERVICES	2,534	2,984	3,950	4,050	4,050
30 SUPPLIES AND MATERIALS	2,366	2,211	2,950	2,650	2,650
40 BUSINESS AND TRAVEL	761	395	1,075	875	875
80 INTER-GOVERNMENTAL/INTERFUND	0	168	0	200	200
GRAND TOTAL	**345,580**	**302,254**	**310,772**	**321,193**	**321,193**
FUNDING SOURCE:					
11 GENERAL	**345,580**	**302,254**	**310,772**	**321,193**	**321,193**

JUDICIAL
Community Work Service
Index #416000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $10,621
192,401	192,401	0	Full Time Salaries
	8,835	8,835	FY 18 Merit Salary Increase 4%
21,481	15,325	(6,156)	Pension decrease due to rate adjustments per Treasury
1,430	1,233	(197)	Workers' Compensation and Life Insurance adjustments
41,143	47,138	5,995	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
16,434	16,434	0	FICA adjustments
			CONTRACTUAL SERVICES increase $100
1,100	1,200	100	Other Insurance increase based on actual expense history
			SUPPLIES AND MATERIALS decrease ($300)
1,300	1,000	(300)	General Office Mailing decrease based on actual expense history
			BUSINESS AND TRAVEL decrease ($200)
1,000	800	(200)	Mileage decrease based on actual expense history
			INTERGOVERNMENTAL/INTER-FUND increase $200
0	200	200	Fleet Daily Carpool Rentals increase based on actual expense history

DIVISION STAFF SUMMARY

Community Work Services

Index #416000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	38,128		0.00	0	0.00	0
Community Work Service Case Manager	3.00	135,581		3.00	131,839	3.00	137,113
Director, Community Work Svc Program	1.00	58,798		1.00	60,562	1.00	62,984
FULL-TIME SALARIES	5.00	232,507		4.00	192,401	4.00	200,097
SALARY OFFSET		(2,500)			0		0
TOTAL FULL-TIME SALARIES	5.00	230,007		4.00	192,401	4.00	200,097
TEMPORARY SALARIES		0			22,412		22,412
SALARY TOTAL	**5.00**	**230,007**		**4.00**	**214,813**	**4.00**	**222,509**
OTHER PERSONAL SERVICES							
Pension & Retirement		14,486			21,481		15,849
Workers' Compensation		437			730		700
Health Benefits		28,696			41,143		47,138
PEHP		18,080			7,496		9,640
FICA		17,595			16,434		17,022
Miscellaneous		700			700		560
TOTAL OTHER PERSONAL SERVICES		**79,994**			**87,984**		**90,909**
TOTAL PERSONAL SERVICES	**5.00**	**310,001**	*	**4.00**	**302,797**	**4.00**	**313,418**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

JUDICIAL
Family Court Services Division
Index #417000

ORIGIN/PURPOSE:

The role of the Social Worker is to develop, implement and direct a program that will include evaluation/mediation for parties to domestic cases who have disputes over custody, visitation and similar issues. Working directly with the parties in both individual and joint sessions, the Social Worker addresses issues that may arise such as mutual cooperation, child development, and child safety. The goal of the program is to assist parties in resolving their problems themselves instead of resorting to time consuming and unproductive court hearings. The Court also established a Facilitated Visitation Program. In cases where a claim is made that a parent has not seen a child for such a significant period that they are a stranger to the child, or there are allegations of sexual abuse, the Social Worker is retained to supervise visitation. The facilitator files a report after each visit and assists the Court in the evaluation of the case.
Psychological/Psychiatric Evaluations: properly done evaluations which assist the Court in determining whether further psychological/psychiatric counseling is needed and greatly expedites any referral for such assistance.
Parenting Program: aimed at assisting single/divorced parents in understanding such areas as child development, the separation process, and the psychological aspects of divorce.
Home Studies: a qualified individual evaluates a home suitability or other physical aspects of the environment where a child will be and reports to the Court.
In every case where services are needed, every attempt is made to have those services provided privately with the expenses to be paid by either parties or their medical insurance. Where this is not possible, the parties are assessed on a sliding scale basis and the monies paid into the County's General Fund.

FY 2017 - FY 2018 GOAL:

6. TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVICES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES

- To reduce the time from the filing of a case to the resolution of any custody or visitation dispute
- To decrease the number of custody/visitation dispositions that require resolution by trial

JUDICIAL
Family Court Services Division
Index #417000

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	373,629	364,874	378,895	395,305	395,305
20	CONTRACTUAL SERVICES	156,277	160,345	174,350	174,450	174,450
30	SUPPLIES AND MATERIALS	4,027	7,536	4,825	5,225	5,225
40	BUSINESS AND TRAVEL	1,999	1,757	2,060	2,150	2,150
	GRAND TOTAL	**535,932**	**534,512**	**560,130**	**577,130**	**577,130**
FUNDING SOURCE:						
11	GENERAL	**535,932**	**534,512**	**560,130**	**577,130**	**577,130**

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $16,410
283,081	284,206	1,125	Full-time Salaries
			1,125 Salary Adjustment
	13,299	13,299	FY 18 Merit Salary Increase 4%
28,308	25,579	(2,729)	Pension decrease due to rate adjustments per Treasury
36,832	39,284	2,452	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
7,496	9,640	2,144	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES increase $100
550	650	100	Fax Services increase based on actual expense history
			SUPPLIES AND MATERIALS increase $400
800	1,500	700	General Office Mailing increase for new expense for hearing notices
300	0	(300)	Duplicating Machine Supplies decrease based on actual expense history
			BUSINESS AND TRAVEL increase $90
760	850	90	Parking & Tolls and Training Seminars increase based on actual expense history

DIVISION STAFF SUMMARY
Family Court Service Division
Index #417000

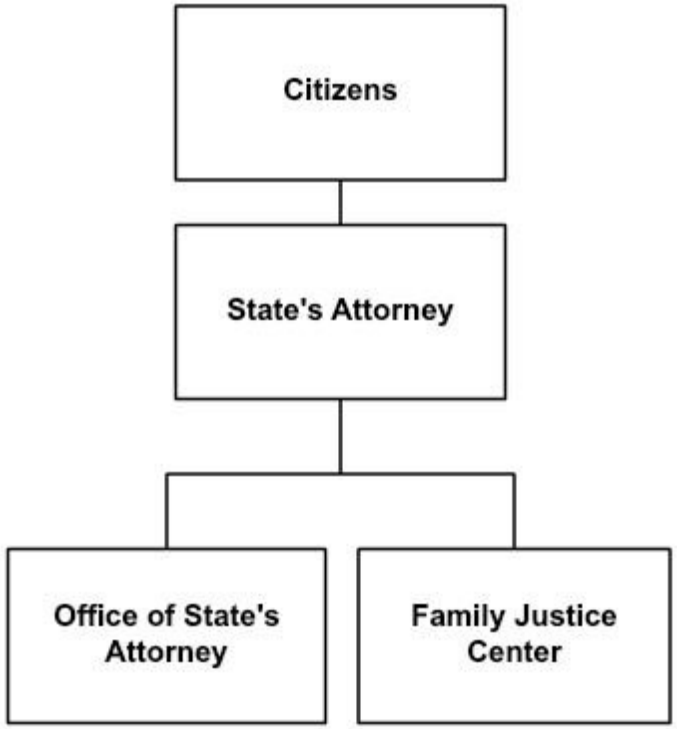
POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	41,580		1.00	42,827	1.00	44,540
Director, Family Court Services	1.00	102,985		1.00	106,075	1.00	110,318
Evaluator/Mediator	1.00	74,515		1.00	76,750	1.00	79,820
Family Services Coordinator	1.00	55,756		1.00	57,429	1.00	60,896
FULL-TIME SALARIES	4.00	274,836		4.00	283,081	4.00	295,574
SALARY OFFSET		(2,000)			0		0
TOTAL FULL-TIME SALARIES	**4.00**	**272,836**		**4.00**	**283,081**	**4.00**	**295,574**
OTHER PERSONAL SERVICES							
Pension & Retirement		27,284			28,308		26,602
Workers' Compensation		518			962		1,034
Health Benefits		35,592			36,832		39,284
PEHP		9,040			7,496		9,640
FICA		20,872			21,656		22,611
Miscellaneous		560			560		560
TOTAL OTHER PERSONAL SERVICES		**93,866**			**95,814**		**99,731**
TOTAL PERSONAL SERVICES	**4.00**	**366,702**	*	**4.00**	**378,895**	**4.00**	**395,305**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Circuit Court for Harford County - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Family Court Services	This grant funds numerous programs and services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, personnel and services for children's groups, and child custody investigations.		342,505			7/1/17 - 6/30/18	Recurring
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		75,750		30,000	7/1/17 - 6/30/18	Recurring
Access/Visitation Program	Provide access/visitation services to non-custodial parents. Goal is to develop and produce 50 visitation plans targeting separated families in which child support and access is the issue.	203,730				10/1/17 - 9/30/19	Recurring
Transition-Age Youth Initiative	This program supports specialized training for advocates who work with transition-age youth to prepare them for independent living.	14,643				10/1/17 - 9/30/18	Recurring
Child in Need of Assistance Advocacy	This program assists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the State of Maryland.	42,536				10/1/17 - 9/30/18	Recurring
	TOTALS:	**260,909**	**418,255**	**0**	**30,000**		

OFFICE OF STATE'S ATTORNEY



STATE'S ATTORNEY

ORIGIN/PURPOSE:

The State's Attorney, created by Article V, Section 7 of the Maryland Constitution, represents the State in all criminal actions. Harford County pays the office's expenses.

The State's Attorney is elected by the County voters to a four-year term with no term limit. He/she assists the police in investigating crime in Harford County. This Office presents certain criminal cases to the Grand Jury; acts as the jury's legal advisor and provides prosecutors for the Circuit, District and Juvenile Courts. The office participates in Harford County School programs. State's Attorneys also provide basic training to the County Sheriff's Academy and in-service training programs for various law enforcement agencies.

The Office holds membership in the Harford County Task Force, the Harford County Child Advocacy Center, and the Harford County Family Justice Center. Through Federal and State grants, the State's Attorney provides assistance in establishing and enforcing child support orders and offers advocate services to victims of crime and their families.

MISSION STATEMENT:

THE MISSION OF THE STATE'S ATTORNEY'S OFFICE IS TO SEEK JUSTICE BY ENSURING THAT THE RIGHTS OF VICTIMS AND CITIZENS AND THE PUBLIC'S SAFETY ARE OUR NUMBER ONE PRIORITY THROUGH THE FAIR, VIGOROUS AND EFFICIENT ENFORCEMENT OF THE LAW IN SEEKING JUSTICE. WE SHALL SAFEGUARD THE RIGHTS AND REPUTATION OF THE INNOCENT.

FY 2017 - FY 2018 GOALS:

1. TO PROVIDE THE COMMUNITY WITH A QUICK EFFECTIVE WAY TO RECOVER LOSSES FROM BAD CHECKS, TO DIVERT POTENTIAL DEFENDANTS INTO A COUNSELING PROGRAM TO AVOID REPEAT OFFENSES AND CONCENTRATE PROSECUTION EFFORTS ON THOSE OFFENDERS WHO REFUSE TO COOPERATE WITH THE PROGRAM, AND TO LESSEN THE BURDEN ON THE COURT SYSTEM WHILE PRODUCING A SUCCESSFUL RESULT FOR THE VICTIM.

2. TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND/OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS/HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS.

STATE'S ATTORNEY

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	5,280,949	5,126,025	5,375,845	5,594,243	5,594,243
20	CONTRACTUAL SERVICES	51,460	42,511	53,152	52,902	52,902
30	SUPPLIES AND MATERIALS	48,331	53,096	56,423	56,473	56,473
40	BUSINESS AND TRAVEL	39,753	43,870	44,650	44,850	44,850
50	CAPITAL OUTLAY	2,645	6,644	0	0	0
70	MISCELLANEOUS	454,865	427,418	474,992	488,720	488,720
	GRAND TOTAL	**5,878,003**	**5,699,564**	**6,005,062**	**6,237,188**	**6,237,188**
SUMMARY BY FUND:						
11	GENERAL	5,878,003	5,699,564	6,005,062	6,237,188	6,237,188
	GRAND TOTAL	**5,878,003**	**5,699,564**	**6,005,062**	**6,237,188**	**6,237,188**
SUMMARY BY DIVISION:						
431000	OFFICE OF STATE'S ATTORNEY	5,566,417	5,395,144	5,686,750	5,893,086	5,893,086
432000	FAMILY JUSTICE CENTER	311,586	304,420	318,312	344,102	344,102
	GRAND TOTAL	**5,878,003**	**5,699,564**	**6,005,062**	**6,237,188**	**6,237,188**
	SUMMARY OF GRANT BUDGETS					**483,220**

STATE'S ATTORNEY

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $218,398
3,808,395	3,733,649	(74,746)	Full-time salaries
			6,140 Salary adjustments
			(80,888) Staff Turnover (2.12)%
			2 Rounding Offset
			(74,746)
	59,574	59,574	Assistant State's Attorney 6% supplemental increase to address retention issues
	168,779	168,779	FY 18 Merit Salary Increase 4%
	55,000	55,000	Temporary Salaries for employees formerly paid through grant, funded through turnover
	(5,131)	(5,131)	The net result to this division of staff transfers between divisions of the State's Attorney's Office:
			# of Positions / Salary / Fringe / Total
			0.00 / (8,576) / 3,445 / (5,131)
372,955	334,698	(38,257)	Pension decrease due to rate adjustments per Treasury
12,948	13,889	941	Workers' Compensation adjustments
8,260	8,540	280	Life Insurance increase for temporary employees
800,495	830,378	29,883	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
82,456	106,040	23,584	PEHP (Post Employment Health Plan)
290,336	288,827	(1,509)	FICA adjustments

STATE'S ATTORNEY

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($250)
7,100	7,950	850	Telephone Service and Office Equipment Service increase based on actual expense history
33,700	32,600	(1,100)	Legal Services, Recruitment, Fax Services, and Other Professional Services decrease based on actual expense history
			SUPPLIES & MATERIALS increase $50
28,723	30,573	1,850	General Office Mailing, Delivery Charges, and Computer Supplies increase based on actual expense history and due to new law regarding discovery requirements
27,500	25,700	(1,800)	General Office Supplies, Commercial Printing, and Duplicating Machine Supplies decrease based on actual expense history
			BUSINESS AND TRAVEL increase $200
15,950	19,550	3,600	Lodging, Meals, Parking & Tolls, and Membership Dues increase based on actual expense history
5,000	3,500	(1,500)	Fuel Charges and Transportation Costs decrease based on actual expense history and expected rates
19,500	17,600	(1,900)	Professional Books & Periodicals and Training Seminars, Courses & Meetings decrease based on actual expense history
			MISCELLANEOUS increase $13,728
14,992	5,500	(9,492)	Grants & Contributions decrease reflects lower cost projection for grant employee benefits
460,000	483,220	23,220	County Match/Transfer Out increase based on Cooperative Reimbursement match requirements

DEPARTMENT STAFF SUMMARY
STATE'S ATTORNEY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrator, State's Attorney Office	1.00	96,000	1.00	98,880	1.00	102,835
Assistant State's Attorney I	5.00	269,000	6.00	328,364	7.00	403,327
Assistant State's Attorney II	6.00	408,049	7.00	477,344	6.00	429,466
Assistant State's Attorney III	13.00	1,136,970	11.00	987,095	11.00	1,056,338
Deputy State's Attorney	2.00	238,491	2.00	252,856	2.00	262,970
Legal Assistant I	0.00	0	0.00	0	1.00	34,424
Legal Assistant II	12.00	561,692	12.00	584,208	11.00	556,876
Legal Assistant III	2.00	129,804	2.00	136,788	2.00	142,260
Legal Clerk I	5.00	142,500	1.00	29,355	3.00	85,800
Legal Clerk II	0.00	0	0.00	0	2.00	68,848
Legal Specialist I	3.00	115,600	6.00	233,295	3.00	120,938
Legal Specialist II	8.00	404,837	9.00	451,487	8.00	437,947
Senior Trial Assistant	1.00	105,000	1.00	113,300	1.00	99,426
State's Attorney	1.00	114,587	1.00	115,423	1.00	117,818
SALARY TOTAL	59.00	3,722,530	59.00	3,808,395	59.00	3,919,273
SALARY OFFSET		(29,000)		0		0
TOTAL FULL TIME SALARIES		3,693,530		3,808,395		3,919,273
TEMPORARY SALARIES						57,200
SALARY TOTAL	**59.00**	**3,693,530**	**59.00**	**3,808,395**	**59.00**	**3,976,473**

DEPARTMENT STAFF SUMMARY
STATE'S ATTORNEY

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement		361,748			372,955		350,503
Workers' Compensation		7,418			12,948		14,579
Health Benefits		732,197			800,495		836,089
PEHP		90,400			82,456		106,040
FICA		282,301			290,336		302,019
Miscellaneous		8,260			8,260		8,540
TOTAL OTHER PERSONAL SERVICES		**1,482,324**			**1,567,450**		**1,617,770**
TOTAL PERSONAL SERVICES	**59.00**	**5,175,854**	*	**59.00**	**5,375,845**	**59.00**	**5,594,243**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

STATE'S ATTORNEY OFFICE
Office of State's Attorney
Index #431000

ORIGIN/PURPOSE:

The State's Attorney, created by the Maryland Constitution, represents the State in all criminal actions. Harford County pays the office's expenses.

The State's Attorney is elected by the County voters to a four-year term with no term limit. He/she assists the police in investigating crime in Harford County. This office presents certain criminal cases to the Grand Jury, acts as the jury's legal advisors, and provides prosecutors for the Circuit, District, and Juvenile Courts. The Office participates in Harford County School programs and also provides basic training to the County Sheriff's Academy and in-service training for various law enforcement agencies.

The Office holds membership in the Harford County Narcotics Task Force. Through Federal and State grants, the State's Attorney provides assistance in establishing and enforcing child support orders and offers advocate services to victims of crime and their families.

FY 2017 - FY 2018 GOAL:

TO PROVIDE THE COMMUNITY WITH A QUICK AND EFFECTIVE WAY TO RECOVER THEIR LOSSES FROM BAD CHECKS, TO DIVERT POTENTIAL DEFENDANTS INTO A COUNSELING PROGRAM TO AVOID REPEAT OFFENSES AND CONCENTRATE PROSECUTION EFFORTS ON THOSE OFFENDERS WHO REFUSE TO COOPERATE WITH THE PROGRAM AND TO LESSEN THE BURDEN ON THE COURT SYSTEM WHILE PRODUCING A SUCCESSFUL RESULT FOR THE VICTIM.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	4,991,857	4,844,440	5,081,093	5,273,701	5,273,701
20 CONTRACTUAL SERVICES	44,501	37,076	46,942	46,942	46,942
30 SUPPLIES AND MATERIALS	36,010	37,903	40,323	40,323	40,323
40 BUSINESS AND TRAVEL	38,645	41,663	43,400	43,400	43,400
50 CAPITAL OUTLAY	539	6,644	0	0	0
70 MISCELLANEOUS	454,865	427,418	474,992	488,720	488,720
GRAND TOTAL	**5,566,417**	**5,395,144**	**5,686,750**	**5,893,086**	**5,893,086**
FUNDING SOURCE:					
11 GENERAL	**5,566,417**	**5,395,144**	**5,686,750**	**5,893,086**	**5,893,086**

STATE'S ATTORNEY OFFICE
Office of State's Attorney
Index #431000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $192,608
3,608,428	3,533,682	(74,746)	Full-time Salaries
			6,140 Salary adjustments
			(80,888) Staff Turnover (2.24)%
			2 Rounding offset
			(74,746)
	59,574	59,574	Assistant State's Attorney 6% supplemental increase to address retention issues
	159,351	159,351	FY 18 Merit Salary Increase 4%
	55,000	55,000	Temporary Salaries for employees formerly paid through grant, funded through turnover
	(18,806)	(18,806)	The net result to this division of staff transfers between divisions of the State's Attorney's Office:
			# of Positions / Salary / Fringe / Total
			0.00 / (10,057) / (10,298) / (20,355)
352,958	316,317	(36,641)	Pension adjustments
12,268	13,193	925	Workers' Compensation adjustment
745,992	774,210	28,218	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
7,700	7,980	280	Life Insurance increase for temporary employees
78,708	101,220	22,512	PEHP (Post Employment Health Plan)
275,039	273,529	(1,510)	FICA adjustments

STATE'S ATTORNEY OFFICE
Office of State's Attorney
Index #431000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES no change
5,150	6,250	1,100	Telephone Service and Office Equipment Service increase based on actual expense history
32,800	31,700	(1,100)	Legal Services, Fax Services, Recruitment, and Other Professional Services decrease based on actual expense history
			SUPPLIES AND MATERIALS no change
19,223	20,523	1,300	General Office Mailing, Delivery Charges, and Computer Supplies increase based on actual expense history and due to new law regarding discovery requirements
15,000	13,700	(1,300)	Commercial Printing and Duplicating Machine Supplies decrease based on actual expense history
			BUSINESS AND TRAVEL no change
14,700	18,100	3,400	Lodging, Meals, Parking & Tolls, and Membership Fees increase based on actual expense history
5,000	3,500	(1,500)	Fuel Charges and Transportation Costs decrease based on actual expense history and expected rates
19,500	17,600	(1,900)	Training Seminars and Professional Books & Periodicals decrease based on actual expense history
			MISCELLANEOUS increase $13,728
14,992	5,500	(9,492)	Grants & Contributions decrease reflects lower cost projection for grant employee benefits
460,000	483,220	23,220	County Match/Transfer Out increase based on Cooperative Reimbursement match requirements

DIVISION STAFF SUMMARY
Office of State's Attorney
Index #431000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrator, State's Attorney Office	1.00	96,000	1.00	98,880	1.00	102,835
Assistant State's Attorney I	5.00	269,000	6.00	328,364	7.00	403,327
Assistant State's Attorney II	6.00	408,049	7.00	477,344	6.00	429,466
Assistant State's Attorney III	13.00	1,136,970	11.00	987,095	11.00	1,056,338
Deputy State's Attorney	2.00	238,491	2.00	252,856	2.00	262,970
Legal Assistant I	0.00	0	0.00	0	1.00	34,424
Legal Assistant II	12.00	561,692	12.00	584,208	10.00	515,380
Legal Assistant III	2.00	129,804	2.00	136,788	2.00	142,260
Legal Clerk I	4.00	114,000	1.00	29,355	3.00	85,800
Legal Clerk II	0.00	0	0.00	0	2.00	68,848
Legal Specialist I	3.00	115,600	5.00	194,876	3.00	120,938
Legal Specialist II	5.00	249,994	6.00	289,939	5.00	269,937
Senior Trial Assistant	1.00	105,000	1.00	113,300	1.00	99,426
State's Attorney	1.00	114,587	1.00	115,423	1.00	117,818
FULL-TIME SALARIES	55.00	3,539,187	55.00	3,608,428	55.00	3,709,767
SALARY OFFSET		(27,000)		0		0
TOTAL FULL TIME SALARIES		3,512,187		3,608,428		3,709,767
TEMPORARY SALARIES						57,200
SALARY TOTAL	**55.00**	**3,512,187**	**55.00**	**3,608,428**	**55.00**	**3,766,967**
OTHER PERSONAL SERVICES						
Pension & Retirement		343,614		352,958		331,647
Workers' Compensation		7,074		12,268		13,846
Health Benefits		674,662		745,992		766,049
PEHP		85,880		78,708		101,220
FICA		268,428		275,039		285,992
Miscellaneous		7,700		7,700		7,980
TOTAL OTHER PERSONAL SERVICES		**1,387,358**		**1,472,665**		**1,506,734**
TOTAL PERSONAL SERVICES	**55.00**	**4,899,545** *	**55.00**	**5,081,093**	**55.00**	**5,273,701**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Office of State's Attorney - Anticipated Funding FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Cooperative Reimbursement Agreement	This grant is to support the State of Maryland Department of Human Resources - Dept of Social Services Child Support Program efforts in establishing and collecting child support by providing legal representation through the court system.	795,892			483,220	10/1/17 - 9/30/18	Recurring
Child Advocacy Center	To fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual assault and abuse cases.	9,000				1/1/18 - 12/31/18	Recurring
Investigative Enhancement	The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC.		11,904			7/1/17 - 6/30/18	Recurring
	TOTALS:	**804,892**	**11,904**		**483,220**		

STATE'S ATTORNEY OFFICE
Family Justice Center
Index #432000

ORIGIN/PURPOSE:

The Harford County Family Justice Center is designed to be a victim-centered case management project between Sexual Assault/Sexual Abuse Resource Center, Inc. (SARC), the Harford County Sheriff's Office (HCSO) and the Harford County State's Attorney's Office (SAO). All three disciplines unite their efforts toward the common goal of holding domestic violence offenders accountable and allowing victims to break the cycle of violence.

The Child Advocacy Center (CAC) is also housed in the Family Justice Center. This multi-disciplinary team is comprised of staff from the State's Attorney's Office, Department of Social Services and the Harford County Sheriff's Office. Their responsibility is to investigate allegations of sexual child abuse and assault, to assess and protect the child and to provide services and resources for the abused child and his/her family.

Having their respective services co-located in one facility allows for the sharing of space and resources for the abused child and his/her family.

FY 2017 - FY 2018 GOAL:

TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND/OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS/HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	289,092	281,585	294,752	320,542	320,542
20 CONTRACTUAL SERVICES	6,959	5,435	6,210	5,960	5,960
30 SUPPLIES AND MATERIALS	12,321	15,193	16,100	16,150	16,150
40 BUSINESS AND TRAVEL	1,108	2,207	1,250	1,450	1,450
50 CAPITAL OUTLAY	2,106	0	0	0	0
GRAND TOTAL	**311,586**	**304,420**	**318,312**	**344,102**	**344,102**
FUNDING SOURCE:					
11 GENERAL	**311,586**	**304,420**	**318,312**	**344,102**	**344,102**

STATE'S ATTORNEY OFFICE
Family Justice Center
Index #432000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $25,790
199,967	199,967	0	Full-time Salaries
	9,428	9,428	FY 18 Merit Salary Increase 4%
	15,224	15,224	The net result to this division of staff transfers between divisions of the State's Attorney's Office:

# of Positions	Salary	Fringe	Total
0.00	1,481	13,743	15,224

19,997	18,381	(1,616)	Pension adjustments
680	696	16	Workers' Compensation adjustment
54,503	56,168	1,665	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
3,748	4,820	1,072	PEHP (Post Employment Health Plan)
			CONTRACTUAL SERVICES decrease ($250)
1,800	1,400	(400)	Telephone Service decrease based on actual expense history
150	300	150	Office Equipment Service increase based on actual expense history
			SUPPLIES AND MATERIALS increase $50
9,100	9,800	700	General Office Mailing and Computer Supplies increase based on actual expense history
2,000	1,350	(650)	Duplicating Machine Supplies and Other Office Supplies decrease based on actual expense history
			BUSINESS AND TRAVEL increase $200
1,250	1,450	200	Membership Fees & Dues increase based on actual expense history

DIVISION STAFF SUMMARY

Family Justice Center

Index #432000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Legal Clerk	1.00	28,500		0.00	0	0.00	0
Legal Assistant II	0.00	0		0.00	0	1.00	41,496
Legal Specialist I	0.00	0		1.00	38,419	0.00	0
Legal Specialist II	3.00	154,843		3.00	161,548	3.00	168,010
FULL-TIME SALARIES	4.00	183,343		4.00	199,967	4.00	209,506
SALARY OFFSET		(2,000)			0		0
SALARY TOTAL	**4.00**	**181,343**		**4.00**	**199,967**	**4.00**	**209,506**
OTHER PERSONAL SERVICES							
Pension & Retirement		18,134			19,997		18,856
Workers' Compensation		344			680		733
Health Benefits		57,535			54,503		70,040
PEHP		4,520			3,748		4,820
FICA		13,873			15,297		16,027
Miscellaneous		560			560		560
TOTAL OTHER PERSONAL SERVICES		**94,966**			**94,785**		**111,036**
TOTAL PERSONAL SERVICES	**4.00**	**276,309**	*	**4.00**	**294,752**	**4.00**	**320,542**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

STATE'S ATTORNEY'S OFFICE - CHILD ADVOCACY CENTER
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To provide for the investigation of cases of child molestation and exploitation while providing services and resources to the abused child and their family.

Department Objective

To increase service referrals and satisfaction rates for the victims in cases referred to the Child Advocacy Center.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Cost of Staff Hours Needed to Review Cases Per Year	$17,232	$18,868	$18,972	$19,541	$20,323
Output:					
Number of Investigations referred to the Child Advocacy Center	389	366	487	490	495
Outcome:					
Percent of families served that are satisfied with the services	93%	93%	94%	94%	95%

Explanation and Analysis of Performance Measures

The Child Advocacy Center operates as a team investigating and prosecuting child sexual abuse cases, as well as physical abuse cases starting in FY16. The effectiveness of this approach can be measured by exit surveys mailed to victim families when the case is closed.

STATE'S ATTORNEY'S OFFICE
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To provide the business community with a quick and effective way to recover losses from bad checks, and to lessen the burden on the court system.

Department Objective

To increase the amount of restitution recovered for merchants and increase the number of bad check cases diverted from the court system.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Cost of Staff Hours Needed to Review Cases Per Year	$249	$184	$69	$71	$65
Output:					
Amount of Restitution Recovered	$15,659	$13,618	$4,913	$4,000	$4,000
Outcome:					
Amount of Restitution Recovered per Dollar Spent	$62.89	$74.01	$71.20	$56.34	$61.54

Explanation and Analysis of Performance Measures

The Bad Check Program targets defendants who have written bad checks to local merchants and recovers restitution owed. Counseling is provided to offenders, while Court time and resources spent on bad check cases is reduced. Due to merchants using check verification services or not accepting checks at all, and customers using debit and credit cards instead of checks, participation in the program has declined significantly resulting in less staff hours devoted to the program. However, restitution is still being recovered and outcomes remain positive.

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BOARD OF ELECTIONS



ELECTIONS

ORIGIN/PURPOSE:

The Harford County Board of Elections ensures that every eligible citizen is given the opportunity to register and vote. Although this department derives its authority from State and Federal laws, its budget is funded principally by the County.

The Harford County Board of Elections is responsible for the administration and performance of all activities essential to a successful election. All functions revolve around this responsibility and include programs which encourage voter registration; permit registration with ease and convenience; provide accessible polling places; serve as a reference center for election information; and provide assistance to all candidates and the three Harford County municipalities.

FY 2017 - FY 2018 GOAL:

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ELECTIONS

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	730,436	636,889	494,153	538,085	538,085
20	CONTRACTUAL SERVICES	377,146	268,793	421,200	68,450	68,450
30	SUPPLIES AND MATERIALS	93,689	259,742	476,980	328,050	328,050
40	BUSINESS AND TRAVEL	24,950	24,328	34,570	35,570	35,570
50	CAPITAL OUTLAY	0	0	200,000	200,000	200,000
70	MISCELLANEOUS	563,623	523,896	750,000	1,218,580	1,218,580
80	INTER-GOVERNMENTAL/INTERFUND	5,721	9,977	10,000	12,500	12,500
	GRAND TOTAL	**1,795,565**	**1,723,625**	**2,386,903**	**2,401,235**	**2,401,235**
SUMMARY BY FUND:						
11	GENERAL	1,795,565	1,723,625	2,386,903	2,401,235	2,401,235
	GRAND TOTAL	**1,795,565**	**1,723,625**	**2,386,903**	**2,401,235**	**2,401,235**
SUMMARY BY DIVISION:						
481000	HC BOARD OF ELECTIONS	986,303	1,032,284	1,181,923	1,003,855	1,003,855
482000	ELECTION EXPENSE	809,262	691,341	1,204,980	1,397,380	1,397,380
	GRAND TOTAL	**1,795,565**	**1,723,625**	**2,386,903**	**2,401,235**	**2,401,235**

ELECTIONS

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $43,932
437,900	462,900	25,000	Temporary salaries increase for one additional judge and five additional Election Day Support
		0	Specialists as required for the New Voting System
3,748	19,280	15,532	PEHP (Post Employment Health Benefits)
34,545	36,445	1,900	FICA adjustments
13,500	15,000	1,500	Overtime increase based on actuals for temporary Elections employees
			CONTRACTUAL SERVICES decrease ($352,750)
22,750	25,000	2,250	Telephone Service increase based on actual expense history
355,000	0	(355,000)	Management Services and Other Rents & Utilities - Funds for reimbursements to State Board of Elections consolidated under Payments to Other Agencies (#482000-7102) for accounting purposes
			SUPPLIES & MATERIALS decrease ($148,930)
22,000	24,000	2,000	General Office Supplies increase due to additional supplies needed for New Voting System
154,080	3,000	(151,080)	Computer Software - Funds for reimbursements to State Board of Elections consolidated under Payments to Other Agencies (#482000-7102) for accounting purposes, partially offset by increase for state-required online accounts and new software licenses for office management and document editing platforms
			BUSINESS & TRAVEL increase $1,000
750	1,750	1,000	Membership Fees & Dues increase for new statewide and international association memberships
			MISCELLANEOUS increase $468,580
750,000	1,218,580	468,580	Payments to Other Government Agencies - Funds for reimbursements to State Board of Elections consolidated from other subobjects in Election Expense (Management Services #2603, Other Rents & Utilities #2199, and Computer Software #3526) and decreased based on state-projected expenses
			INTERGOVERNMENTAL increase $2,500
10,000	12,500	2,500	Fleet Daily Carpool Rentals increase for additional vans required to transport election equipment

DEPARTMENT STAFF SUMMARY
HARFORD COUNTY BOARD OF ELECTIONS

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		425,200		437,900		462,900
SALARY TOTAL		**425,200**		**437,900**		**462,900**
OTHER PERSONAL SERVICES						
Pension		3,120		3,120		3,120
Overtime		13,500		13,500		15,000
Health Benefits		1,200		1,200		1,200
PEHP		4,520		3,748		19,280
FICA		33,545		34,545		36,445
Other		140		140		140
TOTAL OTHER PERSONAL SERVICES		**56,025**		**56,253**		**75,185**
TOTAL PERSONAL SERVICES		**481,225** *		**494,153**		**538,085**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ELECTIONS
Harford County Board of Elections
Index #481000

ORIGIN/PURPOSE:

The Harford County Board of Elections index contains funds covering voter education, voter registration (which includes registration, names/address updates and the day-to-day expenses of the office).

FY 2017 - FY 2018 GOAL:

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	303,828	387,419	90,453	107,485	107,485
20 CONTRACTUAL SERVICES	57,080	58,711	58,250	60,500	60,500
30 SUPPLIES AND MATERIALS	41,308	39,331	58,650	60,300	60,300
40 BUSINESS AND TRAVEL	20,291	22,927	24,570	25,570	25,570
50 CAPITAL OUTLAY	0	0	200,000	0	0
70 MISCELLANEOUS	563,623	523,896	750,000	750,000	750,000
80 INTER-GOVERNMENTAL/INTERFUND	173	0	0	0	0
GRAND TOTAL	**986,303**	**1,032,284**	**1,181,923**	**1,003,855**	**1,003,855**
FUNDING SOURCE:					
11 GENERAL	**986,303**	**1,032,284**	**1,181,923**	**1,003,855**	**1,003,855**

ELECTIONS
Harford County Board of Elections
Index #481000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $17,032
62,900	62,900	0	Temporary salaries - Funding provides for Election Board members and one full-time temporary
3,748	19,280	15,532	PEHP (Post Employment Health Plan)
13,500	15,000	1,500	Overtime increase based on actuals for temporary Elections employees
			CONTRACTUAL SERVICES increase $2,250
22,750	25,000	2,250	Telephone Service increase based on actual expense history
			SUPPLIES & MATERIALS increase $1,650
1,600	3,250	1,650	Computer Software and Computer Supplies increase for state-required online accounts, as well as new software licenses for office management and document editing platforms
			BUSINESS & TRAVEL increase $1,000
750	1,750	1,000	Membership Fees & Dues increase for new statewide and international association memberships
			EQUIPMENT decreases ($200,000)
200,000	0	(200,000)	Voting System - Funds for New Voting System transferred to Election Expense (#482000-5236) for accounting purposes
			MISCELLANEOUS no change
750,000	750,000	0	Payments to Other Government Agencies - reimbursement to the State for the salaries, fringes, and overtime for eleven (11) State election employees.

DIVISION STAFF SUMMARY

HARFORD COUNTY BOARD OF ELECTIONS
Index #481000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		62,900		62,900		62,900
SALARY TOTAL		**62,900**		**62,900**		**62,900**
OTHER PERSONAL SERVICES						
Pension		3,120		3,120		3,120
Overtime		13,500		13,500		15,000
Health Benefits		1,200		1,200		1,200
PEHP		4,520		3,748		19,280
FICA		5,845		5,845		5,845
Other		140		140		140
TOTAL OTHER PERSONAL SERVICES		**28,325**		**27,553**		**44,585**
TOTAL PERSONAL SERVICES		**91,225** *		**90,453**		**107,485**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ELECTIONS
Election Expense
Index #482000

ORIGIN/PURPOSE:

The Election Expense index reflects those fluctuating expenditures associated with election cycles. Direct election expenses are budgeted within this index. These expenses include: ballots and voter authority cards, absentee postage, funds for poll workers and precinct costs, and fees for mandatory State-sponsored meetings. Based on the type and number of elections in any given year, funds are made available by the County government to ensure successful results.

In addition, expenses include storage, maintenance and preparation of the current voting equipment and personnel to support these efforts.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	426,608	249,470	403,700	430,600	430,600
20 CONTRACTUAL SERVICES	320,066	210,082	362,950	7,950	7,950
30 SUPPLIES AND MATERIALS	52,381	220,411	418,330	267,750	267,750
40 BUSINESS AND TRAVEL	4,659	1,401	10,000	10,000	10,000
50 CAPITAL OUTLAY				200,000	200,000
70 MISCELLANEOUS				468,580	468,580
80 INTER-GOVERNMENTAL/INTERFUND	5,548	9,977	10,000	12,500	12,500
GRAND TOTAL	**809,262**	**691,341**	**1,204,980**	**1,397,380**	**1,397,380**
FUNDING SOURCE:					
11 GENERAL	**809,262**	**691,341**	**1,204,980**	**1,397,380**	**1,397,380**

ELECTIONS
Election Expense
Index #482000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $26,900
375,000	400,000	25,000	Temporary salaries increase for one additional judge and five additional Election Day Support Specialists as required for the New Voting System
28,700	30,600	1,900	FICA adjustment
			CONTRACTUAL SERVICES decrease ($355,000)
355,000	0	(355,000)	Management Services and Other Rents & Utilities - Funds for reimbursements to State Board of Elections consolidated under Payments to Other Agencies (#482000-7102) for accounting purposes
			SUPPLIES & MATERIALS decrease ($150,580)
10,000	12,000	2,000	General Office Supplies increase due to additional supplies needed for New Voting System
152,580	0	(152,580)	Computer Software - Funds for reimbursements to State Board of Elections consolidated under Payments to Other Agencies (#482000-7102) for accounting purposes
			EQUIPMENT increases $200,000
	200,000	200,000	Voting System - Funds for New Voting System transferred from Board of Elections (#481000-5236) for accounting purposes
			MISCELLANEOUS increase $468,580
	468,580	468,580	Payments to Other Government Agencies - Funds for reimbursements to State Board of Elections consolidated from other subobjects (Management Services #2603, Other Rents & Utilities #2199, and Computer Software #3526) and decreased based on state-projected expenses
			INTERGOVERNMENTAL increase $2,500
10,000	12,500	2,500	Fleet Daily Carpool Rentals increase for additional vans required to transport election equipment

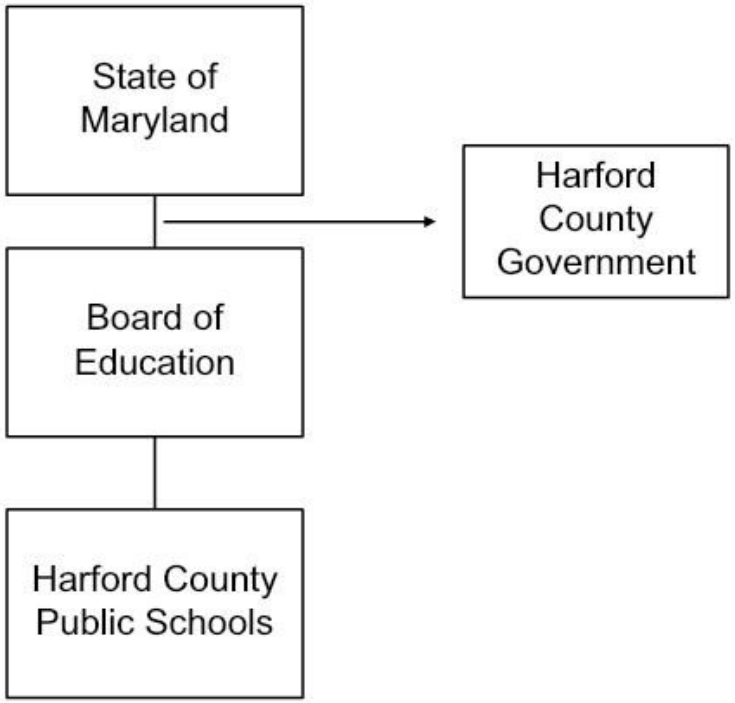
DIVISION STAFF SUMMARY
ELECTION EXPENSE
Index #482000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		362,300		375,000		400,000
SALARY TOTAL		**362,300**		**375,000**		**400,000**
OTHER PERSONAL SERVICES						
FICA		27,700		28,700		30,600
TOTAL OTHER PERSONAL SERVICES		**27,700**		**28,700**		**30,600**
TOTAL PERSONAL SERVICES		**390,000** *		**403,700**		**430,600**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

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BOARD OF EDUCATION



HARFORD COUNTY BOARD OF EDUCATION

ORIGIN/PURPOSE:

The Harford County Board of Education was established under the Education Article of the Annotated Code of Maryland to have perpetual existence and be a body politic and corporate of the State of Maryland. It is empowered and required to maintain a reasonably uniform system of public schools designed to provide quality education and equal educational opportunities for all youth. Per Senate Bill 629, effective July 1, 2009, the Board of Education was changed from a fully appointed Board to an elected-appointed Board consisting of six elected members and three members appointed by the Governor of the State of Maryland for four-year terms to be phased in over a period of time. There is also a student representative to the Board who serves a one-year term while a high school senior. This student is elected by the Harford County Regional Association of Student Councils. The Board of Education appoints the Superintendent of Schools for a four year term. The Superintendent acts as the Executive Officer of the Board as well as Secretary and Treasurer. The Superintendent is responsible for the Administration of the Harford County Public School System which consists of:

33	Elementary Schools
9	Middle Schools
9	Comprehensive High Schools
1	Technical High School
1	John Archer public special education school serving students with disabilities
1	Alternative Education Program
54	*Total number of schools*

VISION
Harford County is a community of learners where educating everyone takes everyone. We empower all students to contribute to a diverse, democratic, and change-oriented society. Our public schools, parents, public officials, businesses, community organizations, and citizens actively commit to educate all students to become caring, respectful, and responsible citizens.

MISSION STATEMENT
THE MISSION OF HARFORD COUNTY PUBLIC SCHOOLS IS TO FOSTER A QUALITY EDUCATIONAL SYSTEM THAT CHALLENGES STUDENTS TO DEVELOP KNOWLEDGE AND SKILLS, AND INSPIRE THEM TO BECOME LIFE LONG LEARNERS AND GOOD CITIZENS.

GOALS
Every student feels comfortable going to school
Every student achieves personal and academic growth
Every student benefits from accountable adults
Every student connects with great employees
Every student graduates ready to succeed

HARFORD COUNTY BOARD OF EDUCATION

FY 18 BOARD OF EDUCATION OPERATING FUNDING:

	FY 17 APPROVED BUDGET	FY 18 APPROVED BUDGET	$ CHANGE
County	**233,534,504**	**238,715,645**	**5,181,141**
State - Unrestricted	196,035,003	196,167,015	132,012
Federal - Unrestricted	390,000	420,000	30,000
Other - Unrestricted	3,448,822	3,128,762	(320,060)
	433,408,329	438,431,422	5,023,093
Fund Balance	5,523,746	4,750,000	(773,746)
Total Unrestricted Funds	**438,932,075**	**443,181,422**	**4,249,347**
State - Restricted	10,852,778	10,182,514	(670,264)
Federal - Restricted	18,967,893	20,131,895	1,164,002
Other - Restricted	144,813	120,000	(24,813)
Total Restricted Funds	29,965,484	30,434,409	468,925
Total Funding	**468,897,559**	**473,615,831**	**4,718,272**

COUNTY FUNDING

FY 17	FY 18	CHANGE
233,534,504	238,715,645	5,181,141

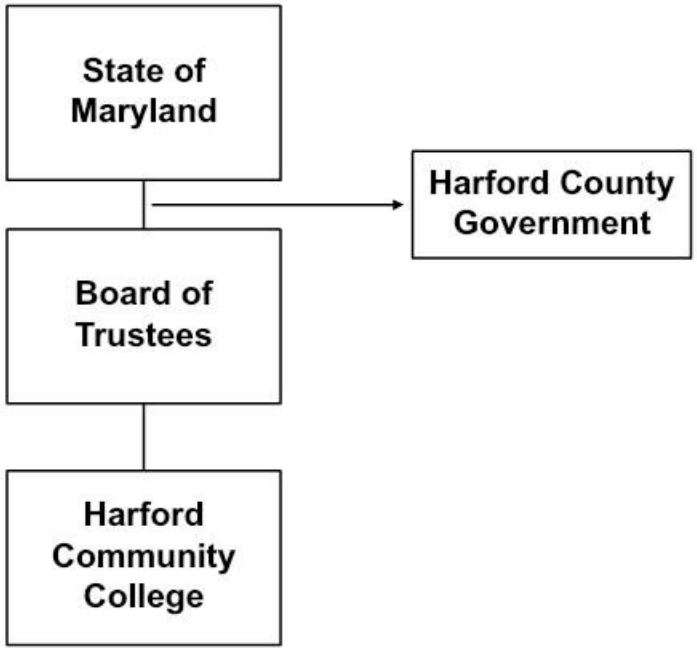
The FY 18 Maintenance of Effort level decreased as a result of lower enrollment. The required Maintenance of Effort level is $233,268,338.
Harford County has funded $5,447,307 over maintenance of effort. Additional funds are provided for instructional salaries at $5,000,000 and bus contract per vehicle allotment at $181,141.

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER					
70	MISCELLANEOUS	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
	GRAND TOTAL	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
	SUMMARY BY FUND					
11	GENERAL	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
	GRAND TOTAL	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
	SUMMARY BY DIVISION					
541000	PUBLIC SCHOOLS	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645
	GRAND TOTAL	223,667,302	228,208,971	233,534,504	238,715,645	238,715,645

HARFORD COMMUNITY COLLEGE



HARFORD COMMUNITY COLLEGE

ORIGIN/PURPOSE:

Harford Community College, founded in 1957, is a comprehensive institution of higher education, addressing the diverse educational needs of Harford County and the surrounding area.

The College's mission provides transfer, career and developmental education programs and continuing education courses per state statute. The College offers Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Applied Technical and Professional Studies degrees, as well as many certificate programs.

MISSION STATEMENT
HARFORD COMMUNITY COLLEGE PROVIDES HIGH QUALITY, ACCESSIBLE AND AFFORDABLE EDUCATIONAL OPPORTUNITIES AND SERVICES - INCLUDING UNIVERSITY TRANSFER, CAREER, DEVELOPMENTAL AND CONTINUING EDUCATION PROGRAMS THAT PROMOTE PROFESSIONAL COMPETENCE, ECONOMIC DEVELOPMENT, AND IMPROVE THE QUALITY OF LIFE IN A MULTICULTURAL COMMUNITY.

FY 18 GOALS
TO FULFILL THE MISSION AND VISION, HARFORD COMMUNITY COLLEGE IS COMMITTED TO DIVERSITY AND INTEGRITY, AND TO ACHIEVE INSTITUTIONAL OBJECTIVES AS IT BUILDS TRUST, RESPECT, AND CONFIDENCE AMONG AND BETWEEN TRUSTEES, COLLEAGUES, STUDENTS AND COMMUNITY MEMBERS.

TO ADDRESS THE FOUR-FOLD ELEMENTS OF THE COMPREHENSIVE COMMUNITY COLLEGE

TO ADDRESS THE RECOMMENDATIONS OF MIDDLE STATES ACCREDITATION

TO EXPECT THE CAMPUS COMMUNITY TO SHARE THE ACCOUNTABILITY FOR EXCELLENCE IN LEARNING IN ALL AREAS OF INSTRUCTION AND SERVICES

TO COMPLY FULLY WITH MARYLAND HIGHER EDUCATION COMMISSION (MHEC) REGULATIONS

HARFORD COMMUNITY COLLEGE

ALL FUND SUMMARY:

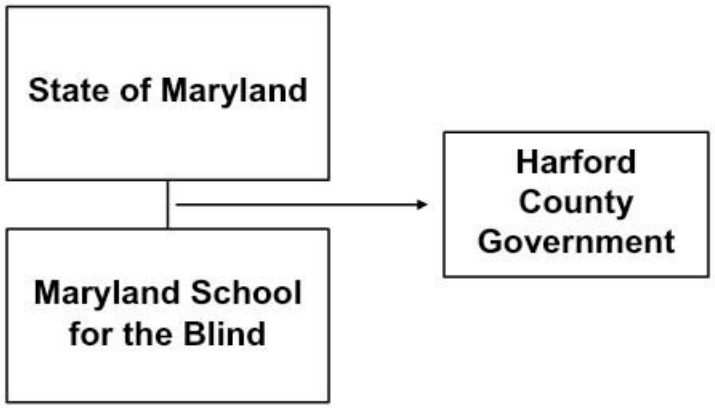
		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER					
70	MISCELLANEOUS	14,961,612	15,261,612	15,561,612	16,411,612	16,411,612
	GRAND TOTAL	**14,961,612**	**15,261,612**	**15,561,612**	**16,411,612**	**16,411,612**
	SUMMARY BY FUND					
11	GENERAL	14,961,612	15,261,612	15,561,612	16,411,612	16,411,612
	GRAND TOTAL	**14,961,612**	**15,261,612**	**15,561,612**	**16,411,612**	**16,411,612**
	SUMMARY BY DIVISION					
561000	HARFORD COMMUNITY COLLEGE	14,961,612	15,261,612	15,561,612	16,411,612	16,411,612
	GRAND TOTAL	**14,961,612**	**15,261,612**	**15,561,612**	**16,411,612**	**16,411,612**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	
15,561,612	16,411,612	850,000	MISCELLANEOUS increase $850,000 Additional funds of $300,000 are provided for Instruction to restore funding levels that had been reduced prior to FY 16 and $550,000 for requested pay parity

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MARYLAND SCHOOL FOR THE BLIND



MARYLAND SCHOOL FOR THE BLIND

ORIGIN/PURPOSE:

In 1853, the Maryland Institution for the Instruction of the Blind first opened its doors in downtown Baltimore. In 1868, the institution's name was changed to the Maryland School for the Blind. In 1908, the school moved to its present location in the Northeast corner of Baltimore City.
The school prides itself on treating the whole child and not just the disability. They provide instructional, residential, recreational, orientation, and mobility activities; plus health services, physical, speech and occupational therapies; and Braille instruction. They teach all of the basics, including math, reading and science, in addition to the specialized services tailored to meet the needs of their students. A Drama Club, Boy Scouts, Arts and Crafts, and other activities are offered and students compete in swim meets, bowling, skiing, wrestling, and track.
Students who are "just" blind attend school in their local school districts where they learn in a classroom with their peers and remain close to their families and friends. Many of these students receive specialized support services from the Maryland School for the Blind.
More than 90% of the children served on campus have multiple disabilities and approximately 50% are classified as severely or profoundly disabled. Students from every county in Maryland stay on campus during the week.

VISION
The Maryland School for the Blind strives to be:

the premier statewide resource for the specific educational and living skill needs of all individuals with visual impairment in Maryland;
the statewide training center for those who work or live with individuals with visual impairment;
a model demonstration site for the education and employment of individuals with visual impairment.

MISSION STATEMENT
THE MARYLAND SCHOOL FOR THE BLIND EDUCATES CHILDREN AND YOUTH WITH VISUAL IMPAIRMENTS, INCLUDING THOSE WITH MULTIPLE DISABILITIES FOR FUNCTIONAL INDEPENDENCE.

Funds have been reallocated to the Harford County Public Schools budget for FY 17.

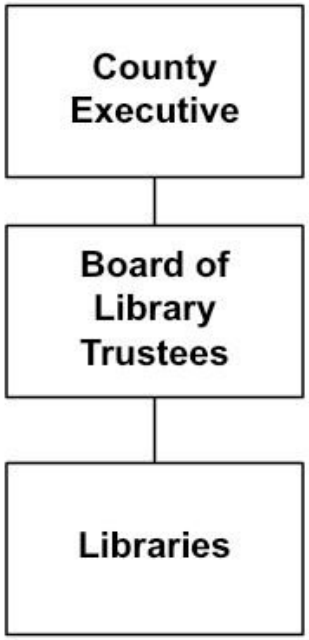
MARYLAND SCHOOL FOR THE BLIND

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER					
70	MISCELLANEOUS	75,023	72,702	0	0	0
	GRAND TOTAL	75,023	72,702	0	0	0
	SUMMARY BY FUND					
11	GENERAL	75,023	72,702	0	0	0
	GRAND TOTAL	75,023	72,702	0	0	0
	SUMMARY BY DIVISION					
571000	MARYLAND SCHOOL FOR THE BLIND	75,023	72,702	0	0	0
		75,023	72,702	0	0	0

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LIBRARIES



LIBRARIES

ORIGIN/PURPOSE:

The mission of the Harford County Public Library (HCPL) system is to provide efficient and convenient service to the residents of Harford County. The seven member Board of Library Trustees, representing all areas of the County, is appointed by the County Executive and confirmed by the County Council to overlapping five year terms. The Board operates under the Laws of Maryland, Title 23, and Harford County Code, Article XXI, Bill No. 81-68 and as amended by Bill No. 97-17. The library system currently maintains eleven (11) service outlets and one (1) administrative and support services building.

MISSION STATEMENT
TO BE THE PREMIER LIBRARY SYSTEM, RECOGNIZED FOR DELIVERING INNOVATIVE SERVICES, PROVIDING ACCESS TO INFORMATION AND PROMOTING THE LOVE OF READING WITHIN THE COMMUNITY

FY 18 GOALS AND OBJECTIVES
TO HAVE A CULTURE WHERE INNOVATION IS THE NORM

Decrease cultural barriers to innovation

Increase the number of innovative internal methods and practices

Increase the number of innovation customer-focused programs and services

TO PROVIDE CUSTOMIZED SERVICES TO TARGETED AUDIENCES IN THE COMMUNITY

Increase support to school-aged children and teens

Improve library service to populations new to Harford County

Enhance the services we provide to our online community

Increase library access and resources for commuters

FY 18 GOALS AND OBJECTIVES (cont'd)

TO USE ADVOCACY, PARTNERSHIPS, AND FUNDRAISING INITIATIVES TO INCREASE RESOURCES IN SUPPORT OF INNOVATIVE STRATEGIES

Increase key decision makers' level of understanding about Library initiatives and issues

Increase contributions to the Library from business partners within the community

Improve cooperation between the Library and HCPL Foundation to support fundraising efforts

Improve collaboration among HCPL Foundation, Friends groups, and the Library to support Friends efforts

Increase funding to support strategic objectives

TO MEET CUSTOMER TECHNOLOGY NEEDS BY PROVIDING THE LATEST TECHNOLOGY AND TRAINING

Increase understanding of library customers' technology needs

Increase the library's knowledge and use of innovative technologies

Increase the organization's effectiveness in training staff in new and existing technologies

Increase customer usage of new and existing technologies

TO HELP THE COMMUNITY UNDERSTAND AND VALUE THE INNOVATIVE SERVICES PROVIDED BY HCPL

Increase in-house understanding of Marketing's role as an integral part of library service delivery

Increase advertising, publicity, and promotional efforts for library main events and improve library positioning in the community

Improve the quality of HCPL marketing materials

Increase funding for marketing

LIBRARIES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER					
20	CONTRACTUAL SERVICES	0	0	8,428	9,635	9,635
70	MISCELLANEOUS	16,137,189	16,279,546	16,636,146	17,091,350	17,091,350
	GRAND TOTAL	16,137,189	16,279,546	16,644,574	17,100,985	17,100,985
	SUMMARY BY FUND					
11	GENERAL	16,137,189	16,279,546	16,644,574	17,100,985	17,100,985
	GRAND TOTAL	16,137,189	16,279,546	16,644,574	17,100,985	17,100,985
	SUMMARY BY DIVISION					
581000	COUNTY LIBRARIES	16,137,189	16,279,546	16,644,574	17,100,985	17,100,985
	GRAND TOTAL	16,137,189	16,279,546	16,644,574	17,100,985	17,100,985

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	
16,644,574	17,100,985	456,411	Additional funds are provided for wage parity with County employees of a Merit Salary Increase of 4% @ $455,204 and increase in funds for General, Property and Auto Insurance @ $1,207

HARFORD COUNTY PUBLIC LIBRARY
OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To be a premier library system, recognized for delivering innovative services.

Department Objective

To provide access to information and promote the love of reading within the community.

County Goal(s) Supported

III. Strengthen Our Communities

IV. Investing in Education

Measure		Actual 2014	Actual 2015	Actual 2016	Projected 2017	Estimate 2018
Input:						
	Dollars allocated	$16,158,310	$16,137,189	$16,279,546	$16,644,574	$17,100,985
	Volunteer hours	29,848	30,085	32,200	29,774	29,500
Output:						
	Number of customer visits	1,839,017	1,777,672	1,724,823	1,610,754	1,600,000
	Total circulation	4,129,644	3,871,539	3,782,898	4,632,215	4,600,000
	Virtual visits to the website and catalog	10,889,908	12,114,077	14,056,118	13,902,224	14,000,000
	Program Attendance	206,826	201,980	244,683	225,592	226,000
Outcome:						
	Change in customer visits over previous year	(2.82%)	(3.3%)	(3.0%)	(6.6%)	(0.7%)
	Change in circulation	4.1%	(6.3%)	(2.3%)	22.5%	(0.7%)
	Change in virtual visits to the website & catalog	3.4%	11.2%	16.0%	(1.1%)	0.7%
	Change in program attendance	4.9%	(2.3%)	21.1%	(7.80%)	0.2%

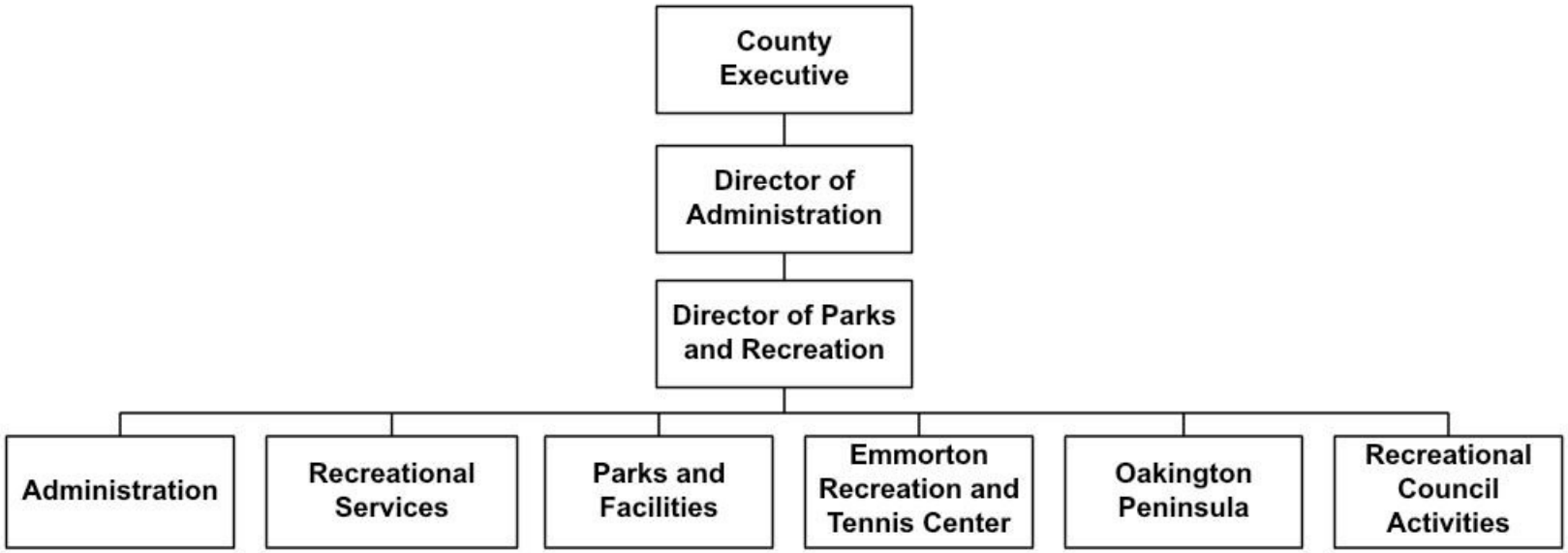
Explanation and Analysis of Performance Measures

Major Related Plans and Policies: Harford County Library Annual Report



Abingdon Library

DEPARTMENT OF PARKS AND RECREATION



PARKS AND RECREATION

ORIGIN/PURPOSE:

The Department of Parks and Recreation was formed under Harford County Charter, Article IV, Section 402 (Amended by Bill No. 88-35), Section 409 and 410. Parks and Recreation is divided into four primary areas of responsibility: Administration, Facilities & Operations, Recreational Services, and Capital Planning & Development. These areas are responsible for operating and maintaining park facilities and grounds, preserving open space, and offering a variety of leisure opportunities and activities for the County's young, adult, and disabled residents. To accomplish these tasks, the Department seeks and receives input and assistance through its Advisory Board and interested volunteers serving on 21 Recreation Councils. As a means of maximizing the use of public funds, joint-use agreements with Harford County Public Schools enable the Department to utilize indoor and outdoor school facilities for after school and weekend programs. The partnerships created by these agreements prove essential as recreation needs are demonstrated and accommodated.

The Governmental Accounting Standards Board (GASB) is the authority that sets consistent accounting standards for state and local governments. In order to comply with GASB Statement No. 34, legislation was passed by the Harford County Council in 2001 to establish a Parks and Recreation Special Revenue Fund to measure and report costs for certain activities provided by the Department where fees are charged. The following Parks and Recreation accounts manage recreation/leisure services that qualify under this Fund: Emmorton Tennis and Recreation Center, Oakington Peninsula, and Recreational Council Special Activities.

MISSION STATEMENT:

PARKS AND RECREATION PROVIDES ACTIVE AND PASSIVE OPPORTUNITIES FOR RECREATION SEEKERS OF VARIOUS AGES AND ABILITIES. WE USE VARIOUS COST EFFICIENT MEASURES TO PROVIDE SAFE, WELL-MAINTAINED GROUNDS, PARKS, AND FACILITIES WITH GOAL OF EDUCATING AND STRENGTHENING INDIVIDUALS, FAMILIES, AND COMMUNITIES

FY 2018 GOALS:

TO MAINTAIN SAFE AND SECURE DEPARTMENT FACILITIES AND PARK SITES
TO ENHANCE DEPARTMENT CUSTOMER SERVICE
TO EXPAND REVENUE BASE IN DEPARTMENT PROGRAMS AND FACILITIES
TO AQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS
TO DEVELOP PASSIVE RECREATION OPPORTUNITIES FOR COUNTY CITIZENS, INCLUDING INTEGRATED GREENWAY / TRAIL SYSTEMS
TO INCORPORATE SUSTAINABLE DEVELOPMENT AND CONSERVATION PRACTICES IN ALL PARKS AND RECREATION PARK SITES AND FACILITIES
TO IMPROVE EXISTING FACILITIES AND DEVELOP COMPLEMENTARY FACILITIES WHERE APPROPRIATE
TO ESTABLISH EFFECTIVE AND EFFICIENT FISCAL CONTROL PROCESSES INCLUDING THE USE OF CONTRACTUAL PARTNERSHIPS, WHERE APPLICABLE, IN MAINTAINING AND OPERATING FACILITIES

PARKS AND RECREATION

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	8,207,134	7,216,592	7,489,884	6,992,149	6,992,149
20	CONTRACTUAL SERVICES	1,583,374	1,265,729	1,576,767	1,896,944	1,896,944
30	SUPPLIES AND MATERIALS	353,409	331,679	505,242	488,780	488,780
40	BUSINESS AND TRAVEL	379,585	365,378	395,735	393,235	393,235
50	CAPITAL OUTLAY	111,323	79,533	3,000	132,500	132,500
70	MISCELLANEOUS	128,181	133,287	165,435	324,339	324,339
80	INTERGOVERNMENTAL EXPENSES	856	67	0	1,200	1,200
	GRAND TOTAL	**10,763,862**	**9,392,265**	**10,136,063**	**10,229,147**	**10,229,147**
SUMMARY BY FUND:						
11	GENERAL	9,931,148	8,660,106	9,312,063	9,339,147	9,339,147
26	PARKS AND RECREATION	832,714	732,159	824,000	890,000	890,000
	GRAND TOTAL	**10,763,862**	**9,392,265**	**10,136,063**	**10,229,147**	**10,229,147**
SUMMARY BY DIVISION:						
	GENERAL FUND:					
591000	ADMINISTRATION	918,313	675,017	755,751	842,199	842,199
593000	RECREATIONAL SERVICES	2,603,903	2,497,995	2,609,750	2,726,760	2,726,760
595000	PARKS & FACILITIES	6,408,932	5,487,094	5,946,562	5,770,188	5,770,188
	PARKS AND RECREATION FUND:					
593002	EMMORTON REC & TENNIS CTR	377,007	264,768	301,996	320,772	320,772
593003	OAKINGTON PENINSULA	294,646	328,156	346,168	392,862	392,862
593004	RECREATIONAL COUNCIL ACTIVITIES	161,061	139,235	175,836	176,366	176,366
	GRAND TOTAL	**10,763,862**	**9,392,265**	**10,136,063**	**10,229,147**	**10,229,147**
SUMMARY OF GRANT BUDGETS						**44,038**

DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PARKS AND RECREATION - GENERAL FUND						
Administrator	0.00	0	0.00	0	1.00	76,484
Administrative Assistant I	2.00	78,024	0.00	0	1.00	34,424
Administrative Assistant II	13.00	671,921	15.00	776,881	15.00	807,956
Administrative Secretary III	1.00	50,296	1.00	51,804	1.00	55,490
Building Caretaker	17.00	586,718	17.00	641,511	18.00	694,419
Chief of Parks and Recreation	1.00	81,000	1.00	82,326	1.00	85,619
Civil Engineer III	1.00	93,305	1.00	96,105	0.00	0
Civil Engineer IV	0.00	0	0.00	0	1.00	102,948
Crew Chief	1.00	59,965	1.00	61,764	2.00	128,472
Crew Leader I	5.00	211,996	5.00	218,356	4.00	167,149
Crew Leader II	3.00	128,077	3.00	131,919	3.00	137,197
Deputy Director, Parks and Recreation	1.00	81,000	1.00	81,000	1.00	86,767
Director, Parks and Recreation	1.00	105,000	1.00	106,000	1.00	109,200
Engineering Associate V	1.00	70,763	1.00	73,229	1.00	76,158
Equipment Repair Specialist	3.00	170,783	3.00	175,906	2.00	101,179
Maintenance Supervisor	1.00	62,235	0.00		0.00	0
Maintenance Worker I	11.00	376,379	9.00	302,449	4.00	127,146
Maintenance Worker II	10.00	375,297	11.00	447,667	8.00	283,347
Management Assistant I	1.00	68,000	1.00	70,040	0.00	0
Planner II	1.00	54,274	0.00	0	0.00	0
Recreation Specialist I	1.00	56,000	0.00	0	0.00	0
Recreation Specialist II	0.00	0	6.00	293,417	6.00	303,156
Recreation Specialist III	2.00	96,800	1.00	49,852	1.00	51,846
Recreation Specialist IV	1.00	56,440	2.00	112,517	2.00	117,018
Recreation Specialist V	12.50	798,669	9.00	592,874	9.00	616,589

DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PARKS AND RECREATION - GENERAL FUND						
Superintendent/Parks & Facilities	1.00	58,700	1.00	60,461	1.00	62,879
Superintendent/Parks & Recreation	1.00	66,891	1.00	68,898	1.00	71,654
Utility Worker II	1.00	49,360	1.00	50,841	0.00	0
FULL-TIME SALARIES	93.50	4,507,893	92.00	4,545,817	84.00	4,297,097
SALARY OFFSET		(30,004)		0		0
TOTAL FULL-TIME SALARIES	93.50	4,477,889	92.00	4,545,817	84.00	4,297,097
TEMPORARY SALARIES		231,851		254,445		234,864
SALARY TOTAL P & R - GENERAL FUND	**93.50**	**4,709,740**	**92.00**	**4,800,262**	**84.00**	**4,531,961**

DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PARKS AND RECREATION - SPECIAL REVENUE FUND						
Administrative Specialist II	1.00	60,668	1.00	76,633	1.00	79,698
Building Caretaker	1.00	40,471	1.00	41,685	1.00	43,352
Recreation Specialist V	0.50	31,494	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	2.50	146,366	2.00	118,318	2.00	123,050
TEMPORARY SALARIES		138,997		146,526		145,208
SUB-TOTAL P & R SPECIAL REVENUE	2.50	285,363	2.00	264,844	2.00	268,258
OTHER PERSONAL SERVICES						
Pension & Retirement		478,374		497,921		433,760
Workers' Compensation		146,779		66,401		68,103
Health Benefits		1,237,897		1,261,690		1,086,755
PEHP		119,796		106,893		130,140
Overtime & Shift Differential		71,676		79,964		84,064
FICA		425,921		398,189		374,828
Miscellaneous		15,190		13,720		14,280
TOTAL OTHER PERSONAL SERVICES		**2,495,633**		**2,424,778**		**2,191,930**

DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PARKS AND RECREATION - DEPARTMENT TOTALS							
TOTAL FULL-TIME SALARIES	96.00	4,654,259		94.00	4,664,135	86.00	4,420,147
TEMPORARY SALARIES		370,848			400,971		380,072
TOTAL OTHER PERSONAL SERVICES		2,495,633			2,424,778		2,191,930
PARKS AND RECREATION SALARY TOTALS	**96.00**	**7,490,736**	*	**94.00**	**7,489,884**	**86.00**	**6,992,149**

***FY 16 Salaries and Other Personal Services are Enacted not Audited Amounts**

PARKS AND RECREATION

GENERAL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	7,819,602	6,855,473	7,125,460	6,603,359	6,603,359
20	CONTRACTUAL SERVICES	1,278,842	1,004,516	1,240,515	1,539,300	1,539,300
30	SUPPLIES & MATERIALS	309,482	294,245	449,080	432,280	432,280
40	BUSINESS AND TRAVEL	374,257	361,347	391,570	388,070	388,070
50	CAPITAL OUTLAY	79,256	74,531	0	119,500	119,500
70	MISCELLANEOUS	68,853	69,927	105,438	255,438	255,438
80	INTERGOVERNMENTAL EXPENSES	856	67	0	1,200	1,200
	GRAND TOTAL	**9,931,148**	**8,660,106**	**9,312,063**	**9,339,147**	**9,339,147**
SUMMARY BY FUND:						
11	GENERAL	9,931,148	8,660,106	9,312,063	9,339,147	9,339,147
	GRAND TOTAL	**9,931,148**	**8,660,106**	**9,312,063**	**9,339,147**	**9,339,147**
SUMMARY BY DIVISION:						
591000	ADMINISTRATION	918,313	675,017	755,751	842,199	842,199
593000	RECREATIONAL SERVICES	2,603,903	2,497,995	2,609,750	2,726,760	2,726,760
595000	PARKS & FACILITIES	6,408,932	5,487,094	5,946,562	5,770,188	5,770,188
	GRAND TOTAL	**9,931,148**	**8,660,106**	**9,312,063**	**9,339,147**	**9,339,147**

SUMMARY OF GRANT BUDGETS

DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PARKS AND RECREATION - GENERAL FUND						
Administrator	0.00	0	0.00	0	1.00	76,484
Administrative Assistant I	2.00	78,024	0.00	0	1.00	34,424
Administrative Assistant II	13.00	671,921	15.00	776,881	15.00	807,956
Administrative Secretary III	1.00	50,296	1.00	51,804	1.00	55,490
Building Caretaker	17.00	586,718	17.00	641,511	18.00	694,419
Chief of Parks and Recreation	1.00	81,000	1.00	82,326	1.00	85,619
Civil Engineer III	1.00	93,305	1.00	96,105	0.00	0
Civil Engineer IV	0.00	0	0.00	0	1.00	102,948
Crew Chief	1.00	59,965	1.00	61,764	2.00	128,472
Crew Leader I	5.00	211,996	5.00	218,356	4.00	167,149
Crew Leader II	3.00	128,077	3.00	131,919	3.00	137,197
Deputy Director, Parks and Recreation	1.00	81,000	1.00	81,000	1.00	86,767
Director, Parks and Recreation	1.00	105,000	1.00	106,000	1.00	109,200
Engineering Associate V	1.00	70,763	1.00	73,229	1.00	76,158
Equipment Repair Specialist	3.00	170,783	3.00	175,906	2.00	101,179
Maintenance Supervisor	1.00	62,235	0.00		0.00	0
Maintenance Worker I	11.00	376,379	9.00	302,449	4.00	127,146
Maintenance Worker II	10.00	375,297	11.00	447,667	8.00	283,347
Management Assistant I	1.00	68,000	1.00	70,040	0.00	0
Planner II	1.00	54,274	0.00	0	0.00	0
Recreation Specialist I	1.00	56,000	0.00	0	0.00	0
Recreation Specialist II	0.00	0	6.00	293,417	6.00	303,156
Recreation Specialist III	2.00	96,800	1.00	49,852	1.00	51,846
Recreation Specialist IV	1.00	56,440	2.00	112,517	2.00	117,018
Recreation Specialist V	12.50	798,669	9.00	592,874	9.00	616,589

DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
PARKS AND RECREATION - GENERAL FUND							
Superintendent/Parks & Facilities	1.00	58,700		1.00	60,461	1.00	62,879
Superintendent/Parks & Recreation	1.00	66,891		1.00	68,898	1.00	71,654
Utility Worker II	1.00	49,360		1.00	50,841	0.00	0
FULL-TIME SALARIES	93.50	4,507,893		92.00	4,545,817	84.00	4,297,097
SALARY OFFSET		(30,004)			0		0
TOTAL FULL-TIME SALARIES	93.50	4,477,889		92.00	4,545,817	84.00	4,297,097
TEMPORARY SALARIES		231,851			254,445		234,864
SALARY TOTAL P & R - GENERAL FUND	**93.50**	**4,709,740**		**92.00**	**4,800,262**	**84.00**	**4,531,961**
OTHER PERSONAL SERVICES							
Pension & Retirement		454,304			476,539		397,964
Workers' Compensation		37,868			64,212		65,773
Health Benefits		1,132,384			1,221,015		1,044,861
PEHP		149,160			103,145		125,320
Overtime & Shift Differential		69,676			69,964		72,064
FICA		367,921			377,163		352,256
Miscellaneous		13,300			13,160		13,160
TOTAL OTHER PERSONAL SERVICES		**2,224,613**			**2,325,198**		**2,071,398**
TOTAL PERSONAL SERVICES	**93.5**	**6,934,353**	*	**92.00**	**7,125,460**	**84.00**	**6,603,359**

***FY 16 Salaries and Other Personal Services are Enacted not Audited Amounts**

PARKS AND RECREATION
Administration
Index #591000

ORIGIN/PURPOSE:

The Office of the Director, with advice and counsel from staff and Advisory Board, establishes and interprets policy and provides support services for the various divisions within the department.

These services include budget management, purchasing, personnel, coordination of departmental and divisional activities, and networking at the administrative level with other State and County agencies, community groups, and elected officials.

FY 2018 GOALS:

TO MAINTAIN SAFE AND SECURE DEPARTMENT FACILITIES AND PARK SITES

TO ENHANCE DEPARTMENT CUSTOMER SERVICE

TO EXPAND REVENUE BASE IN DEPARTMENT PROGRAMS AND FACILITIES

TO AQUIRE ADDITIONAL RECREATION LAND, INCLUDING WATERFRONT PROPERTIES, THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS

TO DEVELOP PASSIVE RECREATION OPPORTUNITIES FOR COUNTY CITIZENS, INCLUDING INTEGRATED GREENWAY / TRAIL SYSTEMS

TO INCORPORATE SUSTAINABLE DEVELOPMENT AND CONSERVATION PRACTICES IN ALL PARKS AND RECREATION PARK SITES AND FACILITIES

TO IMPROVE EXISTING FACILITIES AND DEVELOP COMPLEMENTARY FACILITIES WHERE APPROPRIATE

TO ESTABLISH EFFECTIVE AND EFFICIENT FISCAL CONTROL PROCESSES INCLUDING THE USE OF CONTRACTUAL PARTNERSHIPS, WHERE APPLICABLE, IN MAINTAINING FACILITIES

PARKS AND RECREATION
Administration
Index #591000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	904,143	661,862	710,016	642,649	642,649
20 CONTRACTUAL SERVICES	10,173	8,964	13,335	12,000	12,000
30 SUPPLIES AND MATERIALS	2,402	2,238	2,400	2,900	2,900
40 BUSINESS AND TRAVEL	1,595	1,953	5,000	9,650	9,650
70 MISCELLANEOUS	0	0	25,000	175,000	175,000
GRAND TOTAL	**918,313**	**675,017**	**755,751**	**842,199**	**842,199**
FUNDING SOURCE:					
11 GENERAL	**918,313**	**675,017**	**755,751**	**842,199**	**842,199**

PARKS AND RECREATION
Administration
Index #591000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($67,367)
455,054	458,035	2,981	Full-time salaries
			3,981 Salary Adjustments
			(1,000) Turnover (0.21)%
			2,981
53,474	0	(53,474)	Temporary Salaries eliminated for FY 18
	21,493	21,493	FY 18 Merit Salary Increase 4%
50,853	41,223	(9,630)	Pension adjustments
2,856	3,035	179	Workers' Compensation adjustments
92,625	63,563	(29,062)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
14,992	19,280	4,288	PEHP (Post Employment Health Plan)
38,902	35,040	(3,862)	FICA Adjustments
13,335	12,000	(1,335)	CONTRACTUAL SERVICES decrease of ($1,335) Adjustments made in telephone service, fax services and other professional services based on actual expense history.
2,400	2,900	500	MATERIALS AND SUPPLIES increase of $500 Adjustments made in commercial printing, computer supplies, duplicting machine supplies and general office mailing based on actual spending.
5,000	9,650	4,650	BUSINESS AND TRAVEL increase of $4,650 Increased funding for training, lodging and seminars as well as memberships and dues based on staff certifications training and increased attendance at seminars.
25,000	175,000	150,000	MISCELLANEOUS increase of $150,000 Funding provides for rental assistance for Chesapeake Therapeutic Riding at $25,000 and $150,000 as a contribution for Cedar Lane

DIVISION STAFF SUMMARY

Parks and Recreation Administration

Index #591000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	2.00	78,024		0.00	0	0.00	0
Administrative Assistant II	2.00	108,016		3.00	147,351	3.00	153,245
Administrative Secretary III	1.00	50,296		1.00	51,805	1.00	55,490
Deputy Director, Parks and Recreation	1.00	81,000		1.00	81,000	1.00	86,767
Director, Parks and Recreation	1.00	105,000		1.00	106,000	1.00	109,200
Superintendent/Parks & Recreation	1.00	66,891		1.00	68,898	1.00	71,654
SALARY TOTAL	**8.00**	**489,227**		**7.00**	**455,054**	**7.00**	**476,356**
TEMPORARY SALARIES		**0**			**53,474**		**0**
OTHER PERSONAL SERVICES							
Pension		48,923			50,853		42,872
Workers' Compensation		2,346			2,856		3,157
Health Benefits		71,276			92,625		63,563
PEHP		13,560			14,992		19,280
FICA		37,426			38,902		36,441
Miscellaneous		1,120			1,260		980
TOTAL OTHER PERSONAL SERVICES		**174,651**			**201,488**		**166,293**
TOTAL PERSONAL SERVICES	**8.00**	**663,878**	*	**7.00**	**710,016**	**7.00**	**642,649**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PARKS AND RECREATION
Recreational Services
Index #593000

ORIGIN/PURPOSE:

The Recreational Services Division initiates and promotes leisure time activities for all County residents. To assist in this effort, community-based volunteer support is solicited through recreation councils and various countywide organizations. In addition to managing and programming County-owned facilities, the Division works in cooperation with Harford County Public Schools to maximize the use of school based community centers while maintaining and providing leisure activities at an affordable price.

FY 2018 GOALS:

MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS/TRAILS
PROVIDE EXCELLENT CUSTOMER SERVICE
INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING, AND MEMBERSHIPS
AQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS
IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSITE
TO IMPROVE EXISTING FACILITIES AND DEVELOP COMPLEMENTARY FACILITIES WHERE APPROPRIATE
IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,415,060	2,298,321	2,401,432	2,503,442	2,503,442
20 CONTRACTUAL SERVICES	79,086	76,031	90,300	95,300	95,300
30 SUPPLIES AND MATERIALS	19,069	15,980	27,880	36,380	36,380
40 BUSINESS AND TRAVEL	18,119	20,937	19,700	21,200	21,200
50 CAPITAL OUTLAY	3,716	18,808	0	0	0
70 MISCELLANEOUS	68,853	67,918	70,438	70,438	70,438
GRAND TOTAL	**2,603,903**	**2,497,995**	**2,609,750**	**2,726,760**	**2,726,760**
FUNDING SOURCE:					
11 GENERAL	**2,603,903**	**2,497,995**	**2,609,750**	**2,726,760**	**2,726,760**

PARKS AND RECREATION
Recreational Services
Index #593000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $102,010
1,626,564	1,624,643	(1,921)	Full-Time Salaries
			5,979 Salary adjustments
			(7,900) Turnover (0.48)%
			(1,921)
	77,912	77,912	FY 18 Merit Salary Increase 4%
	45,319	45,319	One (1) position transferred in from Parks and Facilities:
			# of Positions / Salary / Fringe / Total
			1.00 / 33,100 / 12,219 / 45,319
61,640	83,242	21,602	Temporary Salaries increase for Park Naturalists
165,333	153,513	(11,820)	Pension adjustments
12,814	13,936	1,122	Workers' Compensation adjustments
370,080	325,755	(44,325)	Health Benefits are adjusted for an anticipated increase as well as staff opting for changes in level of coverage
31,933	43,380	11,447	PEHP (Post Employment Health Plan)
129,148	130,702	1,554	FICA adjustments

PARKS AND RECREATION
Recreational Services
Index #593000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
90,300	95,300	5,000	CONTRACTUAL SERVICES increase of $5,000 Increase of funding in office equipment, recreation officials, other advertising and office equipment service offset by a decrease in telephone service
27,880	36,380	8,500	MATERIALS & SUPPLIES increase of $8,500 Increase in funding for the administration of various revenue generating programs that will be offset by General Fund revenue.
19,700	21,200	1,500	BUSINESS & TRAVEL increase of $1,500 Adjustments in funding for fuel charges, mileage and county owned vehicles based on actual expense history.
70,438	70,438	0	MISCELLANEOUS no change in funding for FY 18 Funding provides for summer camp and after school programs as well as therapeutic recreation and social skills programs.

DIVISION STAFF SUMMARY

Recreational Services

Index #593000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	34,424
Administrative Assistant II	9.00	472,155	9.00	495,577	9.00	515,401
Chief of Parks and Recreation	1.00	81,000	1.00	82,326	1.00	85,619
Management Assistant I	1.00	68,000	0.00	0	0.00	0
Planner II	1.00	54,274	0.00	0	0.00	0
Recreation Specialist I	1.00	56,000	0.00	0	0.00	0
Recreation Specialist II	0.00	0	6.00	293,417	6.00	303,156
Recreation Specialist III	2.00	96,800	1.00	49,852	1.00	51,846
Recreation Specialist IV	1.00	56,440	2.00	112,517	2.00	117,018
Recreation Specialist V	11.50	730,871	9.00	592,875	9.00	616,589
FULL-TIME SALARIES	27.50	1,615,540	28.00	1,626,564	29.00	1,724,053
SALARY OFFSET		(30,004)		0		0
TOTAL FULL-TIME SALARIES	27.50	1,585,536	28.00	1,626,564	29.00	1,724,053
TEMPORARY SALARIES		66,701		61,640		83,242
SALARY TOTAL	**27.50**	**1,652,237**	**28.00**	**1,688,204**	**29.00**	**1,807,295**

DIVISION STAFF SUMMARY

Recreational Services

Index #593000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
OTHER PERSONAL SERVICES							
Pension		160,203			165,333		162,460
Workers' Compensation		8,753			12,814		14,613
Health Benefits		338,312			370,080		332,207
PEHP		49,720			31,933		43,380
FICA		128,692			129,148		138,307
Miscellaneous		3,780			3,920		5,180
TOTAL OTHER PERSONAL SERVICES		**689,460**			**713,228**		**696,147**
TOTAL PERSONAL SERVICES	**27.50**	**2,341,697**	*	**28.00**	**2,401,432**	**29.00**	**2,503,442**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PARKS AND RECREATION
Parks and Facilities
Index #595000

ORIGIN/PURPOSE:

The Division of Parks and Facilities includes three (3) operating groups - Capital Planning and Development, Grounds Maintenance, and Landscaping.

Capital Planning and Development is responsible for park land acquisition and development projects at park sites, school sites, and in the incorporated municipalities. The group also manages the preparation and update of the Land Preservation and Recreation Plan. Interaction and coordination with other county and state agencies, incorporated municipalities, as well as staff, volunteers, and the public is a major function of the acquisition and development process.

The other two (2) groups in this division are charged with the continuous task of keeping all park sites safe, usable and appealing. Grounds Maintenance services some 91 County owned parks alone and assists in special projects on other municipal parks and public areas. In accordance with a Joint Use Agreement with Harford County Public Schools, this group also maintains bleachers, tennis courts, infields of baseball/softball diamonds, and athletic fields (soccer/lacrosse/football) at schools. It coordinates the collection and removal of recyclable and non-recyclable trash from park facilities and schools, and works with other agencies to remove snow from county roads as well as park sites. Landscaping uses the expertise of a Horticulturalist to coordinate and oversee all ground beautification and restoration projects under the department's purview.

FY 2018 GOALS:

MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS/TRAILS
PROVIDE EXCELLENT CUSTOMER SERVICE
INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING, AND MEMBERSHIPS
AQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS
IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSITE
IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

PARKS AND RECREATION
Parks and Facilities
Index #595000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	4,500,399	3,895,290	4,014,012	3,457,268	3,457,268
20 CONTRACTUAL SERVICES	1,189,583	919,521	1,136,880	1,432,000	1,432,000
30 SUPPLIES AND MATERIALS	288,011	276,027	418,800	393,000	393,000
40 BUSINESS AND TRAVEL	354,543	338,457	366,870	357,220	357,220
50 CAPITAL OUTLAY	75,540	55,723	0	119,500	119,500
70 MISCELLANEOUS	0	2,009	10,000	10,000	10,000
80 INTERGOVERNMENTAL EXPENSES	856	67	0	1,200	1,200
GRAND TOTAL	**6,408,932**	**5,487,094**	**5,946,562**	**5,770,188**	**5,770,188**
FUNDING SOURCE:					
11 GENERAL	**6,408,932**	**5,487,094**	**5,946,562**	**5,770,188**	**5,770,188**

PARKS AND RECREATION
Parks and Facilities
Index #595000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($556,744)
2,464,199	2,410,193	(54,006)	Full-Time Salaries
			12,046 Salary adjustments
			(66,052) Staff Turnover (2.68%)
			(54,006)
	89,524	89,524	FY 18 Merit Salary Increase of 4%
	(291,236)	(291,236)	Two (2) vacant positions transferred to EMS; one (1) vacant position transferred to Recreational Services and one (1) position transferred to DILP:

# of Positions	Salary	Fringe	Total	
(1.00)	(58,096)	(30,204)	(88,300)	Maintenance Wkr II
(1.00)	(50,841)	(29,012)	(79,853)	Utility Worker II
(1.00)	(42,948)	(27,373)	(70,321)	Maintenance Wkr I
(1.00)	(28,016)	(24,746)	(52,762)	Maintenance Wkr I
(4.00)	(179,901)	(111,335)	(291,236)	

			Five (5) vacant positions abolished:

# of Positions	Salary	Fringe	Total	
(1.00)	(51,959)	(24,578)	(76,537)	Crew Leader I
(1.00)	(44,138)	(30,451)	(74,589)	Crew Leader I
(1.00)	(48,169)	(26,906)	(75,075)	Maintenance Wkr I
(1.00)	(29,095)	(11,875)	(40,970)	Maintenance Wkr I
(1.00)	(35,423)	(28,843)	(64,266)	Maintenance Wkr II
(5.00)	(208,784)	(122,653)	(331,437)	

139,331	151,622	12,291	Temporary salaries provide for building & park attendants, security guards, and summer workers
260,353	224,736	(35,617)	Pension adjustments
48,542	50,240	1,698	Workers' Compensation adjustments
758,310	809,151	50,841	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage

PARKS AND RECREATION
Parks and Facilities
Index #595000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
56,220	62,660	6,440	PEHP (Post Employment Health Plan)
60,000	60,000	0	Overtime based on actual expense history
209,113	201,491	(7,622)	FICA adjustments
			CONTRACTUAL SERVICES increase $295,120
275,000	402,000	127,000	Increase in Grounds Maintenance - contracted expenses for synthetic turf; organic pest control; tree trimming/removal and mowing contracts increased to accommodate additional sites, on-call mowing; and some routine mowing sites that have been increased due to activity frequency to 24 cycles.
75,000	300,000	225,000	Snow removal services increased due to contracted operations to County lots, trails and sidewalks; also to include new snow removal on-call agreement.
475,000	450,000	(25,000)	Electricity decreased due to expenditure history and expenses for the Liriodendron being moved to the Facilities and Operations budget.
35,000	25,000	(10,000)	Water and Sewer funding decreased for the septic tank pumping contract service and Liriodendron expenses being transferred to Facilities and Operations.
137,000	122,400	(14,600)	Heating fuel decreased to to expenditure history.
			MATERIALS & SUPPLIES decrease ($25,800)
150,000	125,000	(25,000)	Landscape and Grounds funding decreased based on expenditure history
366,870	357,220	(9,650)	BUSINESS & TRAVEL decrease ($9,650) Adjustments made to fuel charges as well as training seminars and courses based on actual expense history.
0	119,500	119,500	CAPITAL OUTLAY increase of $119,500 Funds will provide for a new Toro and a multi-purpose tractor; as well as for a new striper for parking lots and for a new tire machine.
10,000	10,000	0	MISCELLANEOUS no change in funding for FY 18

DIVISION STAFF SUMMARY

Parks and Facilities

Index #595000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	2.00	91,750	3.00	133,951	3.00	139,310
Administrator	0.00	0	0.00	0	1.00	76,484
Building Caretaker	17.00	586,718	17.00	641,512	18.00	694,419
Civil Engineer III	1.00	93,305	1.00	96,105	0.00	0
Civil Engineer IV	0.00	0	0.00	0	1.00	102,948
Crew Chief	1.00	59,965	1.00	61,764	2.00	128,472
Crew Leader I	5.00	211,996	5.00	218,355	4.00	167,149
Crew Leader II	3.00	128,077	3.00	131,919	3.00	137,197
Engineering Associate V	1.00	70,763	1.00	73,228	1.00	76,158
Equipment Repair Specialist	3.00	170,783	3.00	175,907	2.00	101,179
Maintenance Supervisor	1.00	62,235	0.00	0	0.00	0
Maintenance Worker I	11.00	376,379	9.00	302,449	4.00	127,146
Maintenance Worker II	10.00	375,297	11.00	447,667	8.00	283,347
Management Assistant	0.00	0	1.00	70,040	0.00	0
Recreation Specialist V	1.00	67,798	0.00	0	0.00	0
Superintendent, Parks & Facilities	1.00	58,700	1.00	60,461	1.00	62,879
Utility Worker II	1.00	49,360	1.00	50,841	0.00	0
FULL-TIME SALARIES	58.00	2,403,126	57.00	2,464,199	48.00	2,096,688
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	58.00	2,403,126	57.00	2,464,199	48.00	2,096,688

DIVISION STAFF SUMMARY

Parks and Facilities

Index #595000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		165,150			139,331		151,622
SALARY TOTAL	**58.00**	**2,568,276**		**57.00**	**2,603,530**	**48.00**	**2,248,310**
OTHER PERSONAL SERVICES							
Pension		245,178			260,353		192,632
Workers' Compensation		26,769			48,542		48,003
Health Benefits		722,796			758,310		649,091
PEHP		85,880			56,220		62,660
Overtime & Shift Differential		69,676			69,964		72,064
FICA		201,803			209,113		177,508
Miscellaneous		8,400			7,980		7,000
TOTAL OTHER PERSONAL SERVICES		**1,360,502**			**1,410,482**		**1,208,958**
TOTAL PERSONAL SERVICES	**58.00**	**3,928,778**	*	**57.00**	**4,014,012**	**48.00**	**3,457,268**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PARKS AND RECREATION
Emmorton Recreation and Tennis Center
Index #593002

ORIGIN/PURPOSE:

The Emmorton Recreation and Tennis Center (ERTC) was purchased in November 1999 by Harford County using State of Maryland Program Open Space funding. The facility addresses the recreation and leisure needs of the Emmorton-Abingdon community. Part of the former tennis operation was maintained to address the needs of the tennis community and to provide revenue to support building operations. Renovations made to the facility provided a multipurpose gymnasium and four (4) indoor tennis courts. In 2005, the Grand Slam baseball/softball training area was acquired and is utilized during winter months by both school and recreation participants. A new fitness room is being planned for 2015.

The ERTC is one of Parks and Recreation's Special Revenue Fund, 26 accounts established by the Governmental Accounting Standards Board (GASB) Statement No. 34 and adopted by the Harford County Council in 2001.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	169,015	163,824	172,481	187,667	187,667
20 CONTRACTUAL SERVICES	104,642	85,647	108,550	111,540	111,540
30 SUPPLIES AND MATERIALS	20,232	15,033	20,900	21,500	21,500
40 BUSINESS AND TRAVEL	52	85	65	65	65
50 CAPITAL OUTLAY	23,738	179	0	0	0
70 MISCELLANEOUS	59,328	0	0	0	0
GRAND TOTAL	**377,007**	**264,768**	**301,996**	**320,772**	**320,772**
FUNDING SOURCE:					
11 GENERAL	**377,007**	**264,768**	**301,996**	**320,772**	**320,772**

PARKS AND RECREATION
Emmorton Recreation and Tennis Center
Index #593002

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $15,186
78,452	85,524	7,072	Temporary Services - provides for an Administrative Specialist I and building/facility attendants
	4,333	4,333	FY 18 Merit Salary Increase of 4%
11,691	12,305	614	Pension adjustments - for temporary employees
1,346	1,559	213	Workers' Compensation adjustments
25,945	26,708	763	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
9,191	9,893	702	FICA adjustments
108,550	111,540	2,990	CONTRACTUAL SERVICES increase $2,990 Adjustments made to vehicle and operating equipment, county facility repair and renovation, office equipment service and operating equipment based on actual spending.
20,900	21,500	600	MATERIALS AND SUPPLIES increase $600 Adjustments made to janitorial supplies, general office mailing and duplicating machine supplies based on actual spending.

DIVISION STAFF SUMMARY

Emmorton Recreation & Tennis Center

Index #593002

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Building Caretaker	1.00	40,471		1.00	41,685	1.00	43,352
TOTAL FULL-TIME SALARIES	1.00	40,471		1.00	41,685	1.00	43,352
TEMPORARY SALARIES		76,997			78,452		87,851
SALARY TOTAL	**1.00**	**117,468**		**1.00**	**120,137**	**1.00**	**131,203**
OTHER PERSONAL SERVICES							
Pension		11,511			11,691		12,455
Workers' Compensation		514			1,346		1,621
Health Benefits		25,763			25,948		26,708
PEHP		4,520			3,748		4,820
FICA		8,985			9,191		10,020
Miscellaneous		280			420		840
TOTAL OTHER PERSONAL SERVICES		**51,573**			**52,344**		**56,464**
TOTAL PERSONAL SERVICES	**1.00**	**169,041**	*	**1.00**	**172,481**	**1.00**	**187,667**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PARKS AND RECREATION
Oakington Peninsula
Index #593003

ORIGIN/PURPOSE:

The Oakington Peninsula is a regional park offering a variety of passive recreation for all ages. Activities include environmental studies, fishing, hiking and migratory bird watching. The park is comprised of two separate farms - Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). In cooperation with Maryland State Department of Natural Resources and Program Open Space (POS), Harford County purchased the 461 acre Swan Harbor Farm in 1994 and uses the grounds and large house to host over 100 weddings, conferences and other special events each year. It is one of Harford County's most sought after investments.

In 1998, the 328 acre Oakington Farm was acquired as a measure to preserve Harford County's agricultural integrity and support local business growth.The revenue generated from this property is used for the necessary upkeep, improvements and maintenance of the entire peninsula.

In 2012, Parks and Recreation agreed to provide approximately 35 acres on the peninsula for the development of the Chesapeake Therapeutic Riding Facility to provide a unique form of recreation to children and adults with special needs.

Oakington Peninsula was established under Parks and Recreation's Special Revenue Fund 26 accounts per Governmental Accounting Standards Board (GASB) Statement No. 34 and adopted by the Harford County Council in 2001.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	184,540	169,002	161,801	172,057	172,057
20 CONTRACTUAL SERVICES	78,150	66,964	91,620	109,104	109,104
30 SUPPLIES AND MATERIALS	20,185	20,962	25,950	26,000	26,000
40 BUSINESS AND TRAVEL	3,442	3,045	3,800	3,800	3,800
50 CAPITAL OUTLAY	8,329	4,823	3,000	13,000	13,000
70 MISCELLANEOUS	0	63,360	59,997	68,901	68,901
GRAND TOTAL	**294,646**	**328,156**	**346,168**	**392,862**	**392,862**
FUNDING SOURCE:					
11 GENERAL	**294,646**	**328,156**	**346,168**	**392,862**	**392,862**

PARKS AND RECREATION
Oakington Peninsula
Index #593003

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $10,256
	3,603	3,603	FY 18 Merit Increase of 4%
50,074	57,357	7,283	Temporary Salaries - increase for event workers/attendants based on actual expense history
843	682	(161)	Workers' Compensation adjustments
9,691	8,065	(1,626)	Pension adjustments
14,727	15,186	459	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
9,693	10,251	558	FICA adjustment
			CONTRACTUAL SERVICES increase of $17,484
7,000	28,984	21,984	County facility repair and renovation increased to cover needed improvements to interior and exterior portions of the main house
15,000	12,000	(3,000)	Heating fuel decreased based on actual spending.
25,950	26,000	50	SUPPLIES & MATERIALS increase of $50 Adjustments made to building supplies, pipes, culverts and fittings, other supplies and materials and uniforms based on actual spending.
3,800	3,800	0	BUSINESS AND TRAVEL no change in funding for FY 18
0	10,000	10,000	CAPITAL OUTLAY increase of $10,000 Funding will provide for replacement of furniture in various rooms of the main house and porch
59,997	68,901	8,904	MISCELLANEOUS increase of $8,904 Increase in Pro Rata Shares for support of General Fund administrative services

DIVISION STAFF SUMMARY
Oakington Peninsula
Index #593003

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Specialist II	1.00	74,401		1.00	76,633	1.00	79,698
Recreation Specialist V	0.50	31,494		0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	1.50	105,895		1.00	76,633	1.00	79,698
TEMPORARY SALARIES		42,000			50,074		57,357
SALARY TOTAL	**1.50**	**147,895**		**1.00**	**126,707**	**1.00**	**137,055**
OTHER PERSONAL SERVICES							
Pension		12,559			9,691		8,341
Workers' Compensation		378			843		709
Health Benefits		24,784			14,727		15,186
FICA		11,314			9,693		10,486
Miscellaneous		210			140		280
TOTAL OTHER PERSONAL SERVICES		**49,245**			**35,094**		**35,002**
TOTAL PERSONAL SERVICES	**1.50**	**197,140**	*	**1.00**	**161,801**	**1.00**	**172,057**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

PARKS AND RECREATION
Recreational Council and Special Activities
Index #593004

ORIGIN/PURPOSE:

The Recreational Council and Special Activities account was established to receive revenues from Recreation Councils for recreational activities, registrations, and special events. These funds are expended for recreational supplies, tournament trophies, officials and referees, etc.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement No. 34, Recreational Council and Special Activities was established in FY 2001 to receive and expend revenues under Parks and Recreation's Special Revenue Fund.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	33,977	28,293	30,142	29,066	29,066
20 CONTRACTUAL SERVICES	121,740	108,602	136,082	137,000	137,000
30 SUPPLIES AND MATERIALS	3,510	1,439	9,312	9,000	9,000
40 BUSINESS AND TRAVEL	1,834	901	300	1,300	1,300
GRAND TOTAL	**161,061**	**139,235**	**175,836**	**176,366**	**176,366**
FUNDING SOURCE:					
11 GENERAL	**161,061**	**139,235**	**175,836**	**176,366**	**176,366**

PARKS AND RECREATION
Recreational Council and Special Activities
Index #593004

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($1,076)
18,000	15,000	(3,000)	Temporary Services - decrease based on actual expense history for Program attendants/ facilitators, skateboard manager and attendants, and therapeutic recreation assistants
10,000	12,000	2,000	Overtime - based on actual expense history
			CONTRACTUAL SERVICES increase $918
136,082	137,000	918	Adjustments made to Other Professional Services and Building and Custodial Services
			SUPPLIES AND MATERIALS decrease ($312)
9,312	9,000	(312)	Adjustments made to Landscape and Ground Materials, and Custodial Services
300	1,300	1,000	BUSINESS AND TRAVEL increase $1,000
			Increase for staff certification training for Above and Beyond Program.

DIVISION STAFF SUMMARY
Recreational Council Activities
Index #593004

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
TEMPORARY SALARIES		20,000		18,000		15,000
SALARY TOTAL		**20,000**		**18,000**		**15,000**
OTHER PERSONAL SERVICES						
Overtime & Shift Differential		11,000		10,000		12,000
FICA		2,372		2,142		2,066
TOTAL OTHER PERSONAL SERVICES		**13,372**		**12,142**		**14,066**
TOTAL PERSONAL SERVICES		**33,372** *		**30,142**		**29,066**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Department of Parks & Recreation - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Anita C. Leight Estuary Center	This grant is to help offset the cost for our Park Naturalist and a small portion of the custodian at the Anita C. Leight Estuary Center for salary and fringe benefits.	$50,000				10/1/2017	Recurring
Sanitation Grant	To provide sanitary services at various boating facilities; i.e., Mariner Point Park, Flying Point Park, Otter Point, Willoughby Beach Landing and Swan Harbor.		$7,500			7/1/2017	Recurring
John Archer Child Care/Camp I Can	This activity is designed to provide a 6 hour per day, 5 day a week recreation program for mentally & physically limited youngsters in Harford Co. It also provides an after school care program for children with disabilities and is the only such child care center of its kind in the region.		$47,796		$44,038	7/1/2017	Recurring
	TOTALS:	**$50,000**	**$55,296**	**$0**	**$44,038**		

DEPARTMENT OF PARKS AND RECREATION
OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

Increase revenue through reservations, programming, and memberships.

Department Objective:

To grow revenue through reservations, programming, and memberships.

County Goal(s) Supported:

III. Strengthening Our Communities.

Measure:	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimate 2018
Input:					
Recreation Staff (Full-time)	N/A	N/A	28	28	30
Funding allocated for new programs	N/A	N/A	$0	$0	$10,000
Output:					
Membership Revenue (traditional)			**$40,880**	**$42,025**	**$43,500**
Fitness	N/A	N/A	*$4,290*	*$4,425*	*$5,000*
Tennis Center	N/A	N/A	*$36,590*	*$37,600*	*$38,500*
Reservation Revenue (traditional)			**$510,715**	**$475,381**	**$526,350**
ShowMobile	N/A	N/A	*$15,996*	*$11,585*	*$14,000*
Tennis Courts	N/A	N/A	*$187,414*	*$187,414*	*$193,000*
Weddings (SHF)	N/A	N/A	*$265,267*	*$233,325*	*$275,000*
Other (rooms, pavilions, etc.)	N/A	N/A	*$42,038*	*$43,057*	*$44,350*
Program Revenue (non-traditional) **			***$18,483***	***$28,850***	***$32,800***
Various department sponsored programs	N/A	N/A	N/A	$11,765	$15,000
Challenge Course (Above & Beyond)	N/A	N/A	*$18,483*	*$17,085*	*$17,800*
Outcome:					
Percentage of revenue growth from memberships	N/A	N/A	N/A	N/A	3%
Percentage of revenue growth from reservations	N/A	N/A	N/A	N/A	10%
Percentage of revenue growth from new programs	N/A	N/A	N/A	N/A	12%
Percentage of Total Increase in Revenue	N/A	N/A	N/A	N/A	10%

Explanation and Analysis of Performance Measures

This is a revised performance measure format created to streamline details reported in previous years. Actual 2014 and 2015 information excluded.

**** Parks and Recreations developed special in-house programs geared toward attracting community interest in alternative forms of recreation.**

Including topics such as “Hook-A- Kid on Golf,” “Family Fall Crafts,” “Fitness Bootcamp,” “School’s out/Rec’s In Program" etc., these programs offer the convenience of shorter, nominal rates. These options are ideal for individuals and families with limited time and money to commit to more traditional recreation activities. Recreation staff also provides free programs that are not reflected in these numbers.

DEPARTMENT OF PARKS AND RECREATION
OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

Maintain, improve and develop safe and secure department facilities, park sites and greenways/trails.

Department Objective:

During the season(s) baseball/softball fields are used (March - June), develop and implement a plan that ensures every dirt ball diamond is worked once per week, weather permitting.

County Goal(s) Supported:

III. Strengthening Our Communities.

Measure:	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Ball Diamond and Machines	N/A	N/A	N/A	13	16
Ballfields	N/A	N/A	N/A	180	180
Output:					
Average ballfields worked per week.	N/A	N/A	N/A	N/A	195
Outcome:					
Number of weeks every ball diamond was worked once	N/A	N/A	N/A	N/A	13

Explanation and Analysis of Performance Measures

Management has created measures to track individual ball diamond grooming performance. Each individual that works diamonds during the season should work 12-15 diamonds a day, depending upon conditions. Each person will complete 13 diamonds a day (baseline). We allocate 2-3 staff member per day to work diamonds per week and this number will increase during peak season, if need be. We should be able to work all 180 diamonds every week at 3 staff members as shown below.

DEPARTMENT OF PARKS AND RECREATION
OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

Identify, increase, and encourage training opportunities for staff.

Department Objective:

Supervisors will identify at least one training goal (in addition to county required trainings) per employee to participate in to improve job knowledge /performance. Employee will complete training within FY18.

County Goal(s) Supported:

II. Investing in our workforce

Measure:	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Department Staff (Full-time)	$104	$101	87	85	80
Funding allocation to staff training, certification, etc.	$3,950	$3,150	$8,550	$7,800	$13,000
Association memberships (NRPA, MRPA, NAYS)	1	1	6	85	80
Output:					
Training opportunities provided *(school, conferences, BizLibrary, eLearning, certifications, trainings)*	N/A	N/A	N/A	9*	15
Outcome:					
Number of training staff participates in *(in addition to regularly scheduled training activity required by the Administration and managed by HR*	N/A	N/A	N/A	89*	320

Explanation and Analysis of Performance Measures

Parks and Recreation recognizes the value of a knowledgeable workforce. Various personnel actions (retirements, reassignments, etc.) revealed an critical need to fortify the department's knowledge base in order to serve our customers. Investing in memberships with need to fortify the department's knowledge base in order to serve our customers. Investing in memberships with various accredited organizations such as (National Recreation & Parks Association, Maryland Recreation & Parks Association, National Alliance For Youth Sports, etc.) serves a two-fold purpose: (1) it equips staff with useful think and work smart techniques and (2) it provides opportunities for each employee to set individual goals towards professional growth. **Note: Actual 2014 and 2015 information is excluded.**



Eden Mill

CONSERVATION OF NATURAL RESOURCES

ORIGIN/PURPOSE:

Conservation of Natural Resources is a budgetary grouping of environmentally oriented programs, the services of which are provided to County Government by symbolic agencies acting on the County's behalf. For example, the Harford County Cooperative Extension derives its authority from the University of Maryland at College Park, and the Harford County Soil Conservation District from the State of Maryland under the direction of the District Board of Supervisors.

Each of these programs and related activities contribute to the conservation of natural resources, and the preservation of the environment in Harford County, and merits the financial support and consideration of County Government and its residents.

ALL FUND SUMMARY:

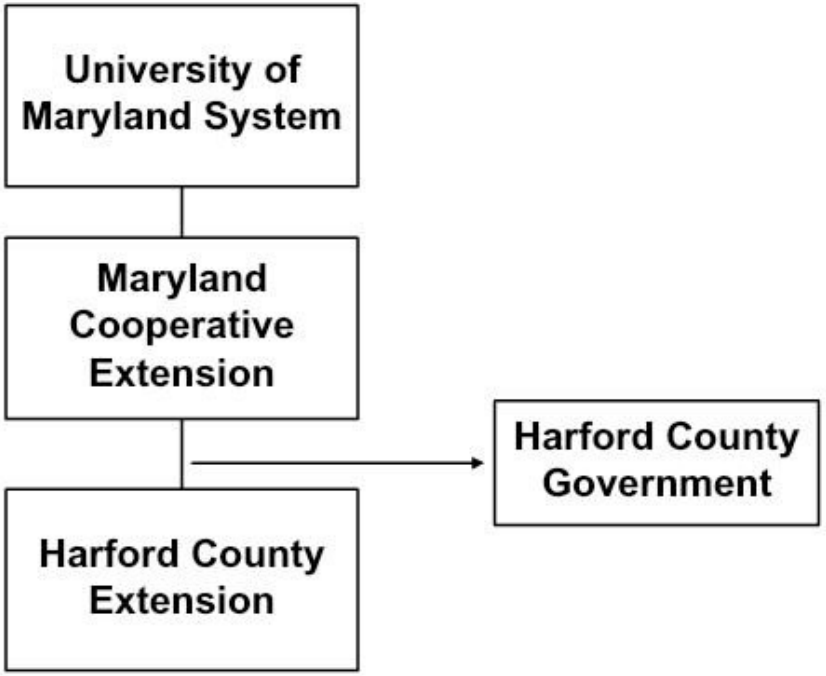
		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	328,779	386,699	444,777	474,599	474,599
20	CONTRACTUAL SERVICES	3,523	3,121	3,600	3,600	3,600
30	SUPPLIES AND MATERIALS	18,272	18,272	18,272	18,272	18,272
70	MISCELLANEOUS	200,451	240,021	231,984	231,984	231,984
	GRAND TOTAL	**551,025**	**648,113**	**698,633**	**728,455**	**728,455**
SUMMARY BY FUND:						
11	GENERAL	551,025	648,113	698,633	728,455	728,455
	GRAND TOTAL	**551,025**	**648,113**	**698,633**	**728,455**	**728,455**
SUMMARY BY DIVISION:						
631000	EXTENSION SERVICE	190,495	244,777	245,256	245,256	245,256
633000	SOIL CONSERVATION	360,530	403,336	453,377	483,199	483,199
	GRAND TOTAL	**551,025**	**648,113**	**698,633**	**728,455**	**728,455**

CONSERVATION OF NATURAL RESOURCES

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $29,882
297,788	296,502	(1,286)	Full-time Salaries
			(1,286) Staff Turnover (0.43)%
	13,874	13,874	FY 18 Merit Salary Increase of 4%
29,779	26,685	(3,094)	Pension adjustments
81,506	98,727	17,221	Health Benefits are adjusted due to staff opting for changes in levels of coverage
11,244	14,460	3,216	PEHP (Post Employment Health Plan)
22,782	22,682	(100)	FICA adjustments
			MISCELLANEOUS
228,384	228,384	0	Grants & Contributions - Envirothon contribution
3,600	3,600	0	Boards & Commission

CONSERVATION OF NATURAL RESOURCES - EXTENSION



NATURAL RESOURCES
Extension Service
Index #631000

ORIGIN/PURPOSE:

Established by the Federal Hatch Act (1987) and the Smith-Lever Act (1887), the Harford County Cooperative Extension Office provides educational outreach (Extension) education from the University of Maryland, College Park and the University of Maryland, Eastern Shore as part of their three-fold mission as land grant institutions of teaching, research and outreach.

Cooperative Extension in Harford County provides educational programs based on the needs and interests of county residents. Emphasis is placed on Agriculture and Natural Resource Science, Family and Consumer Science and 4-H and Youth Development. Extension is funded through county, state and federal contributions. Some special projects are funded through grants and donations. The Extension Budget Office in College Park and the University of Maryland Eastern Shore, the Extension Regional Office at Wye Research Center, and the County Extension Office in Harford County develop budget requests for the county contribution. Extension programs are open to all citizens without regard to race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

MISSION STATEMENT:

EDUCATE CITIZENS TO APPLY PRACTICAL, RESEARCH-BASED KNOWLEDGE TO CRITICAL ISSUES FACING INDIVIDUALS, FAMILIES, COMMUNITIES, THE STATE, AND OUR GLOBAL PARTNERS

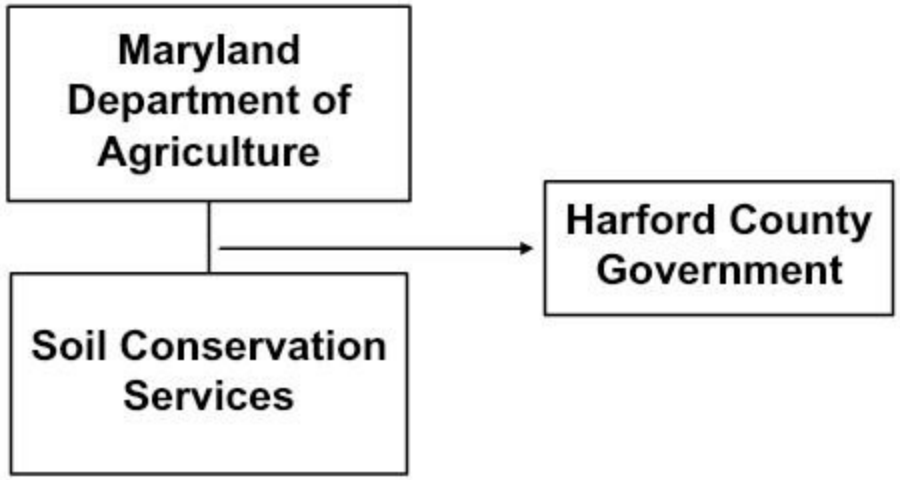
FY 2017 - FY 2018 GOALS:

1. TO EDUCATE CITIZENS SO THAT THEY CAN MAKE WISE DECISIONS AS PRODUCERS AND CONSUMERS CONCERNING AGRICULTURE, NATURAL RESOURCES, HEALTH, NUTRITION, AND YOUTH DEVELOPMENT

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	3,523	3,121	3,600	3,600	3,600
30 SUPPLIES AND MATERIALS	18,272	18,272	18,272	18,272	18,272
70 MISCELLANEOUS	168,700	223,384	223,384	223,384	223,384
GRAND TOTAL	**190,495**	**244,777**	**245,256**	**245,256**	**245,256**
FUNDING SOURCE:					
11 GENERAL	**190,495**	**244,777**	**245,256**	**245,256**	**245,256**

CONSERVATION OF NATURAL RESOURCES
SOIL CONSERVATION SERVICES



NATURAL RESOURCES
Soil Conservation
Index #633000

ORIGIN/PURPOSE:

The Harford Soil Conservation District was organized on September 6, 1944 as one of several local government subdivisions established in 1937 under the Agriculture Article Title 8, Soil Conservation, SS8-101 through 8-705 of the Annotated Code of Maryland as amended. The district's purpose is to carry out a soil, water and related resources conservation program.

MISSION STATEMENT:

To provide all sectors of Harford County with technical, planning and design assistance for land management decisions; to promote an array of best management practices to protect and conserve the natural resources within the Chesapeake Bay watershed; and to educate students, farmers, developers and landowners on soil erosion and water quality improvement efforts.

FY 2017 - FY 2018 GOALS:

1. TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)
2. TO COORDINATE THE EROSION AND SEDIMENT CONTROL PLAN PROGRAM IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REULATIONS FOR ALL URBAN DEVELOPMENT SITES IN HARFORD COUNTY.
3. TO PROVIDE EDUCATIONAL OUTREACH TO CITIZENS AND STUDENTS IN HARFORD COUNTY ON CONSERVATION EFFORTS TO REDUCE SEDIMENT AND NUTRIENTS TO THE TRIBUTARIES OF THE CHESAPEAKE BAY.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	328,779	386,699	444,777	474,599	474,599
70 MISCELLANEOUS	31,751	16,637	8,600	8,600	8,600
GRAND TOTAL	**360,530**	**403,336**	**453,377**	**483,199**	**483,199**
FUNDING SOURCE:					
11 GENERAL	**360,530**	**403,336**	**453,377**	**483,199**	**483,199**

NATURAL RESOURCES
Soil Conservation
Index #633000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES increase $29,882
297,788	296,502	(1,286)	Full-time Salaries
			(1,286) Staff Turnover (.043%)
	13,874	13,874	FY 18 Merit Salary Increase of 4%
29,779	26,685	(3,094)	Pension adjustments
81,506	98,727	17,221	Health Benefits are adjusted due to staff opting for changes in levels of coverage
11,244	14,460	3,216	PEHP (Post Employment Health Plan)
22,782	22,682	(100)	FICA adjustments
			MISCELLANEOUS
5,000	5,000	0	Grants & Contributions - Envirothon contribution
3,600	3,600	0	Boards & Commission

DIVISION STAFF SUMMARY
Soil Conservation
Index #633000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant II	1.00	38,300		1.00	38,419	1.00	38,617
Administrator	1.00	84,200		1.00	86,726	1.00	90,195
Engineering Associate I	2.00	109,188		2.00	111,433	2.00	115,891
Engineering Associate III	1.00	59,427		1.00	61,210	1.00	63,659
SALARY TOTAL	**5.00**	**291,115**		**5.00**	**297,788**	**5.00**	**308,362**
OTHER PERSONAL SERVICES							
Pension & Retirement		29,112			29,779		27,753
Workers' Compensation		401			978		1,007
Health Benefits		82,698			81,506		98,727
PEHP		9,040			11,244		14,460
FICA		22,270			22,782		23,590
Miscellaneous		700			700		700
TOTAL OTHER PERSONAL SERVICES		**144,221**			**146,989**		**166,237**
TOTAL PERSONAL SERVICES	**5.00**	**435,336**	*	**5.00**	**444,777**	**5.00**	**474,599**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

SOIL CONSERVATION DISTRICT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To reduce the nutrient & sediment loads from entering waters by ensuring the complete implementation of Agricultural Best Management Practices (BMP's).

Department Objective

To maintain a consistent level of BMP installation and increase the number of acres covered by a Soil & Water Quality Conservation Plan; in order to annually meet the requirements set forth by the two year milestones associated with the Watershed Implementation Plan (WIP) and the Chesapeake Bay Initiative. Nutrient reduction loads for nitrogen, phosphorus and sediment are based on the individual BMP and rates provided by the Maryland Department of Agriculture.

Measure		Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:						
Dollars allocated	County funded	N/A	N/A	N/A	$444,777	$483,199
	Grant funded				$126,798	$125,798
Number of staff	County funded	4	4	5	5	5
	Grant funded	1	1	1	3*	3*
Output:						
Number of BMPs installed		35	28	74	60	60
Number acres covered by Soil Conservation plans (includes first time and updated plans)		732	1,109	1,070	0**	0**
Number of ESC plans reviewed		390	341	318	350	350
Number of acres approved under ESC plans		2,092	3,191	1,813	2,400	2,400

* - a vacancy for a conservation technician exists; ** all conservation planning is performed by MDA staff

Explanation and Analysis of Performance Measures

The Harford Soil Conservation District (SCD) works one-on-one with Harford County's agricultural community and rural landowners to implement a broad range of BMP's throughout the County to reduce nutrient and sediment loads. These BMP's are conservation practices that accomplish the Chesapeake Bay nutrient reduction goals while balancing the needs of crop and livestock production. MDA and NRCS provides the tracking systems for all BMPs installed and conservation planning efforts. This information is provided for the Bay Model as part of the WIP goals. Overall the 2 year milestones are being meet in Harford for both BMP implementation and conservation planning.



Anita C. Leight Estuary Center

OFFICE OF ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

ORIGIN/PURPOSE:

The Office of Economic Development was created by Harford County Code Chapter 9, Article XXXI, Section 186, and Bill No. 78-3 and amended by Bill No. 79-11 to advance the general economic welfare of the citizens of Harford County.

The Office of Economic Development and its Economic Development Advisory Board market the County as an area for new business to relocate; strengthen expansion of resident industry and small businesses; explore programs that create job and career opportunities for County residents; and expand availability of financial resources for industry and small business.

Functions of the Tourism and Marketing division were abolished by Executive Order 14-10. The division remains open to appropriate dedicated revenue from the Hotel Occupancy Tax. The Hotel Tax will be used to support and promote tourism and tourism related activities to include the marketing of the features of the county as a travel destination and the provision of services for the people attracted to the County. Tourism related activities include activities related to sports, festival, museum, agriculture and agriculture exposition, and farm-to-table experiences.

Per Executive Order 14-09 funding was transferred from index 097200 - Harford Transit under the Department of Community Services to index 653000 - Harford Transit under the Department of Economic Development.

MISSION STATEMENT:

FACILITATE BUSINESS INVESTMENT, ENTREPRENEURIAL DEVELOPMENT AND JOB CREATION TO EXPAND LOCAL TAX BASE,
FOSTER DIVERSE/SUSTAINABLE ECONOMY AS WELL AS IMPROVING THE ECONOMIC AND QUALITY OF LIFE OF HARFORD COUNTY VIA A ROBUST BUSINESS DEVELOPMENT SERVICES SPECTRUM

FY 2018 GOALS:

Business Stability and Growth: generate and retain quality employment opportunities among Harford County-based companies to increase tax revenue.

Business Development and Attraction: market the County for its premiere mid-Atlantic location, business climate, and robust logistics.

Entrepreneurial Innovation: maximize co-located services in support of business startups and entrepreneurs.

Strategic Alliances: support strategic alliances through leadership, financial, and consultation services in order to leverage opportunities within northeastern Maryland and the Greater Baltimore Region.

ECONOMIC DEVELOPMENT

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	1,623,618	1,907,523	2,026,274	1,534,475	1,534,475
20	CONTRACTUAL SERVICES	348,865	301,117	453,405	435,405	435,405
30	SUPPLIES & MATERIALS	32,090	29,858	36,100	36,100	36,100
40	BUSINESS AND TRAVEL	37,328	51,618	203,175	183,175	183,175
50	CAPITAL OUTLAY	58,787	0	0	0	0
70	MISCELLANEOUS	374,250	3,518,544	3,790,922	3,804,203	3,804,203
80	INTER-GOVERNMENTAL/INTERFUND	914	0	0	0	0
	GRAND TOTAL	**2,475,852**	**5,808,660**	**6,509,876**	**5,993,358**	**5,993,358**
SUMMARY BY FUND:						
11	GENERAL	2,475,852	5,808,660	6,509,876	5,993,358	5,993,358
	GRAND TOTAL	**2,475,852**	**5,808,660**	**6,509,876**	**5,993,358**	**5,993,358**
SUMMARY BY DIVISION:						
651000	OFFICE OF ECONOMIC DEVELOPMENT	2,245,579	1,820,641	2,009,142	1,816,319	1,816,319
652000	TOURISM AND MARKETING	230,273	1,649,103	1,830,000	1,830,000	1,830,000
653000	HARFORD TRANSIT	0	2,338,916	2,670,734	2,347,039	2,347,039
	GRAND TOTAL	**2,475,852**	**5,808,660**	**6,509,876**	**5,993,358**	**5,993,358**

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($491,799)
1,254,248	1,238,048	(16,200)	Full-time salaries
		2,700	Salary adjustments during FY 17
		(18,900)	Staff Turnover (0.66)%
		(16,200)	
	34,094	34,094	FY 18 Merit Salary Increase of 4%
	(137,533)	(137,533)	Two (2) vacant positions transferred from Office of Economic Development to new EMS Division:

# of Positions	Salary	Fringe	Total	
(1.00)	(40,986)	(14,283)	(55,269)	Admin Asst I trsf to EMS
(1.00)	(53,325)	(28,939)	(82,264)	Admin Spec I trsf to EMS
(2.00)	(94,311)	(43,222)	(137,533)	

	(301,593)	(301,593)	Four (4) vacant positions abolished in Harford Transit:	
(1.00)	(46,835)	(27,936)	(74,771)	Admin Asst II
(1.00)	(66,538)	(31,986)	(98,524)	Comm Res Coord
(1.00)	(47,975)	(15,067)	(63,042)	Comm Spec II
(1.00)	(49,852)	(15,404)	(65,256)	Accountant II
(4.00)	(211,200)	(90,393)	(301,593)	

144,942	101,147	(43,795)	Temporary Salaries - funding provides bus drivers; elimination of temporary CSSC Coordinator (OED)
139,920	124,536	(15,384)	Pension adjustments
9,077	10,216	1,139	Workers' Compensation adjustments
313,062	316,838	3,776	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in levels of coverage
41,228	43,380	2,152	PEHP (Post Employment Health Plan)
12,186	0	(12,186)	Overtime
107,971	102,402	(5,569)	FICA adjustments

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES decrease ($18,000)
199,730	181,730	(18,000)	Funding for office equipment, electricity, heating fuel, telephone service all decreased. Other funding provides for rents/utilities, building/custodial services, communication service and other contractual services.
253,675	253,675	0	Other Professional Services - funding provides for the Maryland Economic Development Association, Economic Alliance of Greater Baltimore, Army Alliance, Manufacturing & Distribution Council, Technical Master Plan, School of Career Technology Initiative, Northeast Maryland Technical Council, Small Business Development Center, BRAC Prep, Entrepreneurs Edge.
36,100	36,100	0	SUPPLIES AND MATERIALS no change in funding in FY 18
			BUSINESS AND TRAVEL decrease ($20,000)
203,175	183,175	(20,000)	Decrease in fuel charges in Harford Transit based on actual expense history.
			MISCELLANEOUS increase of $13,281
875,340	948,879	73,539	Grants & Contributions - Harford Business Innovation Center @ $165,000 and Susquehanna Workforce Development @ $20,000
			Contributions Over Match Funding:
			247,644 Fixed Routes
			4,600 PEHP for Rideshare Grant
			511,635 SSTAP
			763,879

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
955,082	894,824	(60,258)	County Match/Transfer Out:
			56,790 SSTAP
			640,071 Fixed Routes
			3,588 ADA
			158,000 MTA Capital
			22,750 JARC - Cecil
			13,625 New Freedom
			894,824
1,830,000	1,830,000	0	Funding in the amount of $1,500,000 from the hotel tax revenue will be used for tourism related contributions. $330,000 is appropriated for other countywide tourism related activities.
130,500	130,500	0	Other Grants & Contributions - Workforce Development Training @ $100,000; Economic Development Opportunity Fund @ $28,000 & Chesapeake Science and Security Corridor (CSSC) Micro Enterprise Fund @ $2,500

DEPARTMENT STAFF SUMMARY
ECONOMIC DEVELOPMENT

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES	ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant II	1.00	48,400	1.00	49,852	0.00	0
Accounting Technician II	1.00	53,378	1.00	54,979	1.00	57,178
Administrative Assistant I	1.00	47,946	1.00	49,384	1.00	48,708
Administrative Assistant II	2.00	85,263	2.00	87,821	0.00	0
Administrative Secretary III	1.00	54,000	1.00	55,620	1.00	57,845
Administrative Specialist I	1.00	51,772	2.00	109,975	0.00	0
Administrative Specialist II	2.00	114,320	1.00	52,448	2.00	109,546
Administrator	1.00	75,256	1.00	85,490	1.00	88,910
Communications Specialist I	1.00	37,123	1.00	38,237	1.00	39,766
Communications Specialist II	2.00	87,043	2.00	89,654	1.00	43,346
Community Resources Coordinator	1.00	64,600	1.00	66,538	0.00	0
Deputy Director of Economic Development	1.00	89,000	1.00	90,000	1.00	96,408
Director of Economic Development	1.00	115,000	1.00	117,500	1.00	122,200
Grants Specialist II	1.00	40,900	0.00	0	0.00	0
Manager, Harford Transit	1.00	0	0.00	0	0.00	0
Senior Economic Development Associate	4.00	297,816	4.00	306,750	4.00	297,891
FULL-TIME SALARIES	22.00	1,261,817	20.00	1,254,248	14.00	961,798
TEMPORARY SALARIES		194,715		144,942		101,147
SALARY TOTAL	**22.00**	**1,456,532**	**20.00**	**1,399,190**	**14.00**	**1,062,945**
OTHER PERSONAL SERVICES						
Pension & Retirement		145,654		139,920		96,616
Workers' Compensation		4,810		9,077		8,864
Health Benefits		306,363		313,062		239,530
PEHP		54,240		41,228		43,380
Overtime		12,186		12,186		0
FICA		112,357		107,971		81,040
Miscellaneous		3,080		3,640		2,100
TOTAL OTHER PERSONAL SERVICES		**638,690**		**627,084**		**471,530**
TOTAL PERSONAL SERVICES	**22.00**	**2,095,222** *	**20.00**	**2,026,274**	**14.00**	**1,534,475**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

ECONOMIC DEVELOPMENT
Office of Economic Development
Index #651000

ORIGIN/PURPOSE:

The Office of Economic Development was created by Harford County Code Chapter 9, Article XXXI, Section 186, and Bill No. 78-3 and amended by Bill No. 79-11 to advance the general economic welfare of the citizens of Harford County.

The Office of Economic Development and its Economic Development Advisory Board market the County as an area for new business to relocate; strengthen expansion of resident industry and small businesses; explore programs that create job and career opportunities for County residents; and expand availability of financial resources for industry and small business.

Per Executive Order 14-10 the Tourism Marketing Division of the Office of Economic Development was abolished and the services and functions absorbed by the non-profit organization "Visit Harford!".

Per Executive Order 14-09 funding was transferred from index 097200 - Harford Transit under the Department of Community Services to index 653000 - Harford Transit under the Department of Economic Development.

MISSION STATEMENT:

To facilitate business investment, entrepreneurial development and job creation to foster a diverse economy and expand the local tax base, enhancing quality of life for those who live, work, play, learn, invest, serve and stay in Harford County.

FY 2018 GOALS:

Business Stability and Growth: generate and retain quality employment opportunities among Harford County-based companies to increase tax revenue.

Business Development and Attraction: market the County for its premiere mid-Atlantic location, business climate, and robust logistics.

Entrepreneurial Innovation: maximize co-located services in support of business startups and entrepreneurs.

Strategic Alliances: support strategic alliances through leadership, financial, and consultation services in order to leverage opportunities within northeastern Maryland and the Greater Baltimore Region.

ECONOMIC DEVELOPMENT
Office of Economic Development
Index #651000

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,542,283	1,247,022	1,263,322	1,072,499	1,072,499
20 CONTRACTUAL SERVICES	347,061	260,818	362,070	360,070	360,070
30 SUPPLIES AND MATERIALS	26,866	29,429	30,050	30,050	30,050
40 BUSINESS AND TRAVEL	35,418	30,458	38,200	38,200	38,200
50 CAPITAL OUTLAY	58,787	0	0	0	0
70 MISCELLANEOUS	234,250	252,914	315,500	315,500	315,500
80 INTER-GOVERNMENTAL/INTERFUND	914	0	0	0	0
GRAND TOTAL	**2,245,579**	**1,820,641**	**2,009,142**	**1,816,319**	**1,816,319**
FUNDING SOURCE:					
11 GENERAL	**2,245,579**	**1,820,641**	**2,009,142**	**1,816,319**	**1,816,319**

ECONOMIC DEVELOPMENT
Office of Economic Development
Index #651000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($190,823)
822,663	806,463	(16,200)	Full-time salaries
			2,700 Salary adjustments during FY 17
			(18,900) Staff Turnover (2.30)%
			(16,200)
		(137,533)	One (1) Admin Assistant and one (1) Admin Specialist PINs transferred to EMS

# of Positions	Salary	Fringe	Total	
(1.00)	(40,986)	(14,283)	(55,269)	Admin Asst I P3342
(1.00)	(53,325)	(28,939)	(82,264)	Admin Spec II P0091
(2.00)	(94,311)	(43,222)	(137,533)	

	23,780	23,780	FY 18 Merit Salary Increase of 4%
56,650	12,855	(43,795)	Temporary Salaries - elimination of funding for CSSC Coordinator (this function will be assumed by a Business Development Associate).
87,931	74,812	(13,119)	Pension adjustments
7,104	8,222	1,118	Workers' Compensation adjustments
193,650	195,302	1,652	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes levels of coverage
26,236	24,100	(2,136)	PEHP (Post Employment Health Plan)
67,268	62,678	(4,590)	FICA adjustments

ECONOMIC DEVELOPMENT
Office of Economic Development
Index #651000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			CONTRACTUAL SERVICES no change in funding from FY 18
14,000	12,000	(2,000)	Office equipment decreased based on actual expense history
251,500	251,500	0	Other Professional Services - funds provide for the MD Economic Development Assocation, Economic Alliance of Greater Baltimore, Army Alliance, Manufacturing and Distribution Council, Technical Master Plan, STEM Intern, Northeast MD Technical Council, Small Business Development Center, BRAC Prep, Entrepreneurs Edge
30,050	30,050	0	SUPPLIES AND MATERIALS no change in funding in FY 18
38,200	38,200	0	BUSINESS AND TRAVEL no change in funding in FY 18
			MISCELLANEOUS no change in funding in FY 18
185,000	185,000	0	Grants & Contributions - Harford Business Innovation Center @ $165,000 and Susquehanna Workforce Development @ $20,000
130,500	130,500	0	Other Grants & Contributions - Workforce Development Training @ $100,000; Economic Development Opportunity Fund @ $28,000 & Chesapeake Science and Security Corridor (CSSC) Micro Enterprise Fund @ $2,500

DIVISION STAFF SUMMARY

Office of Economic Development

Index #651000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Administrative Assistant I	1.00	47,946		1.00	49,384	1.00	48,708
Administrative Assistant II	1.00	39,792		1.00	40,986	0.00	0
Administrative Secretary III	1.00	54,000		1.00	55,620	1.00	57,845
Administrative Specialist I	1.00	51,772		2.00	109,975	0.00	0
Administrative Specialist II	2.00	114,320		1.00	52,448	2.00	109,546
Deputy Director of Economic Development	1.00	89,000		1.00	90,000	1.00	96,408
Director of Economic Development	1.00	115,000		1.00	117,500	1.00	122,200
Senior Economic Development Associate	4.00	297,816		4.00	306,750	4.00	297,891
FULL-TIME SALARIES	12.00	809,646		12.00	822,663	10.00	732,598
TEMPORARY SALARIES		88,000			56,650		12,855
SALARY TOTAL	**12.00**	**897,646**		**12.00**	**879,313**	**10.00**	**745,453**
OTHER PERSONAL SERVICES							
Pension & Retirement		89,765			87,931		67,220
Workers' Compensation		3,462			7,104		8,062
Health Benefits		187,568			193,650		169,326
PEHP		27,120			26,236		24,100
FICA		68,670			67,268		56,798
Miscellaneous		1,820			1,820		1,540
TOTAL OTHER PERSONAL SERVICES		**378,405**			**384,009**		**327,046**
TOTAL PERSONAL SERVICES	**12.00**	**1,276,051**	*	**12.00**	**1,263,322**	**10.00**	**1,072,499**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Workforce Investment Act/Workforce Innovation and Opportunity Act	The Susquehanna Region's Program Formula Allocation will be utilized to support Workforce Investment Act operations and activities in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan.		$1,750,525			7/1/17 - 6/30/18	Recurring
	TOTALS:		**$1,750,525**		**$0**		

ECONOMIC DEVELOPMENT
Tourism and Marketing
Index #652000

ORIGIN/PURPOSE:

Functions of the Tourism and Marketing division were abolished by Executive Order 14-10. The division remains open to appropriate dedicated revenue from the Hotel Occupancy Tax. The Hotel Tax will be used to support and promote tourism and tourism related activities to include the marketing of the features of the county as a travel destination and the provision of services for the people attracted to the county. Tourism related activities include activities related to sports, festival, museum, agriculture and agriculture exposition, and farm-to-table experiences.

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	81,335	0	0	0	0
20 CONTRACTUAL SERVICES	1,804	0	0	0	0
30 SUPPLIES AND MATERIALS	5,224	0	0	0	0
40 BUSINESS AND TRAVEL	1,910	0	0	0	0
50 CAPITAL OUTLAY	0	0	0	0	0
70 MISCELLANEOUS	140,000	1,649,103	1,830,000	1,830,000	1,830,000
GRAND TOTAL	**230,273**	**1,649,103**	**1,830,000**	**1,830,000**	**1,830,000**
FUNDING SOURCE:					
11 GENERAL	**230,273**	**1,649,103**	**1,830,000**	**1,830,000**	**1,830,000**

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,830,000	1,830,000	0	MISCELLANEOUS - Funding in the amount of $1,500,000 from the hotel tax revenue will be used for tourism related contributions. $330,000 is appropriated for other countywide tourism related activities.

ECONOMIC DEVELOPMENT
Harford Transit
Index #653000

ORIGIN/PURPOSE:

Harford Transit provides public and specialized transportation services in Harford County. Services include ten public bus routes operating Monday through Friday, as well as door-to-door service for the elderly and disabled persons.

Per Executive Order 14-09 all funds for Harford Transit were transferred from index 097200 under Community Services to index 653000 under Economic Development.

FY 2018 GOAL:

TO PROVIDE ACCESS TO SAFE, DEPENDABLE AND EFFECTIVE TRANSPORTATION SYSTEM TO THE COUNTY'S BUSINESS COMMUNITY AND TRANSIT-DEPENDENT POPULATION BY CONNECTING CITIZENS WITH JOBS AND SERVICES

ALL FUND SUMMARY:

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	0	660,501	762,952	461,976	461,976
20 CONTRACTUAL SERVICES	0	40,299	91,335	75,335	75,335
30 SUPPLIES AND MATERIALS	0	429	6,050	6,050	6,050
40 BUSINESS AND TRAVEL	0	21,160	164,975	144,975	144,975
70 MISCELLANEOUS	0	1,616,527	1,645,422	1,658,703	1,658,703
GRAND TOTAL	**0**	**2,338,916**	**2,670,734**	**2,347,039**	**2,347,039**
FUNDING SOURCE:					
11 GENERAL	**0**	**2,338,916**	**2,670,734**	**2,347,039**	**2,347,039**

ECONOMIC DEVELOPMENT
Harford Transit
Index #653000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
			PERSONAL SERVICES decrease ($300,976)
		(301,593)	Four full-time (4) positions abolished:

# of Positions	Salary	Fringe	Total	
(1.00)	(46,835)	(27,936)	(74,771)	Admin Asst II P0512
(1.00)	(66,538)	(31,986)	(98,524)	Comm Res Coord P0212
(1.00)	(47,975)	(15,067)	(63,042)	Comm Spec II P0217
(1.00)	(49,852)	(15,404)	(65,256)	Accountant II P0220
(4.00)	(211,200)	(90,393)	(301,593)	

	10,314	10,314	FY 18 Merit Salary Increase of 4%
88,292	88,292	0	Temporary Salaries - Bus Drivers
51,989	49,724	(2,265)	Pension adjustments
119,412	121,536	2,124	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes levels of coverage
14,992	19,280	4,288	PEHP (Post Employment Health Plan)
12,186	0	(12,186)	Overtime - Harford Transit
40,703	39,724	(979)	FICA adjustments
			CONTRACTUAL SERVICES decrease ($16,000)
91,335	75,335	(16,000)	Funding provides for office equipment, electricity, heating fuel (gas), water and sewer, telephone and fax service, advertising, professional services, uniform rental, office equipment, communication, and building/custodial service, and operating equipment. Decreased funding in office equipment, electricity, heating fuel and telephone service based on actual expense history.

ECONOMIC DEVELOPMENT
Harford Transit
Index #653000

FINANCIAL NOTES:

FY 17	FY 18	CHANGE	EXPLANATION OF INCREASE/DECREASE
6,050	6,050	0	MATERIALS & SUPPLIES no change in funding in FY 18 Funding provides for office supplies, commercial printing, office mailing, and paper, janitorial, and medical supplies.
164,975	144,975	(20,000)	BUSINESS & TRAVEL decrease ($20,000) Funding provides for maintenance of vehicles, traveling expenses, membership fees and dues and training. Decreased funding in fuel charges for FY 18 based on actual expense history.
690,340	763,879	73,539	MISCELLANEOUS increase $13,281 Grants and Contributions Contributions Over Match Funding: 247,644 Fixed Routes 511,635 SSTAP 4,600 PEHP for Rideshare grant employee 763,879
955,082	894,824	(60,258)	County Match/Transfer Out: 640,071 Fixed Routes 3,588 ADA 22,750 JARC-Cecil 13,625 New Freedom 56,790 SSTAP 158,000 MTA Capital 894,824

DIVISION STAFF SUMMARY

Harford Transit

Index #653000

POSITION TITLE	ENACTED FY 16 POSITIONS	ENACTED FY 16 SALARIES		ENACTED FY 17 POSITIONS	ENACTED FY 17 SALARIES	ENACTED FY 18 POSITIONS	ENACTED FY 18 SALARIES
Accountant II	1.00	48,400		1.00	49,852	0.00	0
Accounting Technician II	1.00	53,378		1.00	54,979	1.00	57,178
Administrative Assistant II	1.00	45,471		1.00	46,835	0.00	0
Administrator	1.00	75,256		1.00	85,490	1.00	88,910
Communication Specialist I	1.00	37,123		1.00	38,237	1.00	39,766
Communication Specialist II	2.00	87,043		2.00	89,654	1.00	43,346
Community Resources Coordinator	1.00	64,600		1.00	66,538	0.00	0
Grants Specialist II	1.00	40,900		0.00	0	0.00	0
Manager, Harford Transit	1.00	0		0.00	0	0.00	0
FULL-TIME SALARIES	10.00	452,171		8.00	431,585	4.00	229,200
TEMPORARY SALARIES		106,715			88,292		88,292
SALARY TOTAL	**10.00**	**558,886**		**8.00**	**519,877**	**4.00**	**317,492**
OTHER PERSONAL SERVICES							
Pension		55,889			51,989		29,396
Workers' Compensation		1,348			1,973		802
Health Benefits		118,795			119,412		70,204
PEHP		27,120			14,992		19,280
Overtime		12,186			12,186		0
FICA		43,687			40,703		24,242
Miscellaneous		1,260			1,820		560
TOTAL OTHER PERSONAL SERVICES		**260,285**			**243,075**		**144,484**
TOTAL PERSONAL SERVICES	**10.00**	**819,171**	*	**8.00**	**762,952**	**4.00**	**461,976**

***FY 16 Salaries and Other Personal Services are Enacted not Audited amounts**

Fiscal Year 18
Summary of Grants

Office of Economic Development (Harford Transit) - Anticipated FY 18 Grants							
TITLE OF GRANT	**GRANT PURPOSE**	**Source of Anticipated Funding**				**Grant Dates**	**Recurring or One Time**
		Federal	**State**	**Other**	**County Match**		
5307 Operating Assistance	To provide public transportation services to the citizens of Harford County.	$1,360,067	$432,389		$927,678	7/1/2017	Recurring
Special Statewide Transportation Assistance Program	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.		$170,371		$568,425	7/1/2017	Recurring
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	$1,264,000	$158,000		$158,000	7/1/2017	Recurring
Ride Share	Grant funds to promote the use of transportation alternatives to the single occupancy vehicle including mass transit, car and vanpooling, bicycling and to increase awareness and benefits of various commuting options to the public, businesses, agencies, and organizations.	$87,986			$4,600	7/1/2017	Recurring
	TOTALS:	**$2,712,053**	**$760,760**		**$1,658,703**		
	Total Anticipated Grant Awards w/o County Match	**Total Federal**	**Total State**	**Total Other**	**Total County Match**		
	$22,623,897	**$17,713,390**	**$4,860,507**	**$50,000**	**$3,177,837**		

OFFICE OF ECONOMIC DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Business Development and Attraction

Department Objective

To market the county for its premiere Mid-Atlantic location, business climate, and robust logistics.

County Goal(s) Supported

V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Staff	N/A	18	13	12	11
Output:					
develop print and digital attraction materials for regional, national, and international markets	N/A	N/A	N/A	N/A	15 ads placed
OED participation in ICSC, CoreNet Global, & EAGB Innovation city site visit	N/A	N/A	N/A	N/A	4 conferences attended
Engagement with MD Dept. of Commerce prospecting*	N/A	N/A	N/A	N/A	ongoing
Outcome:					
Increased exposure on global market	N/A	N/A	N/A	N/A	2 inquiries
Inquiries from national retailers & food chains	N/A	N/A	N/A	N/A	4 prospects
Respond to 3 RFIs from national/global prospects	N/A	N/A	N/A	N/A	1 MEDAAF loan**

Explanation and Analysis of Performance Measures

*OED works with the State of Maryland responding to companies with specific requests, i.e.: square footage, proximity to rail lines, I-95, etc. **MD Economic Development Assistance Authority and Fund - OED provides a match.

OFFICE OF ECONOMIC DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Business Stability and Growth

Department Objective

To generate and retain quality employment opportunities among Harford County-based companies to increase tax revenue

County Goal(s) Supported

V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Staff	N/A	18	13	12	11
Output:					
Visit our Top 100 companies annually	N/A	N/A	83	100	100 site visits
Utilize Economic Development tools to support existing businesses					
Revamp finance offerings	N/A	N/A	N/A	N/A	Implement new programs
Award Workforce Technical Training Grants	$100,000	$100,000	$100,000	$100,000	$100,000
Outcome:					
Complete an Economic Impact Study and 'Shop Local' campaign	N/A	N/A	N/A	N/A	Completed
Retain majority of businesses with >50 employees	N/A	N/A	N/A	N/A	97% retention

OFFICE OF ECONOMIC DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Career Growth and Progression

Department Objective

To provide opportunities for OED staff to further their roles as Subject Matter Experts through professional development in order to continue supporting business at a high level

County Goal(s) Supported

V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Budget	N/A	N/A	N/A	N/A	$10,000
Staff	N/A	N/A	N/A	N/A	11
Output:					
Host business development 2.0 training	N/A	N/A	N/A	N/A	Complete
Staff identify professional development area	N/A	N/A	N/A	N/A	11 goals
Use Business Library to fulfill one training area	N/A	N/A	N/A	N/A	Complete
Outcome:					
Staff remain subject matter experts	N/A	N/A	N/A	N/A	11 complete Halogen goals

OFFICE OF ECONOMIC DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Entrepreneurial Innovation

Department Objective

To maximize co-located services in support of business startups and entrepreneurs

County Goal(s) Supported

V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Budgeted	N/A	N/A	N/A	N/A	$115,000
Staff	N/A	N/A	N/A	2	2
Output:					
Partner/contract with organizations to provide on-site resources for entrepreneurs*	N/A	N/A	N/A	N/A	3 partners
Through HBE, provide quality programs/events focused on small business/startups/entrepreneurs	N/A	N/A	N/A	N/A	23 programs
Outcome:					
Services used to help entrepreneurs advance their ideas	N/A	N/A	N/A	N/A	1 HBIC tenant
Increased knowledge of GroundFloor, HBIC, DefTech, & OED resources	N/A	N/A	N/A	N/A	350 visitors
Maximize tech transfer/intellectual property for APG employees/retirees	N/A	N/A	N/A	N/A	1 tech transfer

Explanation and Analysis of Performance Measures

*Harford's Business Edge (HBE), Small Business Development Center (SBDC), Procurement Technical Assistance Center (PTAC),

** Harford Business Incubation Center

OFFICE OF ECONOMIC DEVELOPMENT - HARFORD TRANSIT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Transportation

Department Objective

To provide access to safe, dependable and effective transportation system to the county's business community and transit-dependent population by connecting citizens with jobs and services

County Goal(s) Supported

V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Budget	N/A	N/A	$580,866,000	$650,987,600	$599,335,800
Output:					
Pilot new silver line route	N/A	N/A	N/A	N/A	Implementation
Enhance transit related technologies by installing onboard cameras and implementing Route Shout	N/A	N/A	N/A	N/A	Implementation
Increase partnerships to construct bus shelters	N/A	N/A	N/A	N/A	4 bus shelters
Outcome:					
Increased ridership	N/A	N/A	N/A	N/A	5% increase

OFFICE OF ECONOMIC DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Strategic Alliances

Department Objective

Support strategic alliances in order to leverage opportunities within northeastern Maryland and the Greater Baltimore Region

County Goal(s) Supported

V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Budgeted	N/A	N/A	N/A	$259,825	$259,825
Output:					
Host leadership events for industry sectors with regional partners to address topics such as workforce,	N/A	N/A	N/A	N/A	6 events
Attend regional partner events or conferences	N/A	N/A	N/A	N/A	4 events
Sponsor, align and engage with Greater Baltimore partners to maximize opportunities & awareness of Harford County	N/A	N/A	N/A	3 sponsorships	3 sponsorships
Outcome:					
Leverage federal and state partnership to establish and operate Defense Technology Commercialization (DefTech) office in HBIC**	N/A	N/A	N/A	N/A	office established
Establish eco-system of entrepreneurial coordination	N/A	N/A	N/A	N/A	Implementation

OFFICE OF ECONOMIC DEVELOPMENT
OBJECTIVES & PERFORMANCE MEASURES

Department Goal
Strategic Alliances

Department Objective
To make Harford County a premier tourism destination by supporting tourism-related activities through a competitive funding process

County Goal(s) Supported
V. Economic Vitality

Measure	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimated 2018
Input:					
Budget	N/A	N/A	$ 1,500,000	$1,500,000	$1,500,000
Staff	N/A	N/A	2	3	4
Output:					
Increase awareness of program	N/A	N/A	N/A	2 info workshops	2 info workshops
Outcome:					
Utilize hotel lodging fee to enhance non-profit tourism efforts	N/A	N/A	N/A	N/A	Fund >20 organizations

DEBT SERVICE

***ORIGIN/PURPOSE*:**

Debt management is an important component of the County's financial management practices. The County will issue General Obligation bonds to finance the capital portion of tax supported general public purpose governmental activities with libraries, schools, public safety buildings, and water & sewer projects being the most common uses of bond proceeds.

The Debt Service account includes the amounts necessary to pay the principal and the interest on outstanding indebtedness, to include the sale of bonds, short-term financing, and lease finance. In addition, all costs associated with bond sales, issues, and controls are also appropriated here.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER:					
20	CONTRACTUAL SERVICES	144,572	125,649	152,000	166,039	166,039
60	DEBT SERVICE	134,226,744	76,212,356	78,651,766	92,753,486	92,753,486
	GRAND TOTAL	**134,371,316**	**76,338,005**	**78,803,766**	**92,919,525**	**92,919,525**
	SUMMARY BY FUND:					
11	GENERAL	113,070,646	50,690,825	51,879,380	53,510,675	53,510,675
25	HIGHWAYS	687,132	933,057	1,008,086	1,012,250	1,012,250
27	AG PRESERVATION - COUNTY	5,865,192	10,061,101	10,369,800	20,472,000	20,472,000
29	STORMWATER MANAGEMENT	0	0	96,500	263,000	263,000
31	TAX INCREMENT FINANCING	1,068,478	1,072,188	1,100,000	1,129,000	1,129,000
53	WATER & SEWER DEBT SERVICE	13,679,868	13,580,834	14,350,000	16,532,600	16,532,600
	GRAND TOTAL	**134,371,316**	**76,338,005**	**78,803,766**	**92,919,525**	**92,919,525**

DEBT SERVICE

ALL FUND SUMMARY:

	SUMMARY BY DIVISION:	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
661,110	PRINCIPAL GENERAL FUND	29,743,900	33,059,017	33,078,870	34,356,079	34,356,079
662,110	INTEREST GENERAL FUND	18,321,041	17,415,640	18,160,510	18,514,596	18,514,596
664,110	SERVICE COSTS GENERAL FUND	622,235	216,168	640,000	640,000	640,000
667,110	CURRENT / ADVANCE REFUNDING	64,383,470	0	0	0	0
661,250	PRINCIPAL HIGHWAYS FUND	377,944	545,078	575,767	595,144	595,144
662,250	INTEREST HIGHWAYS FUND	280,880	383,515	402,319	387,106	387,106
664,250	SERVICE COSTS HIGHWAYS FUND	28,308	4,464	30,000	30,000	30,000
661,270	PRINCIPAL AG PRESERVATION - COUNTY	2,767,557	7,076,454	7,600,000	18,312,000	18,312,000
662,270	INTEREST AG PRESERVATION - COUNTY	3,037,241	2,943,448	2,700,000	2,090,000	2,090,000
664,270	SERVICE COSTS AG PRESERVATION - COUNTY	60,394	41,199	69,800	70,000	70,000
661,290	PRINCIPAL STORMWATER MANAGEMENT	0	0	35,750	127,000	127,000
662,290	INTEREST STORMWATER MANAGEMENT	0	0	35,750	116,000	116,000
664,290	SERVICE COSTS STORMWATER MANAGEMENT	0	0	25,000	20,000	20,000
661,310	PRINCIPAL TAX INCREMENT FINANCING	0	0	0	30,000	30,000
662,310	INTEREST TAX INCREMENT FINANCING	1,050,000	1,050,000	1,050,000	1,049,000	1,049,000
664,310	SERVICE COSTS TAX INCREMENT FINANCING	18,478	22,188	50,000	50,000	50,000
661,530	PRINCIPAL W & S DEBT SERVICE FUND	8,269,284	8,655,543	8,719,183	10,332,476	10,332,476
662,530	INTEREST W & S DEBT SERVICE FUND	5,259,560	4,767,684	5,260,817	5,755,912	5,755,912
664,530	SERVICE COSTS W & S DEBT SERVICE FUND	151,024	157,607	370,000	444,212	444,212
	GRAND TOTAL	**134,371,316**	**76,338,005**	**78,803,766**	**92,919,525**	**92,919,525**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market February 14, 2017 for $55,000,000 in Consolidated Public Improvement Bonds - Series 2017.
The County received the highest rating possible from all three investor services, making Harford County bond ratings:
Fitch Ratings AAA, Standard and Poor's AAA, and Moody's Investors Service Aaa, as published in the County's Official Statement on February 14, 2017.

It is Harford County's practice to conduct an annual bond sale contingent on capital project needs and the economic conditions of the bond market. Prior to selling bonds, the County will issue Bond Anticipation Notes (short term financing) to start the construction of capital projects based on cash flow needs.

The following capital projects are included in the FY 18 Approved Capital Budget:

Board of Education		**General Projects**	
Bel Air ES HVAC Systemic Renovation & Open Space	1,985,000	Courthouse Building Repairs	2,000,000
Havre de Grace Middle/High School Replacement	28,000,000	Facilities Repair Program	3,000,000
		Fleet Maintenance Facility	117,000
Total Board of Education	**29,985,000**	Harford County Agricultural Research & Exposition Center	350,000
		Total General Projects	**5,467,000**
Parks & Recreation			
Athletic Field Improvements	1,400,000		
Enlarge Gymnasiums and Joint Facilities	600,000	**Harford Community College**	
		Fallston Hall Renovations	278,000
Total Parks & Recreation	**2,000,000**		
		Total Harford Community College	**278,000**
		TOTAL GENERAL FUND PROJECTS	**37,730,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
PRINCIPAL PAYMENTS:						
6101	County Bonds	8,037,916	9,365,850	9,854,085	10,439,716	10,439,716
6103	School Bonds	18,497,995	20,082,460	19,800,175	20,512,378	20,512,378
6105	College Bonds	1,948,603	2,303,865	2,229,656	2,264,028	2,264,028
6112	Notes	701	701	701	701	701
6114	Solid Waste Services	1,258,685	1,306,141	1,194,253	1,139,256	1,139,256
TOTAL PRINCIPAL PAYMENTS		**29,743,900**	**33,059,017**	**33,078,870**	**34,356,079**	**34,356,079**
INTEREST PAYMENTS:						
6201	County Bonds	4,489,155	4,800,870	5,293,822	5,580,646	5,580,646
6203	School Bonds	12,144,266	10,932,277	11,236,789	11,313,847	11,313,847
6205	College Bonds	925,926	1,030,388	982,820	1,020,170	1,020,170
6212	Notes	74,750	74,750	74,750	74,750	74,750
6214	Solid Waste Services	686,944	577,355	572,329	525,183	525,183
TOTAL INTEREST PAYMENTS		**18,321,041**	**17,415,640**	**18,160,510**	**18,514,596**	**18,514,596**
TOTAL PAYMENTS		**48,064,941**	**50,474,657**	**51,239,380**	**52,870,675**	**52,870,675**

HARFORD COUNTY, MARYLAND

FY 18 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS

			PRINCIPAL	INTEREST
COUNTY BONDS:				
	2007	Bonds	1,679,988	42,000
	2009	Refunding Bonds	432,852	33,376
	2009	Bonds	416,000	52,346
	2010	Refunding Bonds	1,113,318	221,573
	2010	Series A	1,029,800	182,925
	2010	Series B	0	573,653
	2012	Refunding Bonds	12,025	1,994
	2012	Bonds	503,100	252,626
	2013	Bonds	688,010	413,529
	2013	Refunding Bonds	479,149	618,558
	2014	Bonds	1,217,942	803,263
	2015	Bonds	1,057,157	718,867
	2015	Refunding Bonds	0	202,210
	2016	Bonds	767,375	521,815
	2017	Bonds	1,043,000	941,911
	TOTAL COUNTY BONDS		**10,439,716**	**5,580,646**
SCHOOL BONDS:				
	2007	Bonds	3,595,044	89,876
	2009	Refunding Bonds	450,875	34,765
	2009	Bonds	4,024,000	506,354
	2010	Refunding Bonds	1,106,043	220,126
	2010	Series A	5,751,300	1,021,613
	2010	Series B	0	3,203,777
	2012	Refunding Bonds	494,310	81,957
	2012	Bonds	720,460	361,771
	2013	Bonds	507,992	305,329
	2013	Refunding Bonds	1,207,096	1,558,303
	2014	Bonds	193,059	127,327
	2015	Bond	590,892	401,806
	2015	Refunding Bonds	0	1,955,995
	2016	Bonds	517,307	351,769
	2017	Bonds	1,354,000	1,093,079
	TOTAL SCHOOL BONDS		**20,512,378**	**11,313,847**

HARFORD COUNTY, MARYLAND

FY 18 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS

			PRINCIPAL	INTEREST
COLLEGE BONDS:				
	2007	Bonds	459,693	11,492
	2009	Refunding Bonds	86,185	6,645
	2009	Bonds	65,000	8,179
	2010	Refunding Bonds	148,410	29,537
	2010	Series A	19,000	3,375
	2010	Series B	0	10,584
	2012	Refunding Bonds	192,634	31,939
	2012	Bonds	486,980	244,532
	2013	Bonds	144,500	86,852
	2013	Refunding Bonds	143,083	184,713
	2014	Bonds	72,376	47,735
	2015	Bonds	284,817	193,675
	2015	Refunding Bonds	0	31,594
	2016	Bonds	6,350	4,318
	2017	Bonds	155,000	125,000
	TOTAL COLLEGE BONDS		**2,264,028**	**1,020,170**
SOLID WASTE SERVICES:				
	1999	Water Quality Refunding Bonds	114,838	2,894
	2007	Bonds	265,276	6,632
	2009	Refunding Bonds	12,859	992
	2009	Bonds	300,000	37,750
	2010	Series A	245,100	43,538
	2010	Series B	0	136,534
	2012	Bonds	137,800	69,195
	2013	Refunding Bonds	63,383	81,823
	2015	Refunding Bonds	0	145,825
	TOTAL SOLID WASTE SERVICES		**1,139,256**	**525,183**
NOTES: Principal & Interest on Short Term Financing:				
	PACA LTD		0	74,750
	Stuart Terrace		701	0
	TOTAL NOTES		**701**	**74,750**
TOTAL GENERAL FUND PRINCIPAL & INTEREST			**34,356,079**	**18,514,596**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund

It is Harford County's practice to conduct an annual bond sale contingent on capital project needs and the economic conditions of the bond market. Prior to selling bonds, the County will issue Bond Anticipation Notes (short term financing) to start the construction of capital projects based on cash flow needs.

The following capital projects are included in the FY 18 Approved Capital Budget:

Bridges		**Roads**	
Glenville Road Bridge #30	40,000	Moores Mill Road	530,000
Green Road Bridges #119 & #122	75,000	Tollgate Road (West Ring to Plumtree)	1,950,000
Johnson Mill Road Bridge #45	60,000	**Total Roads**	**2,480,000**
New Park Road Bridge #125	100,000		
Robinson Mill Road Bridge #154	60,000	**Other**	
Snake Lane Bridge #31	900,000	Fleet Maintenance Facility	155,000
Stafford Road Bridge #24	25,000	**Total Other**	**155,000**
Total Bridges	**1,260,000**		
		Total Highways Projects	**3,895,000**

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
PRINCIPAL PAYMENTS:						
6101	County Bonds	377,944	545,078	575,767	595,144	595,144
TOTAL PRINCIPAL PAYMENTS		**377,944**	**545,078**	**575,767**	**595,144**	**595,144**
INTEREST PAYMENTS:						
6201	County Bonds	280,880	383,515	402,319	387,106	387,106
TOTAL INTEREST PAYMENTS		**280,880**	**383,515**	**402,319**	**387,106**	**387,106**
		658,824	**928,593**	**978,086**	**982,250**	**982,250**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund
AG Preservation - County

This account represents annual payments on installment contracts to purchase agricultural easements for Ag land preservation purposes. These contracts are for ten to twenty year periods.

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
PRINCIPAL PAYMENTS:						
6113	Agricultural Preservation	2,767,557	7,076,454	7,600,000	18,312,000	18,312,000
TOTAL PRINCIPAL PAYMENTS		**2,767,557**	**7,076,454**	**7,600,000**	**18,312,000**	**18,312,000**
INTEREST PAYMENTS:						
6213	Agricultural Preservation	3,037,241	2,943,448	2,700,000	2,090,000	2,090,000
TOTAL INTEREST PAYMENTS		**3,037,241**	**2,943,448**	**2,700,000**	**2,090,000**	**2,090,000**
TOTAL PAYMENTS		**5,804,798**	**10,019,902**	**10,300,000**	**20,402,000**	**20,402,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661290 Principal, 662290 Interest - Stormwater Management Fund

This account is a special fund for deposit of a certain portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
PRINCIPAL PAYMENTS:					
6101 County Bonds			35,750	127,000	127,000
TOTAL PRINCIPAL PAYMENTS	**0**		**35,750**	**127,000**	**127,000**
INTEREST PAYMENTS:					
6201 County Bonds			35,750	116,000	116,000
TOTAL INTEREST PAYMENTS	**0**		**35,750**	**116,000**	**116,000**
TOTAL PAYMENTS	**0**		**71,500**	**243,000**	**243,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 662310 Interest
Tax Increment Financing

This account is a special fund for deposit of a certain portion of the real property tax collected in a development district and used to finance or reimburse the cost of special obligation bonds for certain public improvements relating to the district without constituting a general obligation of the County.

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
PRINCIPAL PAYMENTS:						
6101	County Bonds	0	0	0	30,000	30,000
	Beech Creek					
TOTAL INTEREST PAYMENTS		**0**	**0**	**0**	**30,000**	**30,000**
INTEREST PAYMENTS:						
6201	County Bonds	1,050,000	1,050,000	1,050,000	1,049,000	1,049,000
	Beech Creek					
TOTAL INTEREST PAYMENTS		**1,050,000**	**1,050,000**	**1,050,000**	**1,049,000**	**1,049,000**
		1,050,000	**1,050,000**	**1,050,000**	**1,079,000**	**1,079,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds

Harford County went to the bond market February 14, 2017 for $55,000,000 in Consolidated Public Improvement Bonds - Series 2017
The County received the highest rating possible from all three investor services, making Harford County bond ratings:
Fitch Ratings AAA, Standard and Poor's AAA, and Moody's Investors Service Aaa, as published in the County's Official Statement of February 14, 2017.

It is Harford County's practice to conduct an annual bond sale contingent on capital project needs and the economic conditions of the bond market. Prior to selling bonds, the County will issue Bond Anticipation Notes (short term financing) to start the construction of capital projects based on cash flow needs.

The following capital projects are included in the FY 18 Proposed Capital Budget:

Water Projects		**Sewer Projects:**	
Fleet Maintenance Facility	30,000	Bio Solids Facilities Enhancements	4,000,000
Replacement of Water Booster Station SCADA	1,200,000	Edgewood Interceptor Sewer Parallel	150,000
US 40 and Rt 159 SHA Water Relocation	1,200,000	Bynum Run Interceptor Phase 6 & 7	1,000,000
TOTAL WATER PROJECTS	**2,430,000**	**TOTAL SEWER PROJECTS**	**5,150,000**
TOTAL WATER & SEWER PROJECTS		**7,580,000**	

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
PRINCIPAL PAYMENTS:						
6102	State Loans	783,293	936,578	396,234	348,362	348,362
6106	Water & Sewer Bonds	7,485,991	7,718,965	8,322,949	9,984,115	9,984,115
6109	Farmers Home Loans	0	0	0	0	0
TOTAL PRINCIPAL PAYMENTS		**8,269,284**	**8,655,543**	**8,719,183**	**10,332,477**	**10,332,477**
INTEREST PAYMENTS:						
6202	State Loans	58,297	39,139	20,858	8,782	8,782
6206	Water & Sewer Bonds	5,201,263	4,728,545	5,239,959	5,747,130	5,747,130
TOTAL INTEREST PAYMENTS		**5,259,560**	**4,767,684**	**5,260,817**	**5,755,912**	**5,755,912**
		13,528,844	**13,423,227**	**13,980,000**	**16,088,389**	**16,088,389**

HARFORD COUNTY, MARYLAND
FY 18 WATER & SEWER DEBT SERVICE
PRINCIPAL & INTEREST PAYMENTS

			PRINCIPAL	INTEREST
STATE LOANS:				
	1999	Refunding	348,362	8,782
TOTAL STATE LOANS			**348,362**	**8,782**
WATER & SEWER BONDS:				
	2007	Bonds	1,750,000	43,750
	2009	Refunding Bonds	192,230	14,822
	2009	Bonds	1,195,000	150,371
	2010	Refunding Bonds	57,230	11,390
	2010	Series A	2,454,800	436,050
	2010	Series B	0	1,367,453
	2012	Refunding Bonds	206,032	34,161
	2012	Bonds	709,020	356,027
	2013	Bonds	390,000	320,999
	2013	Refunding Bonds	472,292	609,704
	2014	Bonds	255,000	234,890
	2015	Bonds	110,003	102,875
	2015	Refunding Bonds	0	580,869
	2016	Bonds	433,374	432,482
	2017	Bonds	1,759,133	1,051,287
TOTAL WATER & SEWER BONDS			**9,984,114**	**5,747,130**
TOTAL WATER & SEWER DEBT SERVICE PRINCIPAL & INTEREST			**10,332,476**	**5,755,912**

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664110 General Fund

These appropriations cover service costs that are associated with short and long-term debt. Charges here include bank trustee fees, auditing fees, and amortization of issuance fees for bond sales.

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
GENERAL FUND						
CONTRACTUAL SERVICES:						
2602	Legal Services	30,638	12,043	30,000	30,000	30,000
2603	Management Services	0	4,056	0	0	0
2699	Other Professional Services (Bank Fees, etc.)	14,337	10,259	10,000	10,000	10,000
	TOTAL CONTRACTUAL SERVICES	44,975	26,358	40,000	40,000	40,000
DEBT SERVICE:						
6303	Costs of Issuance	577,260	189,810	600,000	600,000	600,000
TOTAL GENERAL FUND SERVICE COSTS		**622,235**	**216,168**	**640,000**	**640,000**	**640,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664250 Highways Fund

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
HIGHWAYS FUND						
CONTRACTUAL SERVICES:						
2699	Other Professional Services	271	197	2,000	2,000	2,000
DEBT SERVICE:						
6303	Costs of Issuance	28,037	4,267	28,000	28,000	28,000
TOTAL HIGHWAYS FUND SERVICE COSTS		**28,308**	**4,464**	**30,000**	**30,000**	**30,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664110 General Fund

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
AG PRESERVATION - COUNTY						
CONTRACTUAL SERVICES:						
2602	Legal Services	36,433	34,597	40,000	40,000	40,000
DEBT SERVICE:						
6303	Costs of Issuance	23,961	6,602	29,800	30,000	30,000
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS		**60,394**	**41,199**	**69,800**	**70,000**	**70,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664290 Stormwater Management Fund

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
TAX INCREMENT FINANCING					
DEBT SERVICE:					
6303 Costs of Issuance	0	0	25,000	20,000	20,000
TOTAL STORMWATER MANGAMENT SERVICE COSTS	**0**	**0**	**25,000**	**20,000**	**20,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664310 Tax Increment Financing

			AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
TAX INCREMENT FINANCING							
DEBT SERVICE:							
6303	Costs of Issuance		18,478	22,188	50,000	50,000	50,000
	Beech Creek	50,000					
TOTAL TAX INCREMENT FINANCING SERVICE COSTS			**18,478**	**22,188**	**50,000**	**50,000**	**50,000**

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664530 Water & Sewer Debt Service

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
WATER & SEWER DEBT SERVICE						
CONTRACTUAL SERVICES:						
2602	Legal Services	338	1,586	6,000	7,203	7,203
2603	Management Services	59,835	60,148	60,000	72,034	72,034
2699	Other Professional Services (Bank Fees, etc.)	2,720	2,763	4,000	4,802	4,802
	TOTAL CONTRACTUAL SERVICES	62,893	64,497	70,000	84,039	84,039
6303	Costs of Issuance	88,131	93,110	300,000	360,172	360,172
TOTAL WATER & SEWER DEBT SERVICE COSTS		151,024	157,607	370,000	444,211	444,211
TOTAL ALL FUNDS SERVICE COSTS		**880,439**	**441,626**	**1,184,800**	**1,254,211**	**1,254,211**

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INSURANCE

***ORIGIN/PURPOSE*:**

The County maintains a Self-Insurance Fund for the purpose of paying Workers' Compensation, General and Automobile Liability claims and County Property Damage losses. Self-Insurance funding is determined on the basis of an annual contracted actuarial analysis and internal evaluation of loss experience and exposures. Funding requirements are allocated to the following budgets: General Fund Insurance, Highways Fund Insurance, and Water and Sewer Operating Fund Insurance. At the start of each fiscal year, these budgeted funds are transferred into the Self-Insurance Fund, from which all claims are paid. Costs of insurance for the Libraries, Sheriff's Office and Detention Center are reflected in their budgets.

The Self-Insurance Program is administered by a Risk Manager, required by County Code (Part I, Chapter 9, Article XXII, Risk Management, Safety and Accident Review Board.) The County implemented a policy of combining commercially purchased insurance with the retention of higher deductible levels, the use of selective self-insurance programs and the implementation of a risk management program, which includes a Countywide safety program.

Workers' Compensation:

Harford County carries excess commercial coverage, with a $2,500,000 retention level for claims. The County is also required to maintain reserve funds of $750,000 for Workers' Compensation claims in accordance with Article 101, Section 16 of the Code of Public General Laws of Maryland.

General and Automobile Liability:

Since September 5, 1991 the County has carried excess commercial coverage, with a $350,000 or $500,000 retention for claims.

Property Damage:

The County carries commercial property insurance coverage with varying deductibles on real and personal property, and a $25,000 deductible for physical damage to County owned vehicles.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER:					
20	CONTRACTUAL SERVICES	0	0	665,093	1,083,030	1,083,030
	GRAND TOTAL	**0**	**0**	**665,093**	**1,083,030**	**1,083,030**

INSURANCE

ALL FUND SUMMARY

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY FUND:					
11	GENERAL	0	0	471,846	748,098	748,098
25	HIGHWAYS	0	0	107,286	178,306	178,306
51	WATER AND SEWER	0	0	75,961	156,626	156,626
	GRAND TOTAL	**0**	**0**	**655,093**	**1,083,030**	**1,083,030**
	SUMMARY BY DIVISION:					
671110	GENERAL FUND INSURANCE	0	0	471,846	748,098	748,098
671250	HIGHWAYS INSURANCE	0	0	107,286	178,306	178,306
671510	WATER AND SEWER INSURANCE	0	0	75,961	156,626	156,626
	GRAND TOTAL	**0**	**0**	**655,093**	**1,083,030**	**1,083,030**

INSURANCE

	AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
GENERAL FUND INSURANCE					
INDEX # 671110					
2599 Other Insurance	0	0	471,846	748,098	748,098
HIGHWAYS FUND INSURANCE					
INDEX # 671250					
2599 Other Insurance	0	0	107,286	178,306	178,306
WATER & SEWER OPERATING FUND INSURANCE					
INDEX # 671510					
2599 Other Insurance	0	0	75,961	156,626	156,626
TOTAL OTHER INSURANCE	**0**	**0**	**655,093**	**1,083,030**	**1,083,030**

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BENEFITS

***ORIGIN/PURPOSE*:**

This budget represents the share of expenses within the General Fund, Highways Fund, Water and Sewer Fund and Solid Waste Services to provide the following benefits to Harford County Government employees:

PENSIONS

To provide for payment of unfunded past service liability costs to the State Retirement and Pension Plans and for the Volunteer Fire Pension System. The County joined the new State Pension System for County employees July 1, 1999.

During Fiscal Year 1983-84, the County and the three municipalities reached an agreement with the Harford County Liquor Board to pay the unfunded accrued liability on the Liquor Board's behalf over the next 38 years. Harford County's share of the liability is $6,500 per year.

The Volunteer Firemen's Pension Trust (LOSAP) Fund was created January 31, 1975 by County legislative action and funded in 1981. Biannually the County has an analysis prepared on the status of the Volunteer Firemen's Pension Fund. On January 28, 2008, the County Council of Harford County enacted, as amended, Bill No. 07-46 . This legislation lowered the age of eligibility for monthly Length of Service Award Program (LOSAP) pension benefits from 60 to 55 years, increased the burial benefit for qualified volunteers from $1,000 to $5,000 and allows the spouse, beneficiary or the estate of the volunteer to collect the death benefit. In addition, the legislation added that members with 25 years of service must have five continuous years of service to receive monthly benefits, and members who are 70 years or older with less than 25 years of service must have a minimum of 10 years of service of which five years are continuous to receive benefits. In order for a spouse to receive 50% benefits following the death of a member, the member must have a minimum of 25 years of service at the time of their death.

UNEMPLOYMENT INSURANCE

The mandated cost to County government to pay those employees, deemed eligible, who have terminated County service and who have filed for unemployment compensation.

BENEFITS

EMPLOYEE TUITION REIMBURSEMENT

Contingent upon availability of funds, full-time classified employees are eligible for reimbursement for educational courses related to advancement for their education in pursuit of a work-related degree.

DEATH BENEFIT

At the death of a County employee, his or her beneficiary will receive four weeks' pay, one-half of unused sick leave, and all annual leave as provided by applicable personnel law.

RETIREE'S HEALTH BENEFITS PROGRAM

Employees who retire from active service with Harford County Government are eligible for this program. Employees must retire with pension benefits under the State Retirement Agency or the Sheriff's Office Pension Plan. Under this program, the employee will receive a subsidy based on the number of creditable service years with their pension system; however, the employee must have a minimum of twenty (20) continuous years of service with Harford County Government and/or its covered agencies. The subsidy is doubled in the case of an employee who elects coverage for their spouse as long as that spouse is currently enrolled in our benefits program.

LIFE INSURANCE FOR RETIRED EMPLOYEES

Premiums for employees who retired prior to September 30, 1990.

BENEFITS

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER:					
10	PERSONNEL SERVICES	2,319,379	3,170,234	2,699,913	2,591,898	2,591,898
20	CONTRACTUAL SERVICES	5,308,925	5,888,535	6,853,391	7,062,720	7,062,720
	GRAND TOTAL	**7,628,304**	**9,058,769**	**9,553,304**	**9,654,618**	**9,654,618**
	SUMMARY BY FUND:					
11	GENERAL	5,740,468	6,938,808	7,419,610	7,462,391	7,462,391
25	HIGHWAYS	1,326,233	1,520,572	1,428,883	1,480,417	1,480,417
51	WATER AND SEWER	561,603	599,389	704,811	711,810	711,810
	GRAND TOTAL	**7,628,304**	**9,058,769**	**9,553,304**	**9,654,618**	**9,654,618**
	SUMMARY BY DIVISION:					
681110	GENERAL FUND BENEFITS	5,740,468	6,938,808	7,419,610	7,462,391	7,462,391
681250	HIGHWAYS BENEFITS	1,326,233	1,520,572	1,428,883	1,480,417	1,480,417
681510	WATER AND SEWER BENEFITS	561,603	599,389	704,811	711,810	711,810
	GRAND TOTAL	**7,628,304**	**9,058,769**	**9,553,304**	**9,654,618**	**9,654,618**

DEPARTMENT: BENEFITS
DIVISION: BENEFITS
INDEX: 681110

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
GENERAL FUND BENEFITS						
INDEX # 681110						
1202	Pension (New)	0	640,167	672,175	705,784	705,784
1203	Firemen's Pension Per actuarial and Treasurer's adjustments	2,030,844	1,912,843	1,767,558	1,692,000	1,692,000
1299	Other Unfunded past service liability costs for Liquor Board employees in the State Retirement and Pension Plans	5,786	5,786	6,500	6,500	6,500
1301	Workers' Compensation	75,000	75,000	75,000	0	0
1399	Other Health Insurance	143,438	371,741	0	0	0
2505	Unemployment Insurance	56,143	69,507	48,960	46,289	46,289
2507	Death Benefits	6,331	11,813	20,000	20,000	20,000
2514	Retiree's Insurance Per actuarial	3,191,870	3,737,725	4,737,187	4,899,588	4,899,588
2599	Other Insurance	231,056	114,226	79,000	79,000	79,000
2601	Medical Services	0	0	13,230	13,230	13,230
	TOTAL INDEX	5,740,468	6,938,808	7,419,610	7,462,391	7,462,391

DEPARTMENT: BENEFITS
DIVISION: BENEFITS
INDEX: 681250, 681510

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
HIGHWAYS FUND BENEFITS INDEX # 681250						
1202	Pension (New)	0	89,137	85,086	89,339	89,339
1301	Workers' Compensation	0	0	0	0	0
1399	Other Health Insurance Health Care Consortium Call No funding required for FY 15	37,739	51,682	0	0	0
2505	Unemployment Insurance	2,616	0	20,000	20,000	20,000
2507	Death Benefits	0	0	2,000	2,000	2,000
2514	Retiree's Insurance Per actuarial	1,254,677	1,364,980	1,307,633	1,354,914	1,354,914
2599	Other Insurance	31,201	14,773	12,954	12,954	12,954
2601	Medical Services	0		1,210	1,210	1,210
	TOTAL INDEX	1,326,233	1,520,572	1,428,883	1,480,417	1,480,417
WATER & SEWER FUND BENEFITS INDEX # 681510						
1202	Pension (New)	0	81,034	93,594	98,275	98,275
1301	Workers' Compensation	0	0	0	0	0
1399	Other Health Insurance Health Care Consortium Call No funding required for FY 15	26,572	(57,156)	0	0	0
2505	Unemployment Insurance	2,633	18,807	9,000	9,000	9,000
2507	Death Benefits	0	0	2,000	2,000	2,000
2514	Retiree's Insurance Per actuarial	501,453	541,295	586,180	588,498	588,498
2599	Other Insurance	30,945	15,409	12,937	12,937	12,937
2601	Medical Services	0	0	1,100	1,100	1,100
	TOTAL INDEX	561,603	599,389	704,811	711,810	711,810

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PAYGO

***ORIGIN/PURPOSE*:**

A pay-as-you-go (paygo) policy was implemented in July, 1984 and is included as part of the Debt Management policies within Harford County's five year business plan.The five year business plan confirms that paygo will continue to be used for minor renovation and repair projects which have an asset life of less than ten years for general county, education, fire, library, college, highways, and certain water and sewer projects. It can also be used to purchase furniture and equipment.

Paygo funding requirements for FY 18 are allocated to the following budgets: General Fund, Highways Fund, Parks and Recreation Special Revenue, Stormwater Management and Water and Sewer.

The General Fund Paygo account also includes funding allocations for Closure Reserve and Rural Legacy Program.

Closure Reserve is a set aside account, required by Governmental Accounting Standards Board (GASB) Statement No. 18, which requires the County to measure and recognize a portion of closure and post closure costs during each accounting period based on landfill capacity as of each balance sheet date.

Rural Legacy Program is a State funded program, under which various properties were approved through the application process for purchase of easement rights. These funds are furnished by the County to cover legal costs toward settlements. The State program does not allow for this administrative expense.

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	18,321,680	17,837,500	16,265,799	22,203,587	23,178,587
	GRAND TOTAL	**18,321,680**	**17,837,500**	**16,265,799**	**22,203,587**	**23,178,587**

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY FUND:					
11	GENERAL	5,346,991	8,555,000	5,951,575	9,230,335	9,605,335
25	HIGHWAYS	7,000,000	7,256,250	8,162,603	9,098,239	9,698,239
26	PARKS & RECREATION SPECIAL REVENUE	150,000	130,000	150,000	75,000	75,000
29	STORMWATER MANAGEMENT	0	0	200,000	500,000	500,000
51	WATER AND SEWER OPERATING	6,160,000	1,896,250	1,801,621	3,300,013	3,300,013
	GRAND TOTAL	**18,656,991**	**17,837,500**	**16,265,799**	**22,203,587**	**23,178,587**
	SUMMARY BY DIVISION:					
705110	PAYGO GENERAL FUND	5,011,680	8,555,000	5,901,575	9,180,335	9,555,335
705110	PAYGO GENERAL FUND - STORMWATER MGT. GRANT	335,311	0	0	0	0
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705250	PAYGO HIGHWAYS	7,000,000	7,256,250	8,162,603	9,098,239	9,698,239
705260	PAYGO PARKS & RECREATION-SPECIAL REVENUE	150,000	130,000	150,000	75,000	75,000
705290	PAYGO STORMWATER MANAGEMENT FUND	0	0	200,000	500,000	500,000
705510	PAYGO WATER AND SEWER	6,160,000	1,896,250	1,801,621	3,300,013	3,300,013
	GRAND TOTAL	**18,656,991**	**17,837,500**	**16,265,799**	**22,203,587**	**23,178,587**

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND

Index No. 705110

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7601	**CAPITAL IMPROVEMENTS**	**5,011,680**	**8,555,000**	**5,751,575**	**8,830,335**	**9,505,335**
7607	**CAPITAL IMPROVEMENTS - HOTEL TAX**	**0**		**150,000**	**350,000**	**350,000**
TOTAL PAYGO CAPITAL IMPROVEMENTS		**5,011,680**	**8,555,000**	**5,901,575**	**9,180,335**	**9,555,335**

For FY 18, General Fund Paygo funds amounting to $9,555,335, will provide for the following capital projects:

GENERAL:

Edgewood Library Roof Replacement	110,700
Fleet Replacement	2,000,000
Harford Cable Network High Definition Upgrade	200,000
Infrastructure Efficiency Capital Investment	25,000
Refresh	111,275
Safeguarding Business Operations	1,000,000
Underground & Aboveground Storage Tank Mgt.	100,000
Total General Projects	**3,546,975**

PUBLIC SAFETY:

Mobile/Portable Radio Upgrades	150,000
Public Safety Communication in School Bldgs	100,000
SCBA Replacement	250,000
VFC Facility Repair	400,000
Whiteford VFC - Renovation of Main Station	350,000
Total Public Safety Projects	**1,250,000**

LIBRARIES:

Technology	190,360
Total Libraries Projects	**190,360**

BOARD OF EDUCATION:

Athletic Fields Repair and Renovation	100,000
Major HVAC Repairs	25,000
North Harford Aquaculture Lab and Greenhouse	830,000
Replacement Buses	250,000
Swimming Pool Renovations	353,000
Technology Infrastructure	1,000,000
Total Board of Education Projects	**2,558,000**

SOLID WASTE SERVICES:

HWDC Pavement Upgrades	200,000
Scarboro Landfill Groundwater Treatment Plant	150,000
Waste-to-Energy Facility Closure	1,310,000
Total Solid Waste Services Projects	**1,660,000**

PARKS AND RECREATION:

Cedar Lane Sports Complex Improvements - (Hotel	100,000
Trails and Linear Parks	250,000
Total Parks and Recreation Projects	**350,000**

DEPARTMENT: PAYGO

DIVISION: PAYGO HIGHWAYS FUND

Index No. 705250

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7601	**CAPITAL IMPROVEMENTS**	**7,000,000**	**7,256,250**	**8,162,603**	**9,098,239**	**9,698,239**

For FY 18 Highways Fund Paygo funds amounting to $9,689,239 will provide for the following capital projects:

BRIDGES:

Abingdon Road Bridge #169 over CSX	40,000
Bridge and Road Scour Repairs	100,000
Bridge Inspection Program	100,000
Bridge Painting	200,000
Carrs Mill Road Bridge #216	30,000
Chestnut Hill Road Bridge #40	30,000
Culvert Rehabilitation	100,000
Total Bridges Projects	**600,000**

RESURFACING:

Resurfacing Roadways	5,611,175
Total Resurfacing Projects	**5,611,175**

OTHER:

APG Gate PILOT	237,064
Fleet Replacement	1,500,000
Refresh Program	75,000
Safeguarding Business Operations	250,000
Sidewalks and Handicapped Ramps	150,000
Total Other Projects	**2,212,064**

ROADWAYS:

Chapel Road Improvements	225,000
Drainage Improvements	150,000
Guardrails	100,000
Intersection Improvements	450,000
New Roads and Stormdrains	50,000
Stormdrain Rehabilitation	200,000
Traffic Calming,Bicycle & Road Safety Improvements	100,000
Total Roadways Projects	**1,275,000**

DEPARTMENT: PAYGO

DIVISION: PARKS & RECREATION SPECIAL REVENUE FUND

Index No. 705260

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7601	**CAPITAL IMPROVEMENTS**	**150,000**	**130,000**	**150,000**	**75,000**	**75,000**

For FY 18, Parks and Recreation Special Revenue Fund has one Paygo project - Swan Harbor Farm Improvements.

DEPARTMENT: PAYGO

DIVISION: WATER & SEWER FUND

Index No. 705510

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7601	**CAPITAL IMPROVEMENTS**	**6,160,000**	**1,896,250**	**1,801,621**	**3,300,013**	**3,300,013**

For FY 18, Water and Sewer Fund Paygo funds amounting to $3,300,013, will provide for the following capital projects:

WATER PROJECTS:

Fleet Replacement	800,000
Infrastructure Management System Enhancements	93,013
Perryman Wellfield Improvement	200,000
Refresh	80,000
Safeguarding Business Operations	362,000
Water Zone Improvements	150,000
Total Water Projects	**1,685,013**

SEWER PROJECTS:

Bentwood Park Pumping Station Improvements	200,000
Bynum Ridge Replacement Sewer	560,000
Delta WWTP Plant Upgrades	200,000
Inventory Storage and Control Improvements	85,000
Pumping Station Improvements	65,000
Ring Factory PS and Fairwind Farms Abandonment	105,000
Sod Run WWTP Ultraviolet Disinfection Project	200,000
Utility Protection/Restoration	200,000
Total Sewer Projects	**1,615,000**

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7799	OTHER - RURAL LEGACY PROGRAM	0	0	50,000	50,000	50,000

For FY 18, an allocation of $50,000 is appropriated for the Rural Legacy Program administrative expenses, and no allocation is provided for Closure Reserve.

APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

***ORIGIN/PURPOSE*:**

Appropriation to Towns
Harford County Government is mandated by the Annotated Code of Maryland, Article 25, Section 220, subtitled, "Grants to Municipalities in Lieu of Shared Taxes," to make appropriations on behalf of its three municipalities of Aberdeen, Bel Air, and Havre de Grace. As stated in the statute, beginning in Fiscal Year 1968-69, and continuing every fiscal year hereafter, there is paid to each of the three incorporated municipalities, an amount of money equal to the amount received for Fiscal Year 1967-68 by such municipality under Section 30(D) of Article 81 of the Annotated Code of Maryland, related to apportionment of shared taxes on banks and financial corporations.

Additionally, this budget includes the differential or refund paid to the municipalities for police services. Appropriation of monies is based on an established formula, previously agreed upon between County Government and the municipalities.

Appropriation to State
The State of Maryland charges Harford County a fee to administer the Supplemental County Homeowner's Tax Credit Program. All applications are filed with the State Department of Assessments and Taxation. Applications are processed at the State level and the County is notified electronically of all approved credits. For FY 18 an estimated appropriation of $40,000 is included to pay the State for these costs.

A large portion of the cost of operating the local Harford County Office of the State Department of Assessments and Taxation was shifted to the County in FY 12. An appropriation of $1,080,000 has been included to cover this expense in FY 18.

Other Government Agencies
Funding is provided for the operating expenses of the Humane Society.

APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

ALL FUND SUMMARY:

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	5,165,017	5,193,136	5,179,068	5,632,815	5,232,815
	GRAND TOTAL	**5,165,017**	**5,193,136**	**5,179,068**	**5,632,815**	**5,232,815**
	SUMMARY BY FUND:					
11	GENERAL	5,165,017	5,193,136	5,179,068	5,632,815	5,232,815
	GRAND TOTAL	**5,165,017**	**5,193,136**	**5,179,068**	**5,632,815**	**5,232,815**
	SUMMARY BY DIVISION:					
707110	Appropriation to Towns	3,503,549	3,437,321	3,389,068	3,312,815	3,312,815
708110	Appropriation to State	911,468	1,005,815	1,040,000	1,520,000	1,120,000
709110	Other Government Agencies	750,000	750,000	750,000	800,000	800,000
	GRAND TOTAL	**5,165,017**	**5,193,136**	**5,179,068**	**5,632,815**	**5,232,815**

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

INDEX No. 707110

			AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7101	**GRANTS AND CONTRIBUTIONS**		3,482,861	3,416,633	3,368,380	3,292,127	3,292,127
	Differential for Police Services based on a legislated formula using the Assessable Basis Percentage numbers for the County and the three municipalities:						
	Aberdeen	1,071,209					
	Bel Air	1,124,991					
	Havre de Grace	1,095,927					
		3,292,127					
7102	**PAYMENTS TO OTHER GOVERNMENT AGENCIES**		20,688	20,688	20,688	20,688	20,688
	Payments required by the Annotated Code of Maryland, Article 25, Section 220:						
	Aberdeen	7,142					
	Bel Air	8,458					
	Havre de Grace	5,088					
		20,688					
SUB-TOTAL APPROPRIATION TO TOWNS			**3,503,549**	**3,437,321**	**3,389,068**	**3,312,815**	**3,312,815**

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

INDEX No. 708110

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7102	**PAYMENTS TO OTHER GOVERNMENT AGENCIES** Payments to the State of Maryland: Funds required to pay the State of Maryland for administrative costs for Harford County's Homeowner's Tax Credit. Funds appropriated for share of the cost of administering the County's State Department of Assessments and Taxation office.	911,468	1,005,815	1,040,000	1,520,000	1,120,000
SUB-TOTAL APPROPRIATION TO STATE		**911,468**	**1,005,815**	**1,040,000**	**1,520,000**	**1,120,000**

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

INDEX No. 709110

		AUDITED FY 15	AUDITED FY 16	ORIGINAL BUDGET FY 17	EXECUTIVE PROPOSED FY 18	ENACTED FY 18
7102	**PAYMENTS TO OTHER GOVERNMENT AGENCIES** Funding is provided for the operating costs of the Humane Society	750,000	750,000	750,000	800,000	800,000
SUB-TOTAL OTHER GOVERNMENT AGENCIES		**750,000**	**750,000**	**750,000**	**800,000**	**800,000**
TOTAL APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES		**5,165,017**	**5,193,136**	**5,179,068**	**5,632,815**	**5,232,815**

HARFORD COUNTY, MARYLAND
STATEMENT OF CONTINGENCY RESERVE

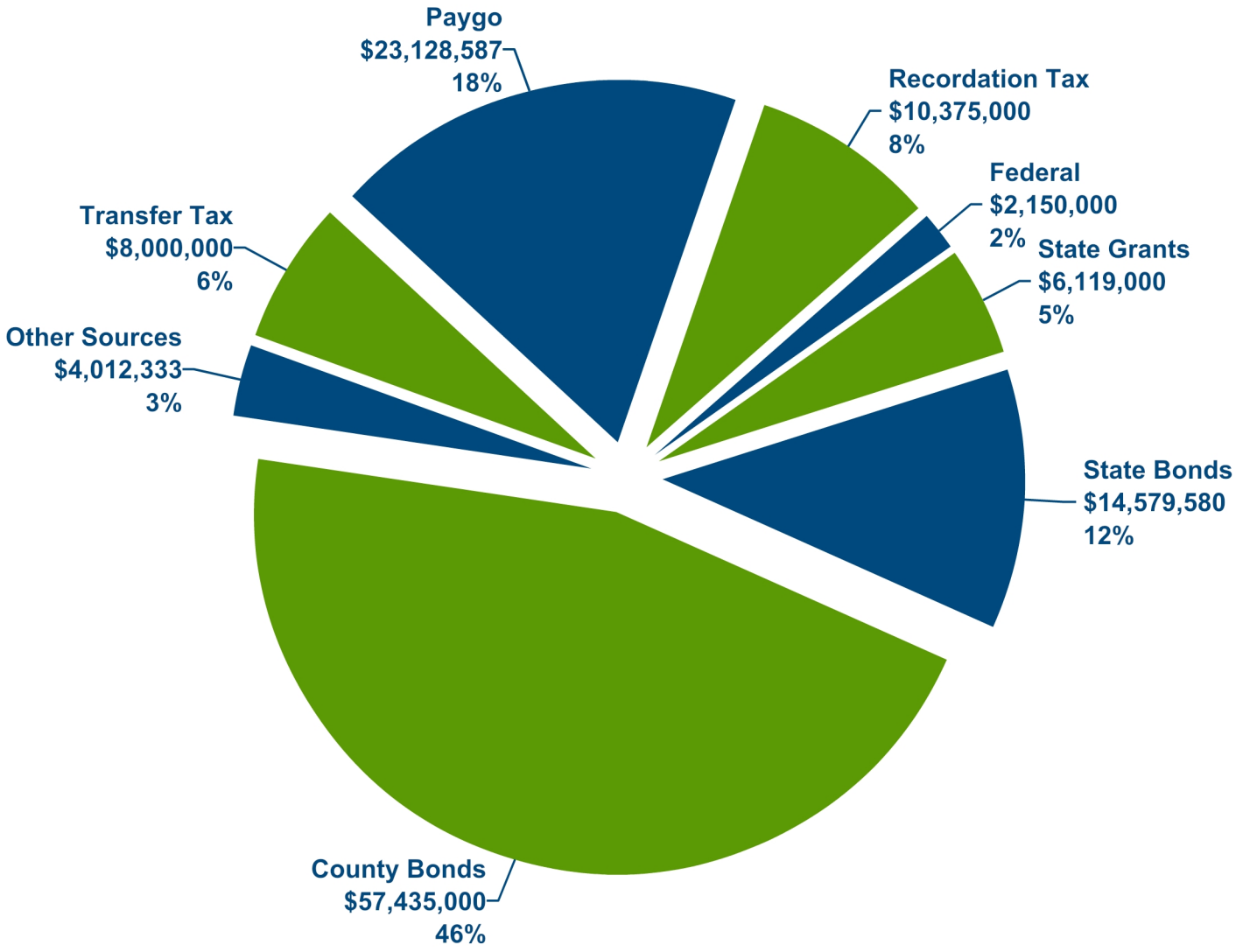
The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . ." The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.41 percent of the Highways Fund, have been included in the Proposed Fiscal Year 2017-2018 Operating Budget.

GENERAL FUND	**$**	**100,000**
HIGHWAYS FUND	**$**	**200,000**

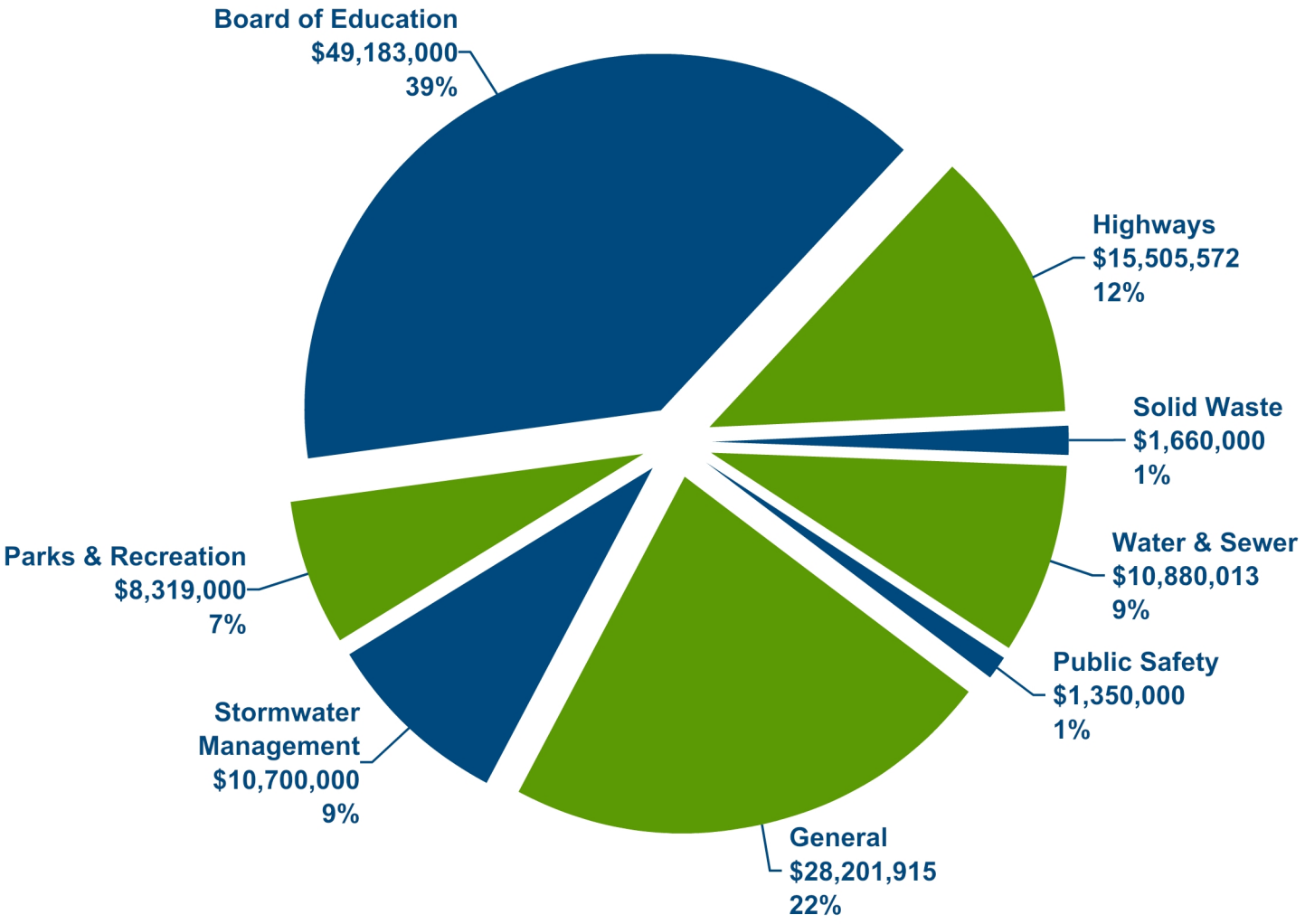
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CAPITAL BUDGET and CAPITAL IMPROVEMENT PROGRAM

Approved Capital Budget Revenues
Fiscal Year 2017 - 2018
Total Budget $125,799,500



Approved Capital Budget Appropriations
Fiscal Year 2017 - 2018
Total Budget $125,799,500



PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
					FY 18 APPROVED CAPITAL BUDGET								
GENERAL FUND													
GENERAL CAPITAL													
Bel Air Parking Garage	(136,162)	(136,162)	0	0	0	0	0	0	0	0	0	0	0
Board of Education Debt Service 18	18,000,000	0	0	0	0	1,700,000	8,000,000	8,300,000	0	0	0	0	0
Countywide Facilities Master Plan Study	(34,425)	(34,425)	0	0	0	0	0	0	0	0	0	0	0
Courthouse Building Repairs	2,000,000	0	0	0	2,000,000	0	0	0	0	0	0	0	0
Edgewood Library Roof Replacement	221,400	0	110,700	0	0	0	0	0	110,700	0	0	0	0
Facilities Repair Program	3,250,000	0	0	0	3,000,000	0	0	0	0	0	250,000	0	0
Fleet Maintenance Facility	117,000	0	0	0	117,000	0	0	0	0	0	0	0	0
Fleet Replacement	2,000,000	0	2,000,000	0	0	0	0	0	0	0	0	0	0
Harford Cable Network High-Definition Upgrade	250,000	0	200,000	0	0	0	0	0	0	0	0	0	50,000
Harford County Ag Research & Exposition Center	350,000	0	0	0	350,000	0	0	0	0	0	0	0	0
Hosanna School	(18,138)	(18,138)	0	0	0	0	0	0	0	0	0	0	0
Infrastructure Efficiency Capital Investment Projects	25,000	0	25,000	0	0	0	0	0	0	0	0	0	0
Refresh Program	300,000	188,725	111,275	0	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	1,000,000	0	1,000,000	0	0	0	0	0	0	0	0	0	0
Underground & Aboveground Storage Tank Mgmnt.	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL GENERAL	**27,424,675**	**0**	**3,546,975**	**0**	**5,467,000**	**1,700,000**	**8,000,000**	**8,300,000**	**110,700**	**0**	**250,000**	**0**	**50,000**
STORMWATER MANAGEMENT													
Bynum Run @ St. Andrews Way Stream Restoration	850,000	0	0	0	800,000	0	0	0	0	0	50,000	0	0
County Owned SWM Rehabilitation and Repair*	50,000	0	50,000	0	0	0	0	0	0	0	0	0	0
County Owned Watershed Restoration Improvements	1,850,000	0	0	50,000	800,000	0	0	0	1,000,000	0	0	0	0
Joppatowne Area Watershed Restoration	950,000	0	0	0	800,000	0	0	0	150,000	0	0	0	0
Maintenance/Repair of Dams FY 14*	350,000	0	100,000	0	0	0	0	0	0	0	0	0	250,000
Plumtree Run Watershed Restoration	1,800,000	0	0	0	800,000	0	0	0	1,000,000	0	0	0	0
Riverside Area Watershed Restoration	1,300,000	0	0	0	800,000	0	0	0	500,000	0	0	0	0
Sams Branch Watershed Restoration	1,100,000	0	0	0	300,000	0	0	0	800,000	0	0	0	0
Septic System Disconnection*	50,000	0	100,000	(50,000)	0	0	0	0	0	0	0	0	0
Stormwater Pollution Prevention*	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Upper Bynum Watershed Restoration Improvements	550,000	0	0	0	400,000	0	0	0	150,000	0	0	0	0
Watershed Restoration Assessment	800,000	0	0	0	400,000	0	0	0	300,000	0	100,000	0	0
Watershed Restoration Improvements	650,000	0	0	0	500,000	0	0	0	150,000	0	0	0	0
Watershed Restoration Maintenance*	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
Wheel Creek Watershed Restoration	150,000	0	0	0	150,000	0	0	0	0	0	0	0	0
**Special Dedicated Paygo*													
SUB-TOTAL STORMWATER MANAGEMENT	**10,700,000**	**0**	**500,000**	**0**	**5,750,000**	**0**	**0**	**0**	**4,050,000**	**0**	**150,000**	**0**	**250,000**

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
					FY 18 APPROVED CAPITAL BUDGET								
GENERAL FUND													
PUBLIC SAFETY													
911 State Fee Fund	100,000	0	0	0	0	0	0	0	100,000	0	0	0	0
Mobile/Portable Radio Upgrades	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Public Safety Communication in School Buildings	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
SCBA Replacement	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
VFC Facility Repair	400,000	0	400,000	0	0	0	0	0	0	0	0	0	0
Whiteford VFC - Renovation of Main Station	350,000	0	350,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL PUBLIC SAFETY	**1,350,000**	**0**	**1,250,000**	**0**	**0**	**0**	**0**	**0**	**100,000**	**0**	**0**	**0**	**0**
HARFORD COMMUNITY COLLEGE													
Fallston Hall Renovations	586,880	0	0	0	278,000	0	0	0	308,880	0	0	0	0
SUB-TOTAL HARFORD COMMUNITY COLLEGE	**586,880**	**0**	**0**	**0**	**278,000**	**0**	**0**	**0**	**308,880**	**0**	**0**	**0**	**0**
LIBRARIES													
Aberdeen Branch - Expansion	(9,640)	(9,640)	0	0	0	0	0	0	0	0	0	0	0
Technology	200,000	9,640	190,360	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL LIBRARIES	**190,360**	**0**	**190,360**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
BOARD OF EDUCATION													
Athletic Fields Repair and Restoration	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
Bel Air ES HVAC Systemic Reno. & Open Space	7,561,000	0	0	0	3,970,000	0	0	0	3,591,000	0	0	0	0
Havre de Grace Middle/High School Replacement	38,000,000	0	0	0	28,000,000	0	0	0	10,000,000	0	0	0	0
Major HVAC Repairs	25,000	0	25,000	0	0	0	0	0	0	0	0	0	0
North Harford HS Aquaculture Lab and Greenhouse	830,000	0	830,000	0	0	0	0	0	0	0	0	0	0
Replacement Buses	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
Roof Replacement - North Harford ES	1,064,000	0	0	0	495,000	0	0	0	569,000	0	0	0	0
Swimming Pool Renovations	353,000	0	353,000	0	0	0	0	0	0	0	0	0	0
Technology Infrastructure	1,000,000	0	1,000,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL BOARD OF EDUCATION	**49,183,000**	**0**	**2,533,000**	**0**	**32,465,000**	**0**	**0**	**0**	**14,160,000**	**0**	**0**	**0**	**0**
SUB-TOTAL GENERAL FUND CAPITAL	**89,434,915**	**0**	**8,045,335**	**0**	**43,960,000**	**1,700,000**	**8,000,000**	**8,300,000**	**18,729,580**	**0**	**400,000**	**0**	**300,000**

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
					FY 18 APPROVED CAPITAL BUDGET								
SOLID WASTE SERVICES													
SOLID WASTE SERVICES													
HWDC Expansion	400,000	0	0	400,000	0	0	0	0	0	0	0	0	0
HWDC Pavement Upgrades	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Scarboro Landfill Groundwater Trtmt. Eval.	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Tollgate Yard Trim Recycling Center	(400,000)	0	0	(400,000)	0	0	0	0	0	0	0	0	0
Waste to Energy Facility Closure	1,310,000	0	1,310,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL SOLID WASTE CAPITAL	**1,660,000**	**0**	**1,660,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL ALL GENERAL FUND CAPITAL	**91,094,915**	**0**	**9,705,335**	**0**	**43,960,000**	**1,700,000**	**8,000,000**	**8,300,000**	**18,729,580**	**0**	**400,000**	**0**	**300,000**

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
					FY 18 APPROVED CAPITAL BUDGET								
PARKS & RECREATION FUND													
PARKS & RECREATION													
ADA Improvements	120,000	0	0	0	0	0	0	50,000	0	0	0	0	70,000
Anita C. Leight Improvements	25,000	0	0	0	0	0	0	25,000	0	0	0	0	0
Athletic Field Improvements	1,400,000	0	0	0	1,400,000	0	0	0	0	0	0	0	0
Bush River Dredging and DMP Site	100,000	0	0	0	0	0	0	0	100,000	0	0	0	0
Canoe and Kayak Water Access	280,000	0	0	0	0	0	0	280,000	0	0	0	0	0
Cedar Lane Sports Complex Improvements**	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
East Baker Avenue Pedestrian Bridge	100,000	0	0	0	0	100,000	0	0	0	0	0	0	0
Eden Mill Park Rehabilitation	100,000	0	0	0	0	0	0	100,000	0	0	0	0	0
Edgeley Grove Farm	40,000	0	0	0	0	0	0	40,000	0	0	0	0	0
Emily Bayliss Graham Park	200,000	0	0	0	0	200,000	0	0	0	0	0	0	0
Emmorton Recreation & Tennis Ctr Improvements	15,000	0	0	0	0	0	0	15,000	0	0	0	0	0
Enlarged Gymnasiums & Joint Facilities	600,000	0	0	0	600,000	0	0	0	0	0	0	0	0
Facility Renovations	225,000	0	0	0	0	0	0	125,000	0	0	0	0	100,000
Flying Point Park Improvements	179,000	0	0	0	0	0	0	80,000	99,000	0	0	0	0
Forest Hill Recreation Complex Improvements	200,000	0	0	0	0	0	0	0	0	0	0	0	200,000
Fox Meadows Park Improvements	100,000	0	0	0	0	100,000	0	0	0	0	0	0	0
Francis Silver Park Improvements	400,000	0	0	0	0	0	0	200,000	0	200,000	0	0	0
Gunpowder River Dredging	330,000	0	0	0	0	0	0	130,000	200,000	0	0	0	0
Gymnasium Floor Repair and Renovation	60,000	0	0	0	0	0	0	40,000	0	0	0	0	20,000
Indoor Recreation Facility-Forest Hill/Hickory	250,000	0	0	0	0	0	0	250,000	0	0	0	0	0
Joppatowne Area Dredging	100,000	0	0	0	0	0	0	50,000	50,000	0	0	0	0
Liriodendron Improvements	(135,000)	0	0	0	0	0	0	(135,000)	0	0	0	0	0
Natural Turf Improvements	150,000	0	0	0	0	0	0	100,000	0	0	0	0	50,000
Park Improvements	80,000	0	0	0	0	0	0	50,000	0	0	0	30,000	0
Parking Lot Paving	250,000	0	0	0	0	0	0	250,000	0	0	0	0	0
Parkland Acquisition	1,050,000	0	0	0	0	0	0	50,000	0	1,000,000	0	0	0
Playground Equipment	225,000	0	0	0	0	0	0	125,000	0	0	0	75,000	25,000
Swan Harbor Farm Improvements*	75,000	0	75,000	0	0	0	0	0	0	0	0	0	0
Tennis/Multipurpose Court	100,000	0	0	0	0	0	0	100,000	0	0	0	0	0
Trails and Linear Parks**	1,550,000	0	250,000	0	0	0	0	100,000	0	200,000	1,000,000	0	0
Tudor Hall Rehabilitation	50,000	0	0	0	0	0	0	50,000	0	0	0	0	0
**Swan Harbor Special Paygo*													
***Paygo - Hotel Tax Revenue*													
TOTAL PARKS & RECREATION CAPITAL	**8,319,000**	**0**	**425,000**	**0**	**2,000,000**	**400,000**	**0**	**2,075,000**	**449,000**	**1,400,000**	**1,000,000**	**105,000**	**465,000**

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
					FY 18 APPROVED CAPITAL BUDGET								
HIGHWAYS FUND													
HIGHWAYS													
BRIDGES													
Abingdon Road Bridge #169 over CSX	200,000	0	40,000	0	0	0	0	0	0	0	160,000	0	0
Bridge and Road Scour Repairs	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
Bridge Inspection Program	200,000	0	100,000	0	0	0	0	0	0	0	100,000	0	0
Bridge Painting	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Carrs Mill Road Bridge #216	180,000	0	30,000	0	0	0	0	0	0	0	150,000	0	0
Chestnut Hill Bridge #40	30,000	0	30,000	0	0	0	0	0	0	0	0	0	0
Culvert Rehabilitation	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
Glenville Road Bridge #30	40,000	0	0	0	40,000	0	0	0	0	0	0	0	0
Green Road Bridges #119 and #122	75,000	0	0	0	75,000	0	0	0	0	0	0	0	0
Harford Creamery Road Bridge #104	(34,882)	(34,882)	0	0	0	0	0	0	0	0	0	0	0
Hess Road Bridge #82	(47,689)	(47,689)	0	0	0	0	0	0	0	0	0	0	0
Jericho Road Bridge	(11,271)	(11,271)	0	0	0	0	0	0	0	0	0	0	0
Johnson Mill Road Bridge #45	60,000	0	0	0	60,000	0	0	0	0	0	0	0	0
New Park Road Bridge #125	100,000	0	0	0	100,000	0	0	0	0	0	0	0	0
Robinson Mill Road Bridge #154	300,000	0	0	0	60,000	0	0	0	0	0	240,000	0	0
Snake Lane Bridge #31	900,000	0	0	0	900,000	0	0	0	0	0	0	0	0
Stafford Road Bridge #24	125,000	0	0	0	25,000	0	0	0	0	0	100,000	0	0
SUB-TOTAL BRIDGES	**2,516,158**	**(93,842)**	**600,000**	**0**	**1,260,000**	**0**	**0**	**0**	**0**	**0**	**750,000**	**0**	**0**
ROADWAYS													
Chapel Road Improvements	225,000	0	225,000	0	0	0	0	0	0	0	0	0	0
Drainage Improvements	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Guardrails	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
Intersection Improvements	450,000	0	450,000	0	0	0	0	0	0	0	0	0	0
Moores Mill Road	650,000	0	0	0	530,000	0	0	0	120,000	0	0	0	0
New Roads and Stormdrains	150,000	0	50,000	0	0	0	0	0	0	0	0	100,000	0
Stormdrain Rehabilitation	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Tollgate Road (West Ring Factory Rd to Plumtree Rd)	1,950,000	0	0	0	1,950,000	0	0	0	0	0	0	0	0
Traffic Calming, Bicycle & Road Safety Improvements	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL ROADWAYS	**3,975,000**	**0**	**1,275,000**	**0**	**2,480,000**	**0**	**0**	**0**	**120,000**	**0**	**0**	**100,000**	**0**

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
					FY 18 APPROVED CAPITAL BUDGET								
HIGHWAYS FUND													
HIGHWAYS													
RESURFACING													
Resurfacing Roadways 18	5,105,017	93,842	5,611,175	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL RESURFACING	**5,105,017**	**93,842**	**5,611,175**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OTHER													
APG Gate Pilot	1,179,397	0	237,064	0	0	0	0	0	0	0	0	0	942,333
Fleet Maintenance Facility	155,000	0	0	0	155,000	0	0	0	0	0	0	0	0
Fleet Replacement	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0	0	0
Refresh	75,000	0	75,000	0	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
Sidewalks and Handicapped Ramps	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL OTHER	**3,309,397**	**0**	**2,212,064**	**0**	**155,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**942,333**
TOTAL HIGHWAYS FUND CAPITAL	**15,505,579**	**0**	**9,698,239**	**0**	**3,895,000**	**0**	**0**	**0**	**120,000**	**0**	**750,000**	**100,000**	**942,333**

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
				FY 18 APPROVED CAPITAL BUDGET									
WATER & SEWER FUND													
WATER PROJECTS													
Fleet Maintenance Facility	30,000	0	0	0	30,000	0	0	0	0	0	0	0	0
Fleet Replacement	800,000	0	800,000	0	0	0	0	0	0	0	0	0	0
Infrastructure Management System Enhancements	300,000	206,987	93,013	0	0	0	0	0	0	0	0	0	0
Perryman GAC Plant Improvements	500,000	500,000	0	0	0	0	0	0	0	0	0	0	0
Perryman Wellfield Improvement	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Refresh	80,000	0	80,000	0	0	0	0	0	0	0	0	0	0
Replacement of Water Booster Station SCADA	1,200,000	0	0	0	1,200,000	0	0	0	0	0	0	0	0
Safeguarding Business Operations	362,000	0	362,000	0	0	0	0	0	0	0	0	0	0
Site Acquisition 17	(364,927)	0	0	(364,927)	0	0	0	0	0	0	0	0	0
Tollgate Road Water Main Parallel 15	(1,292,227)	0	0	(1,292,227)	0	0	0	0	0	0	0	0	0
US 40 and Rt. 159 SHA Water Relocation	1,200,000	0	0	0	1,200,000	0	0	0	0	0	0	0	0
Water and Sewer Authority Study Establishment	(706,987)	(706,987)	0	0	0	0	0	0	0	0	0	0	0
Water Zone Improvements	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL WATER PROJECTS	**2,457,859**	**0**	**1,685,013**	**(1,657,154)**	**2,430,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
SEWER PROJECTS													
Bio Solids Facilities Enhancements	4,000,000	0	0	0	4,000,000	0	0	0	0	0	0	0	0
Brentwood Park Pumping Station Improvements	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Bynum Ridge Replacement Sewer	560,000	0	560,000	0	0	0	0	0	0	0	0	0	0
Delta WWTP Plant Upgrades	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Edgewood Interceptor Sewer Parallel	150,000	0	0	0	150,000	0	0	0	0	0	0	0	0
Inventory Storage and Control Improvements	85,000	0	85,000	0	0	0	0	0	0	0	0	0	0
Lower Bynum Run Interceptor Phase 6&7	2,657,154	0	0	1,657,154	1,000,000	0	0	0	0	0	0	0	0
Pumping Station Improvements 17	65,000	0	65,000	0	0	0	0	0	0	0	0	0	0
Ring Factory PS & Fairwind Farms Abandonment	105,000	0	105,000	0	0	0	0	0	0	0	0	0	0
Sod Run WWTP Ultraviolet Disinfection Project	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
Utility Protection/Restoration	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL SEWER PROJECTS	**8,422,154**	**0**	**1,615,000**	**1,657,154**	**5,150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL WATER & SEWER FUND CAPITAL	**10,880,013**	**0**	**3,300,013**	**0**	**7,580,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL APPROVED CAPITAL BUDGET	**125,799,500**	**0**	**23,128,587**	**0**	**57,435,000**	**2,100,000**	**8,000,000**	**10,375,000**	**19,298,580**	**1,400,00 0**	**2,150,000**	**205,000**	**1,707,333**

FISCAL YEAR 2018
APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2018 CAPITAL BUDGET OVERVIEW

The development of each year's budget is based on current and projected economic conditions, operational needs, the needs of the citizens, and legislated mandates; coupled with the strategic plans, fiscal policies, and management techniques adopted by the Administration. We monitor revenue trends and re-evaluate our projections throughout the year. This analysis, along with recommendations from our Spending Affordability Committee, provides the Administration with the knowledge of how much total funding is available to allocate to the upcoming budget, as well as the source of the revenue, its trends, and whether the funds are "one-time" or "ongoing" in nature. The Administration is committed to spending only what we can afford. We will incur debt only when we are confident that sustainable resources will be available to retire that debt. We will appropriate "one-time" revenues for "one-time" expenses only; and we will not commit to future expenses without identifying revenues which will be available to support them.

The Approved Fiscal Year 2018 Capital Budget consists of 141 projects at a total cost of $125,799,500. With the continued demands of a tough economy this budget supports our most pressing challenges including school modernization issues, public safety, sustaining a strong infrastructure, and the environment.

Harford County's financial operations are characterized by maintenance of sound reserves, a conservative approach to budget development, and timely revenue and spending adjustments. Fiscal policies governing multi-year planning, reserve retention and use of surplus funds for capital and other one-time spending aid in steady operating performance. In February 2017, Moody's Investor Service, Fitch Ratings and Standard and Poor's all reaffirmed Harford County's AAA bond rating.

The County imposes a Recordation Tax on home sales and refinances, and a Transfer Tax on the sale of new or existing homes. Each of these generate revenues that are in part restricted to school construction and/or school debt service. A description of Recordation and Transfer Tax history and restrictions can be found later on in this section of the capital budget book.

FISCAL YEAR 2018 EXPENDITURES

General Capital Projects

The County Capital Budget proposes 15 General projects for FY 2018, totaling $27,424,675. Projects in the General category for FY 2018 include debt service for the Board of Education, a project to fund repairs and renovations to County buildings and structures; fleet replacement; repairs and renovations to the County Courthouse; and a roof replacement on the Edgewood Library. There are two Information Technology related projects including a refresh program and integration/modernization of enterprise software applications.

FISCAL YEAR 2018
APPROVED CAPITAL BUDGET HIGHLIGHTS

Stormwater Management

The FY 2018 Stormwater Management Capital budget consists of 15 projects and totals $10,700,000. Under the National Pollutant Discharge Elimination System (NPDES) Permit, the County must assess potential watershed projects and then restore and improve watersheds to reduce pollutants and improve water quality. Funds will provide for stormwater enhancement, maintenance and repair of dams, as well as stream and watershed restorations.

Public Safety

Harford County continues to ensure that public safety providers have the necessary tools and technology to meet the County's growing need for emergency services. They FY 18 Capital budget includes funding for the purchase and installation of bi-directional amplifiers (BDA's) in County schools, therefore greatly improving radio coverage for public safety; for the replacement of Self Contained Breathing Apparatus (SCBA's) for first responders; and for the Volunteer Fire Companies to repair/renovate their existing stations to include systemic repairs, roofs, paving, etc.

Board of Education Projects

Funding for the Board of Education includes a major HVAC Systemic Renovation and Open Space renovation at the Bel Air Elementary School. Funding is also included for the replacement of Havre de Grace Middle/High School and an Aquaculture Lab and Greenhouse at the North Harford High School. Bus replacement, swimming pool renovations and technology infrastructure are also included in the funding for Board of Education capital projects.

Solid Waste Services Projects

The Solid Waste services capital budget has appropriated funding for the decommission and demolition of the Harford Waste to Energy facility, following the expiration of the operating contract in 2016; as well as groundwater treatment plant upgrades at the Scarboro Landfill.

Parks and Recreation Projects

Parks and Recreation continues to provide citizens with a diversified menu of recreational opportunities as well as the acquisition and protection of open space. To accomplish this for FY 18, Harford County has appropriated funds for 31 projects totaling $8,319,000. These projects include the development/improvements of many parks and complexes, facility renovations, dredging, parkland acquisition, natural turf improvements and playground equipment replacements.

FISCAL YEAR 2018
APPROVED CAPITAL BUDGET HIGHLIGHTS

Highways Projects

Funding for Highways projects is derived from dedicated revenues, developer contributions, and Federal grants. The majority of revenues available to the Highways Fund are generated from the County's Property Tax differential ($0.1483 per $100 of assessed property value outside the three municipalities).

There are 33 projects funded for the Highways Capital budget, totaling $15,505,572. The Highways budget is divided into four sections: Bridges, Roadways, Resurfacing, and "Other". In addition to the 1,057 miles of roadways and 223 County bridges, Harford County Highways projects must also provide for culvert rehabilitations, guardrails, sidewalks and handicapped ramps, stormdrain rehabilitation, traffic signals and road safety improvements. For FY 2018 there is also funding for technology related projects such as modernizing and integrating software applications, fleet replacement, and infrastructure projects at various Highways facilities that will increase operational efficiency.

Water and Sewer Projects

The Water and Sewer Capital Budget proposes funding for 24 capital projects in FY 2018 totaling $10,880,013. These projects continue to provide improvements and future growth to Harford County's existing infrastructure. Funding proposed for FY 2018 provides for bio-solids facility enhancements, replacement of essential vehicles and equipment, replacement of water booster station SCADA, inventory storage and control improvements and upgrades to the Perryman wellfields.

As seen in the Highways and General projects, Harford County has also provided funding for fleet replacement and technology projects within the Water and Sewer Capital budget. These projects are vital to the efficiency of Water and Sewer operations.

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCES
CAPITAL FUND

	GENERAL	HIGHWAYS	PARKS & REC.	TOTAL
TOTAL FUND BALANCE AT June 30, 2016	5,787,725	1,448,635	663,216	7,899,576
Less: Restricted Fund Balance				
Recordation and Transfer Tax	3,885,170	0	663,216	4,548,386
Bond Proceeds	97,829	0	0	97,829
Less: Unrestricted Fund Balance				
Appropriation of Fund Balance	1,804,726	224,015	0	2,028,741
Encumbrances	0	1,224,620	0	1,224,620
	5,787,725	1,448,635	663,216	7,899,576
Fund Balance Available for Appropriation at June 30, 2016				
Undesignated Fund Balance	0	0	0	0
Estimated Revenues - Open Project	703,295,297	98,263,754	71,531,020	873,090,071
Estimated Expenditures - Open Project	(703,282,446)	(98,257,450)	(71,277,804)	(872,817,700)
Fund Balance Available for Appropriation at June 30, 2017				
Undesignated Fund Balance	12,851	6,304	253,216	272,371
Fund Balance Available for Appropriation at June 30, 2017				
Undesignated Fund Balance	12,851	6,304	253,216	272,371
Estimated Revenues Fiscal Year 2018				
Paygo	9,705,335	9,698,239	425,000	19,828,574
Recordation Tax	8,300,000	0	2,075,000	10,375,000
Transfer Tax	8,000,000	0	0	8,000,000
Reappropriated from Prior Projects	1,700,000	0	400,000	2,100,000
Future Bonds	43,960,000	3,895,000	2,000,000	49,855,000
Federal Grant	400,000	750,000	1,000,000	2,150,000
State Bonds	14,579,580	0	0	14,579,580
State Grants	4,150,000	120,000	1,849,000	6,119,000
Developer Contribution	0	100,000	105,000	205,000
Other	300,000	942,333	465,000	1,707,333
Total Estimated Revenues Fiscal Year 2018	91,094,915	15,505,572	8,319,000	114,919,487
Estimated Expenditures Fiscal Year 2018	(91,094,915)	(15,505,572)	(8,319,000)	(114,919,487)
Fund Balance Available for Appropriation at June 30, 2018				
Undesignated Fund Balance	12,851	6,304	253,216	272,371

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS
WATER & SEWER CAPITAL FUND

	WATER & SEWER
Unrestricted Net Assets June 30, 2017	0
Estimated Revenues - Open Projects	242,398,731
Estimated Expenditures - Open Projects	(242,398,731)
Estimated Unrestricted Net Assets June 30, 2018	0
Estimated Revenues Fiscal Year 2018	
Paygo	3,300,013
Future Bonds	7,580,000
Total Estimated Revenues Fiscal Year 2018	10,880,013
Estimated Expenditures Fiscal Year 2018	(10,880,013)
Estimated Unrestricted Net Assets June 30, 2018	0

DEDICATED RECORDATION TAX

STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	BOARD OF EDUCATION	PARKS & RECREATION	STORMWATER MANAGEMENT DEBT SERVICE
UNDESIGNATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2016	2,792,451	663,216	2,295,295
Plus Fiscal Year 2017 Estimated Recordation Tax Revenues	8,300,000	2,075,000	2,075,000
Plus Fiscal Year 2017 Estimated Other Revenue	0	0	12,500
Less Fiscal Year 2017 Estimated Expenditures	(9,800,000)	(2,065,000)	(296,500)
ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	1,292,451	673,216	4,086,295
Plus Fiscal Year 2018 Estimated Revenues:			
Plus Fiscal Year 2018 Estimated Recordation Tax Revenues	8,300,000	2,075,000	2,075,000
Plus Fiscal Year 2018 Estimated Recordation Tax Revenues	0	0	12,500
Less Fiscal Year 2018 Estimated Expenditures	(9,500,000)	(2,475,000)	(263,000)
ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018	92,451	273,216	5,910,795

DEDICATED TRANSFER TAX
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT JUNE 30, 2016	56,293,257	1,092,718
Plus Fiscal Year 2017 Estimated Revenues:		
Transfer Tax		
2017 Transfer Tax Receipts	7,750,000	7,750,000
Other Revenues	4,810,000	0
Less Fiscal Year 2017 Estimated Expenditures	(13,087,000)	(8,000,000)
Less: Committed Fund Balance Designated for Other Purposes	(34,818,964)	0
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	20,947,293	842,718
Plus Fiscal Year 2018 Estimated Revenues:		
Transfer Tax		
2018 Transfer Tax receipts	8,000,000	8,000,000
Other Revenue	8,400,000	0
Less Fiscal Year 2018 Estimated Expenditures	(27,013,000)	(8,500,000)
ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018	10,334,293	342,718

DEDICATED IMPACT FEE
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	BOARD OF EDUCATION
UNDESIGNATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2016	0
Plus Fiscal Year 2017 Estimated Impact Fee Revenues	2,500,000
Less Fiscal Year 2017 Estimated Expenditures	(2,500,000)
ESTIMATE IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017	0
Plus Fiscal Year 2018 Estimated Revenues:	
Fiscal Year 2018 Impact Fee Revenues	2,500,000
Less Fiscal Year 2018 Estimated Expenditures	(2,500,000)
ESTIMATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018	0

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

Project Title/Description	FY 18 Budget Appropriation	Total Project Cost	Operating Budget Impact
GENERAL PROJECTS:			
Courthouse Building Repairs This project provides funds for repairs and renovations to the Courthouse building. For FY 18 a new judge's chamber, entry renovation, masonry window restoration and roof replacement are planned.	$2,000,000	$7,034,900	There will be less than a $4,000 annual operating maintenance cost impact from the renovations and restorations to the Courthouse building.
STORMWATER MANAGEMENT PROJECTS:			
County Owned Watershed Restoration Improvements This project will be used for design & construction of projects located on County owned property. Water quality restoration projects are required under the County's municipal NPDES or MS4 permit and through the Chesapeake Bay Watershed Implementation Plan as required under the Bay TMDL.	$1,850,000	$23,800,000	Long term maintenance fees for new stormwater facilities.
Joppatowne Area Watershed Restoration This project will provide funds for dredging in the tidal areas of Foster Branch and Rumsey Island, required for boating access. A watershed assessment in 2012 provided prioritized recommendations for restoration projects.	$950,000	$6,250,000	Long term maintenance fees for new stormwater facilities.
Plumtree Run Watershed Restoration The Plumtree Run Watershed is the most developed watershed in Harford County. This project will include prioritized reccomendations including ten stream restorations and seven stormwater management retrofits.	$1,800,000	$9,243,452	Long term maintenance fees for new stormwater facilities.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

Project Title/Description	FY 18 Budget Appropriation	Total Project Cost	Operating Budget Impact
Riverside Area Watershed Restoration This project will fund the restoration projects at Declaration Run in Riverside. This watershed discharges directly into Bush Creek and includes the Riverside community.	$1,300,000	$7,085,886	Long term maintenance fees for new stormwater facilties.
Sams Branch Watershed Restoration Sams Branch Watershed drains from Edgewood Elementary School through the Edgewood Meadows community to Otter Point Creek. This project will fund restoration projects that were identified as part of the assessment and monitoring plan for this watershed.	$1,100,000	$4,272,922	Long term maintenance fees for new stormwater facilties.
Upper Bynum Run Watershed Restoration Improvements This project will provide funding for an assessment of the watershed and stream restorations and/or stormwater management retrofits that provide the most cost effective improvements to water quality.	$550,000	$2,000,000	Long term maintenance fees for new stormwater facilties.
Wheel Creek Watershed Restoration The Wheel Creek Watershed assessment prioritized recommendations for restoration projects, including four stream restorations and five stormwater management retrofit projects that provide the most cost effective improvements to water quality for the 435 acre watershed.	$150,000	$7,139,607	Long term maintenance fees for new stormwater facilities.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

Project Title/Description	FY 18 Budget Appropriation	Total Project Cost	Operating Budget Impact
PUBLIC SAFETY PROJECTS:			
Mobile/Portable Radio Upgrades This project provides radio service/support for all county law enforcement, public safety, and public service entities.	$150,000	$150,000	Ongoing maintenance of radio equipment.
PARKS AND RECREATION PROJECTS:			
Athletic Field Improvements Design for replacement of the natural turf stadium field at Patterson Mill Middle/High School. Replacement of existing turf field that is at the end of its useful life at North Harford High School.	$1,400,000	$15,800,000	Weekly maintenance, including field grooming and trash collection.
Canoe and Kayak Water Access This project provides funding for construction of canoe and kayak launches along various waterways throughout the County. The project will provide additional recreation opportunities along waterways, such as Deer Creek.	$280,000	$1,005,000	Weekly maintenance, including grass mowing and trash collection.
Emily Bayliss Graham Park This project provides funding for development of Emily Bayliss Graham Park, a passive park site in Emmorton. The park will include trails, picnic pavilions and opportunities for the public to learn about the history of the site and surrounding community.	$200,000	$2,800,000	Weekly maintenance, including trail maintenance and trash collection.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

Project Title/Description	FY 18 Budget Appropriation	Total Project Cost	Operating Budget Impact
PARKS AND RECREATION PROJECTS:			
Parkland Acquisition This project is for acquisition of property to add to the County park inventory. The amount of acreage the Department is able to purchase is affected by the location and price of each parcel. Since 2006, the Department has added over 450 acres to its inventory. While not all of these sites required regular mowing at the time of their acquisition, most of the acreage will be developed into future park sites if they have not already been developed and require more intensive maintenance.	$1,050,000	$10,441,000	The Department currently pays approximately $24.50/acre to mow at park sites. Assuming a site is mowed 24 times per mowing season and assuming only half of the added acreage (225) will be mowed, the cost to maintain this addt'l acreage is $132,000 per mowing season. This is the equivalent of approximately 2.5 FTE Maintenance Worker I positions for the Department.
Trails and Linear Parks Design and construction of the connecting section of the Ma and Pa trail from Williams Street trailhead to Blake's Venture Park.	$1,550,000	$6,100,000	Weekly maintenance, including trail maintenance and trash collection.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

Project Title/Description	FY 18 Budget Appropriation	Total Project Cost	Operating Budget Impact
HIGHWAYS PROJECTS:			
Fleet Replacement The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life.	$1,500,000	$17,942,000	Long term reductions in vehicle maintenance expenditures and downtime of needed equipment.
Refresh Program This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	$75,000	$940,500	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
Safeguarding Business Operations The purpose of this project is to integrate and modernize enterprise software applications and architecture across the County. Projects will include Enterprise Resource Planning, Applications, & Database modernization.	$250,000	$3,687,450	Annual license/maintenance fees associated with this project.
Resurfacing Roadways FY 18 The purpose of this project is to upgrade and overlay the County's 630+ miles of asphalt road.	$5,705,017	$31,955,017	Potential for long term reductions in material costs for roadway repairs.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

Project Title/Description	FY 18 Budget Appropriation	Total Project Cost	Operating Budget Impact
WATER AND SEWER PROJECTS:			
Fleet Replacement The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life.	$800,000	$8,262,000	Long term reductions in vehicle maintenance expenditures and downtime of needed equipment.
Refresh Program This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	$80,000	$967,000	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
Safeguarding Business Operations The purpose of this project is to integrate and modernize enterprise software applications and architecture across the County. Projects will include Enterprise Resource Planning, Applications, & Database modernization.	$362,000	$3,936,650	Annual license/maintenance fees associated with this project.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Included in the FY 18 Capital Improvement Program are the following projects that have planned funding of future county bonds payable over 20 years. These projects will impact future operating budgets with principal, interest and service cost expenses. Also included are projects with prior bond appropriations that have been reallocated to other capital projects.

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
GENERAL PROJECTS:							
Courthouse Building Repairs This project provides funds for repairs and renovations to the Courthouse building.	2,000,000	0	0	0	0	0	$2,000,000
Facilities Repair Program This project provides funding for replacement, renovation and repairs of county building systems.	3,000,000	500,000	500,000	500,000	500,000	0	$5,000,000
Fleet Maintenance Facility This project will provide for engineering & design of a new Fleet Maintenance/Radio Shop facility.	117,000	1,365,000	0	0	0	0	$1,482,000
Harford County Agricultural Research and Exposition Center This project will provide funding for site and engineering costs of an agricultural research and exposition facility in Harford County.	350,000	0	0	0	0	0	$350,000
Site Acquisition This project is for the acquisition of privately owned land in those areas of need where donated land appears unlikely.	0	500,000	500,000	500,000	500,000	500,000	$2,500,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
STORMWATER MANAGEMENT PROJECTS:							
Bynum Run @ St. Andrews Water Stream Restoration This project provides for the design and construction of a stream restoration at Bynum Run.	800,000	0	0	0	0	0	$800,000
County Owned Watershed Restoration Improvements Funding will be provided for projects designed and constructed to reduce pollutant loading and improve water quality of streams and rivers in Harford County.	800,000	1,800,000	1,900,000	2,000,000	2,250,000	2,350,000	$11,100,000
Joppatowne Area Watershed Restoration Dredging and restoration in the areas of Foster Branch and Rumsey Island in Joppatowne.	800,000	400,000	400,000	400,000	400,000	400,000	$2,800,000
Plumtree Run Watershed Restoration Stream restoration and stormwater management retrofit in the Plumtree Run Watershed.	800,000	400,000	400,000	400,000	400,000	400,000	$2,800,000
Riverside Area Watershed Restoration Restoration projects in Riverside Area Watershed incl. Declaration Run, Bush Creek and the Riverside comm.	800,000	400,000	400,000	400,000	400,000	400,000	$2,800,000
Sams Branch Watershed Restoration Provides for restoration of Sams Branch Watershed from Edgewood ES through Edgewood Meadows community.	300,000	300,000	300,000	300,000	300,000	300,000	$1,800,000

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
HARFORD COMMUNITY COLLEGE:							
Fallston Hall Renovations Updating the building's life safety systems; HVAC replacements; upgrade of elevator; lighting and plumbing, systems; telecommunications and technology; and interior architectural changes.	278,000	2,761,672	330,400	0	0	0	$3,370,072
BOARD OF EDUCATION:							
Bel Air ES HVAC Systemic Renovation & Open Space Replacement of the HVAC system as well as the open space classroom configuration on the first floor.	3,969,500	0	0	0	0	0	$3,969,500
Havre de Grace Middle/High School Replacement A new building of approximately 240,000 square feet to replace the current two (2) building facility.	28,000,000	32,287,000	12,821,000	0	0	0	$73,108,000
Major HVAC Repairs Funding for large major equipment repairs & replacement of HVAC equipment at various school buildings.	0	0	1,000,000	1,000,000	1,000,000	1,000,000	$4,000,000
Roof Replacement - North Harford Elementary School This project will provide for necessary roof replacement to prevent damage to the interior of the building	495,000	0	0	0	0	0	$495,000
Major Roof Repair/Replacement This project provides funding for large major repairs and replacement of roofs for Harford County Public Schools.	0	0	750,000	750,000	750,000	750,000	$3,000,000

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
PARKS AND RECREATION:							
Athletic Field Improvements Major improvements to athletic fields at various locations throughout the County by the installation of synthetic turf	1,400,000	150,000	1,400,000	575,000	575,000	700,000	$4,800,000
Enlarged Gymnasiums & Joint Facilities This project will provide for construction of shared facilities at public schools such as enlarged gyms, activity rooms, and recreation storage.	600,000	0	0	0	0	0	$600,000
Swan Harbor Farm Improvements Renovations and improvements at Swan Harbor Farm. Funding for FY 18 will be used for Improvements to the farm house and event area. Future projects include the construction of a trail from the City limits of Havre de Grace through Swan Harbor Farm to the waterfront.	0	0	0	1,050,000	0	0	$1,050,000
Aberdeen Activity Center This project will provide for a multi-purpose center to serve leisure needs for all in the Aberdeen community. The current Aberdeen Center is undersized and lacks space.	0	0	0	500,000	8,000,000	0	$8,500,000
Jarrettsville Recreation Center Multipurpose center to serve the leisure needs for the Jarrettsville community. The center will include a gymnasium, fitness room and multipurpose rooms.	0	0	0	0	0	6,500,000	$6,500,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
PARKS AND RECREATION:							
Joppa/Joppatowne Youth/Senior Center Funding for a multipurpose center to serve the leisure needs for all ages in the Joppa/Joppatowne community. The center will be utilized by the Office as a Senior Center and by the Department of Parks and Recreation for a variety of community recreation activities.	0	0	0	0	0	500,000	$500,000
Northern Regional Park This project proposes a regional recreaion facility to serve multiple recreation councils in the northern part of the County. A park site has been acquired for this facility.	0	0	0	0	500,000	0	$500,000
TOTAL PLANNED 20 YEAR GENERAL FUND BONDS:	**45,959,500**	**43,613,672**	**23,451,400**	**11,125,000**	**18,175,000**	**16,400,000**	**$158,724,572**

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
HIGHWAYS FUND PROJECTS:							
Abingdon Road Bridge #169 over CSX This project replaces the existing bridge over the CSX.	0	725,000	0	0	0	0	$725,000
Glenville Road Bridge #30 This project is to replace the bridge that carries Glenville Road over Mill Brook.	40,000	25,000	209,000	0	0	0	$274,000
Green Road Bridges #119 and #122 This project is to replace the bridges that carry Green Road over a tributary of Deer Creek.	75,000	0	0	0	0	0	$75,000
Johnson Mill Road Bridge #45 This project is to replace the Johnson Mill Road Bridge #45 over Stout Bottle Branch.	60,000	10,000	0	470,000	0	0	$540,000
New Park Road Bridge #125 This project is to replace the bridge that carries New Park Road over Island Branch. The existing bridge is narrow and poorly aligned with the approaches.	100,000	0	0	0	0	0	$100,000
Robinson Mill Road Bridge #154 Replacement of bridge that carries Robinson Mill over Broad Creek. This project is eligible for Federal funds.	60,000	0	0	0	0	0	$60,000
Snake Lane Bridge #31 Replacement of Snake Lane Bridge #31 over James Run.	900,000	0	0	0	0	0	$900,000

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
HIGHWAYS FUND PROJECTS (cont.):							
Stafford Road Bridge #24 This bridge carries Stafford Road over Deer Creek.	25,000	320,000	0	0	0	0	$345,000
Boggs Road Bridge #66 This project will replace the bridge that carries Boggs Road over Long Branch.	0	0	200,000	20,000	0	1,300,000	$1,520,000
Deep Run Road Bridge #152 This project is to replace the bridge that carries Deep Run Road over Deep Run.	0	200,000	10,000	0	550,000	0	$760,000
Fawn Grove Road Bridge #132 This project will replace the bridge that carries Fawn Grove Road over a tributary of Deer Creek.	0	0	200,000	50,000	1,075,000	0	$1,325,000
Glen Cove Road Bridge #156 This project is to replace the bridge that carries Glen Cove Road over Peddler Run.	0	0	800,000	0	0	0	$800,000
Moores Road Bridge #78 This project will replace the bridge that carries Moores Road over a tributary to Gunpowder Falls.	0	0	200,000	25,000	0	870,000	$1,095,000
Phillips Mill Road Bridge #70 This project will replace the bridge that carries Phillips Mill Road over a tributary to East Branch.	0	1,375,000	0	0	0	0	$1,375,000

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
HIGHWAYS FUND PROJECTS (cont.):							
Scarboro Road Bridge #140 This project will replace the bridge that carries Scarboro Road over a tributary to Deer Creek.	0	0	0	0	200,000	10,000	$210,000
Moores Mill Road This project consists of improving Moores Mill Road, a connector road between two State roads.	530,000	0	0	0	0	0	$530,000
Schucks Road Improvements This project is to replace the existing culvert on Schucks Road at Edwards Lane.	0	1,275,000	0	0	0	0	$1,275,000
Tollgate Road (W. Ring Factory Rd. to Plumtree Rd.) This project will complete the "missing" road segment to the south of Plumtree Rd.	1,950,000	0	0	0	0	0	$1,950,000
Bata Boulevard Access Road This project will construct an access road from MD 543 directly to Bata Boulevard.	0	0	30,000	450,000	0	0	$480,000
Fleet Maintenance Facility Engineering and design of a new Fleet Maintenance and Radio Shop facility. This facility was listed as a high priority in the Countywide Facility Master Plan Study.	155,000	1,785,000	0	0	0	0	$1,940,000
TOTAL PLANNED 20 YEAR HIGHWAYS FUND BONDS:	**3,895,000**	**5,715,000**	**1,649,000**	**1,015,000**	**1,825,000**	**2,180,000**	**$16,279,000**

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
WATER AND SEWER FUND PROJECTS:							
Fleet Maintenance Facility Engineering and design of a new Fleet Maintenance and Radio Shop facility. This facility was listed as a high priority in the Countywide Facility Master Plan study.	30,000	350,000	0	0	0	0	$380,000
Replacement of Water Booster Station SCADA A study to select the appropriate replacement system for the Water Booster Station Supervisory Control and Data Acquisition (SCADA) system.	1,200,000	0	0	0	0	0	$1,200,000
US 40 and Rt. 159 SHA Water Relocation It is required that the County pay for water relocation of County lines that are in SHA right of way. This project will be for approximately 1,100 lf of reconstruction.	1,200,000	0	0	0	0	0	$1,200,000
Havre de Grace Water Treatment Plant Upgrade The addition of the third treatment unit and various upgrades to the existing plant to replace the capacity of the system as Havre de Grace buys their water supply capacity back within the terms of the 1980's agreement.	0	150,000	150,000	3,000,000	0	0	$3,300,000
Oak Grove Booster Station Provides for the County's portion of a new booster station to allow for abandonment of the existing Woodbridge Woodbridge station.	0	330,000	0	0	0	0	$330,000

PLANNED BOND FUNDING

Project Title/Purpose	FY 18 Budget	FY 19	FY 20	FY 21	FY 22	FY 23	Total Bond Funding
WATER AND SEWER FUND PROJECTS (cont.):							
Bio Solids Facilities Enhancements This project is to fund the enhancements to our bio solids treatment facilities and bio solids recycling/disposal program.	4,000,000	4,000,000	0	0	4,000,000	0	$12,000,000
Edgewood Interceptor Sewer Parallel This project will fund the design and construction of approximately 9,000 linear feet of 36 inch parallel sewer between Bill Bass Pump Station & Winter's Run Outfall.	150,000	0	0	0	3,600,000	5,250,000	$9,000,000
Lower Bynum Run Interceptor Phase 6&7 This project will provide for design, permits & construction of parallel to existing Bynum Run Interceptor, from Wheel Road to the Plumtree Interceptor, near MacPhail.	1,000,000	0	2,500,000	3,500,000	0	0	$7,000,000
Bill Bass PS FM Replacement This project will fund the funding, design and construction of a new replacement force main to the Bill Bass Pump Station.	0	4,100,000	0	0	6,200,000	0	$10,300,000
Sod Run Facility Improvements This project provides for studies, design & construction of improvements to various tanks, vaults, buildings, electrical systems, and instrumentation equipment approaching its useful end of life.	0	1,300,000	1,000,000	700,000	1,000,000	300,000	$4,300,000
TOTAL PLANNED 20 YEAR WATER & SEWER FUND BONDS:	**7,580,000**	**10,230,000**	**3,650,000**	**7,200,000**	**14,800,000**	**5,550,000**	**$49,010,000**
TOTAL PLANNED 20 ALL FUNDS BONDS:	**57,434,500**	**59,558,672**	**28,750,400**	**19,340,000**	**34,800,000**	**24,130,000**	**$224,013,572**

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
TOTAL COUNTY BY CATEGORY								
GENERAL FUND								
General Capital	291,348,529	154,708,854	27,424,675	23,440,000	21,825,000	21,825,000	21,325,000	20,800,000
Stormwater Management	97,167,508	31,467,508	10,700,000	10,800,000	10,900,000	11,000,000	11,100,000	11,200,000
Sheriff/Emergency/Fire	81,283,659	76,033,659	1,350,000	1,200,000	850,000	850,000	850,000	850,000
Harford Community College	35,551,347	28,413,467	586,880	5,851,000	700,000	0	0	0
Library	15,219,660	14,029,300	190,360	200,000	200,000	200,000	200,000	200,000
Board of Education	591,348,658	475,793,158	49,183,000	44,241,000	15,421,000	2,600,000	2,600,000	2,600,000
SUB-TOTAL GENERAL FUND PROJECTS	**1,113,708,861**	**780,445,946**	**89,434,915**	**85,732,000**	**49,896,000**	**36,475,000**	**36,075,000**	**35,650,000**
SOLID WASTE SERVICES	**48,229,767**	**46,369,767**	**1,660,000**	**200,000**	**0**	**0**	**0**	**0**
PARKS & RECREATION	**126,299,327**	**73,570,327**	**8,319,000**	**5,640,000**	**6,260,000**	**8,080,000**	**13,230,000**	**11,200,000**
HIGHWAYS FUND								
Bridges	56,252,657	30,621,499	2,516,158	8,235,000	3,755,000	4,220,000	2,925,000	3,980,000
Roadways	39,325,780	25,715,780	3,975,000	2,855,000	1,380,000	1,800,000	1,850,000	1,750,000
Resurfacing	53,914,909	22,559,892	5,705,017	5,150,000	5,200,000	5,250,000	5,300,000	5,350,000
Other	34,489,750	18,995,353	3,309,397	4,025,000	2,240,000	2,140,000	1,890,000	1,890,000
TOTAL HIGHWAYS PROJECTS	**184,583,096**	**97,892,524**	**15,505,572**	**20,265,000**	**12,575,000**	**13,410,000**	**11,965,000**	**12,970,000**
WATER & SEWER FUNDS								
Water Projects	138,043,663	114,955,804	2,457,859	4,480,000	2,700,000	8,900,000	2,300,000	2,250,000
Sewer Projects	180,411,008	122,688,854	8,422,154	13,300,000	7,400,000	7,050,000	15,500,000	6,050,000
TOTAL WATER & SEWER PROJECTS	**318,454,741**	**237,644,728**	**10,880,013**	**17,780,000**	**10,100,000**	**15,950,000**	**17,800,000**	**8,300,000**
COUNTY TOTAL BY PROJECTS	**1,791,275,722**	**1,235,923,222**	**125,799,500**	**129,617,000**	**78,831,000**	**73,915,000**	**79,070,000**	**68,120,000**

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
TOTAL COUNTY BY FUND SOURCE								
Paygo (All)	309,737,698	185,444,111	23,128,587	22,955,000	20,815,000	23,990,000	16,915,000	16,490,000
Future Bonds	224,064,072	0	57,485,000	59,558,672	28,750,400	19,340,000	34,800,000	24,130,000
Prior Bonds	700,198,723	699,956,496	242,227	0	0	0	0	0
Reappropriated	37,717,577	35,909,804	1,807,773	0	0	0	0	0
Transfer Tax	83,154,517	30,154,517	8,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Recordation Tax	105,318,933	39,173,933	10,375,000	10,625,000	10,990,000	11,395,000	11,495,000	11,265,000
State	249,390,972	191,484,464	19,298,580	20,023,328	5,309,600	4,400,000	4,475,000	4,400,000
Program Open Space	17,126,000	10,326,000	1,400,000	1,050,000	1,325,000	800,000	1,300,000	925,000
Federal	39,945,688	26,499,688	2,150,000	5,030,000	1,386,000	2,980,000	550,000	1,350,000
Developer	5,654,089	4,699,089	205,000	175,000	125,000	150,000	150,000	150,000
Other	16,426,436	9,734,103	1,707,333	1,200,000	1,130,000	1,860,000	385,000	410,000
Lease Purchase	2,541,017	2,541,017	0	0	0	0	0	0
COUNTY TOTAL BY FUNDING SOURCE	**1,791,275,722**	**1,235,923,222**	**125,799,500**	**129,617,000**	**78,831,000**	**73,915,000**	**79,070,000**	**68,120,000**

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
GENERAL FUND								
GENERAL CAPITAL								
FY 18 Funded Projects:								
Bel Air Parking Garage	593,838	730,000	(136,162)	0	0	0	0	0
Board of Education Debt Service 18	108,000,000	0	18,000,000	18,000,000	18,000,000	18,000,000	18,000,000	18,000,000
Countywide Facilities Master Plan Study	1,915,575	1,950,000	(34,425)	0	0	0	0	0
Courthouse Building Repairs	7,034,900	5,034,900	2,000,000	0	0	0	0	0
Edgewood Library Roof Replacement	221,400	0	221,400	0	0	0	0	0
Facilities Repair Program	25,062,301	19,812,301	3,250,000	500,000	500,000	500,000	500,000	0
Fleet Maintenance Facility	1,632,000	150,000	117,000	1,365,000	0	0	0	0
Fleet Replacement	19,040,000	7,040,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Harford Cable Network High Definition Upgrade	500,000	0	250,000	250,000	0	0	0	0
Harford County Agricultural Research & Exposition Ctr	650,000	300,000	350,000	0	0	0	0	0
Hosanna School	221,862	240,000	(18,138)	0	0	0	0	0
Infrastructure Efficiency Capital Investment Projects	1,130,000	1,005,000	25,000	25,000	25,000	25,000	25,000	0
Refresh Program	4,435,000	2,635,000	300,000	300,000	300,000	300,000	300,000	300,000
Safeguarding Business Operations	16,575,400	14,075,400	1,000,000	500,000	500,000	500,000	0	0
Underground & Aboveground Storage Tank Management	605,000	505,000	100,000	0	0	0	0	0
Outyear Projects:		0						
Site Acquisition	26,257,761	23,757,761	0	500,000	500,000	500,000	500,000	500,000
Open Projects:								
Aberdeen Library Roof and Windows	388,000	388,000	0	0	0	0	0	0
Automated External Defibrillators (AEDs)	20,000	20,000	0	0	0	0	0	0
Board of Education Debt Service 15	14,260,492	14,260,492	0	0	0	0	0	0
Board of Education Debt Service 16	16,600,000	16,600,000	0	0	0	0	0	0
Board of Education Debt Service 17	17,800,000	17,800,000	0	0	0	0	0	0
Citizens Care Center	2,000,000	2,000,000	0	0	0	0	0	0
45 South Main Street - Add Emergency Power	600,000	600,000	0	0	0	0	0	0
GIS Update	250,000	250,000	0	0	0	0	0	0
Harford County Metro Area Network (HMAN)	16,200,000	16,200,000	0	0	0	0	0	0
Havre de Grace Opera House Renovations	750,000	750,000	0	0	0	0	0	0
Humane Society	7,050,000	7,050,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
GENERAL FUND								
GENERAL CAPITAL								
MD 924 Small Area Corridor Plan	300,000	300,000	0	0	0	0	0	0
Reforestation and Buffer Mitigation - Critical Area	100,000	100,000	0	0	0	0	0	0
Reforestation and Landscaping	680,000	680,000	0	0	0	0	0	0
Repairs to 45 South Main Street Building	100,000	100,000	0	0	0	0	0	0
Treasury Computer Enhancements	175,000	175,000	0	0	0	0	0	0
Voting Equipment	200,000	200,000	0	0	0	0	0	0
General Capital Total by Project	291,348,529	154,708,854	27,424,675	23,440,000	21,825,000	21,825,000	21,325,000	20,800,000
Paygo	47,777,047	30,930,072	3,546,975	3,025,000	2,825,000	2,825,000	2,325,000	2,300,000
Reappropriated	12,056,033	10,356,033	1,700,000	0	0	0	0	0
Future Bonds	11,332,000	0	5,467,000	2,365,000	1,000,000	1,000,000	1,000,000	500,000
Prior Bonds	63,525,157	63,525,157	0	0	0	0	0	0
Transfer Tax	72,500,000	19,500,000	8,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Recordation Tax	75,800,000	22,500,000	8,300,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
State	1,832,279	1,721,579	110,700	0	0	0	0	0
Federal	2,365,692	2,115,692	250,000	0	0	0	0	0
Developer	772,421	772,421	0	0	0	0	0	0
Other	1,827,900	1,727,900	50,000	50,000	0	0	0	0
Lease Purchase	1,560,000	1,560,000	0	0	0	0	0	0
General Capital Total by Fund	291,348,529	154,708,854	27,424,675	23,440,000	21,825,000	21,825,000	21,325,000	20,800,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
STORMWATER MANAGEMENT								
FY 18 Funded Projects:								
Bynum Run @ St. Andrews Way Stream Restoration	2,197,026	1,347,026	850,000	0	0	0	0	0
County Owned Stormwater Management Rehab and Repair	550,000	0	50,000	100,000	100,000	100,000	100,000	100,000
County Owned Watershed Restoration Improvements	23,800,000	5,525,000	1,850,000	3,025,000	3,125,000	3,225,000	3,475,000	3,575,000
Joppatowne Area Watershed Restoration	6,250,000	2,550,000	950,000	550,000	550,000	550,000	550,000	550,000
Maintenance/Repair of Dams FY 14	3,455,000	1,355,000	350,000	350,000	350,000	350,000	350,000	350,000
Plumtree Run Watershed Restoration	9,243,452	2,943,452	1,800,000	900,000	900,000	900,000	900,000	900,000
Riverside Area Watershed Restoration	7,085,886	1,410,886	1,300,000	875,000	875,000	875,000	875,000	875,000
Sams Branch Watershed Restoration	4,272,922	1,172,922	1,100,000	400,000	400,000	400,000	400,000	400,000
Septic System Disconnection	350,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Stormwater Pollution Prevention	1,631,395	731,395	150,000	150,000	150,000	150,000	150,000	150,000
Upper Bynum Watershed Restoration Improvements	10,550,000	0	550,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Watershed Restoration Assessment	11,900,000	3,100,000	800,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Watershed Restoration Improvements	4,450,000	1,050,000	650,000	550,000	550,000	550,000	550,000	550,000
Watershed Restoration Maintenance	760,000	160,000	100,000	100,000	100,000	100,000	100,000	100,000
Wheel Creek Watershed Restoration	7,139,607	6,539,607	150,000	150,000	150,000	150,000	0	0
Open Projects								
Lily Run Watershed Restoration	725,000	725,000	0	0	0	0	0	0
Stormwater Enhancement	815,000	815,000	0	0	0	0	0	0
Sunnyview Stream Restoration	1,992,220	1,992,220	0	0	0	0	0	0
Stormwater Management Total by Project	97,167,508	31,467,508	10,700,000	10,800,000	10,900,000	11,000,000	11,100,000	11,200,000
Paygo - Special Dedicated Paygo	6,112,818	3,112,818	500,000	500,000	500,000	500,000	500,000	500,000
Prior Bonds	11,650,000	11,700,000	(50,000)	0	0	0	0	0
Future Bonds	37,050,000	0	5,800,000	6,050,000	6,150,000	6,250,000	6,350,000	6,450,000
Reappropriated	2,024,690	2,024,690	0	0	0	0	0	0
Recordation Tax	200,000	200,000	0	0	0	0	0	0
State	31,057,016	9,257,016	4,050,000	3,550,000	3,550,000	3,550,000	3,550,000	3,550,000
Federal	5,097,984	2,697,984	150,000	450,000	450,000	450,000	450,000	450,000
Other	3,975,000	2,475,000	250,000	250,000	250,000	250,000	250,000	250,000
Stormwater Management Total by Fund	97,167,508	31,467,508	10,700,000	10,800,000	10,900,000	11,000,000	11,100,000	11,200,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
PUBLIC SAFETY								
FY 18 Funded Projects:								
Mobile/Portable Radio Upgrades	150,000	0	150,000	0	0	0	0	0
911 State Fee Fund	700,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Public Safety Communication in School Buildings	1,050,000	450,000	100,000	100,000	100,000	100,000	100,000	100,000
SCBA Replacement	2,000,000	500,000	250,000	250,000	250,000	250,000	250,000	250,000
VFC Facility Repair	3,100,000	700,000	400,000	400,000	400,000	400,000	400,000	400,000
Whiteford VFC - Renovation of Main Station	700,000	0	350,000	350,000	0	0	0	0
Open Projects:								
Bel Air Substation at Patterson Mill	2,868,400	2,868,400	0	0	0	0	0	0
Computer Equipments/Networks	2,241,742	2,241,742	0	0	0	0	0	0
Fire, EMS, and Law Enforcement CAD	2,450,000	2,450,000	0	0	0	0	0	0
Joppa Magnolia Fire Station Expansion	700,000	700,000	0	0	0	0	0	0
New Emergency Operations Center Complex	43,294,525	43,294,525	0	0	0	0	0	0
Norrisville Station	875,000	875,000	0	0	0	0	0	0
700 MHz Wireless Radio System Equipment	21,693,992	21,693,992	0	0	0	0	0	0
TRT Equipment	160,000	160,000	0	0	0	0	0	0
Sheriff/Emergency/Fire Total by Project	81,983,659	76,033,659	1,350,000	1,200,000	850,000	850,000	850,000	850,000
Paygo	18,209,650	12,859,650	1,250,000	1,100,000	750,000	750,000	750,000	750,000
Future Bonds	0	0	0	0	0	0	0	0
Prior Bonds	55,861,500	55,861,500	0	0	0	0	0	0
Reappropriated	362,500	362,500	0	0	0	0	0	0
State	2,998,580	2,398,580	100,000	100,000	100,000	100,000	100,000	100,000
Federal	3,270,412	3,270,412	0	0	0	0	0	0
Other	300,000	300,000	0	0	0	0	0	0
Lease Purchase	981,017	981,017	0	0	0	0	0	0
Sheriff / Emergency / Fire Total by Fund	81,983,659	76,033,659	1,350,000	1,200,000	850,000	850,000	850,000	850,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
HARFORD COMMUNITY COLLEGE								
FY 18 Funded Projects:								
Fallston Hall Renovation	7,137,880	0	586,880	5,851,000	700,000	0	0	0
Open Projects:								
Edgewood Hall Renovation/Expansion	8,632,000	8,632,000	0	0	0	0	0	0
New Nursing & Allied Health	19,781,467	19,781,467	0	0	0	0	0	0
College Total by Project	35,551,347	28,413,467	586,880	5,851,000	700,000	0	0	0
Paygo	0	0	0	0	0	0	0	0
Future Bonds	3,370,072	0	278,000	2,761,672	330,400	0	0	0
Prior Bonds	11,663,000	11,663,000	0	0	0	0	0	0
Reappropriated	0	0	0	0	0	0	0	0
State	20,518,275	16,750,467	308,880	3,089,328	369,600	0	0	0
Other	0	0						
College Total by Fund	35,551,347	28,413,467	586,880	5,851,000	700,000	0	0	0
LIBRARIES								
FY 18 Funded Projects:								
Aberdeen Branch - Expansion	46,360	56,000	(9,640)	0	0	0	0	0
Technology	1,759,100	559,100	200,000	200,000	200,000	200,000	200,000	200,000
Open Projects:								
Darlington Branch - Expansion	56,000	56,000	0	0	0	0	0	0
HdG Branch Expansion	9,020,000	9,020,000	0	0	0	0	0	0
Joppa Branch - Central Dehumidification	100,000	100,000	0	0	0	0	0	0
Whiteford Expansion	4,238,200	4,238,200	0	0	0	0	0	0
Libraries Total by Project	15,219,660	14,029,300	190,360	200,000	200,000	200,000	200,000	200,000
Paygo	2,216,260	1,025,900	190,360	200,000	200,000	200,000	200,000	200,000
Prior Paygo		0	0	0	0	0	0	0
Future Bonds	0	0	0	0	0	0	0	0
Prior Bonds	10,703,400	10,703,400	0	0	0	0	0	0
State	1,000,000	1,000,000	0	0	0	0	0	0
Federal	400,000	400,000	0	0	0	0	0	0
Reappropriated	0	0	0	0	0	0	0	0
Other	900,000	900,000	0	0	0	0	0	0
Libraries Total by Fund	15,219,660	14,029,300	190,360	200,000	200,000	200,000	200,000	200,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
BOARD OF EDUCATION								
FY 18 Funded Projects:								
Athletic Fields Repair and Restoration	1,087,000	487,000	100,000	100,000	100,000	100,000	100,000	100,000
Bel Air Elementary School HVAC & Open Space Enclosure	7,561,000	0	7,561,000	0	0	0	0	0
Havre de Grace Middle/High School Replacement	98,602,000	3,950,000	38,000,000	43,831,000	12,821,000	0	0	0
Major HVAC Repairs	12,600,818	8,575,818	25,000	0	1,000,000	1,000,000	1,000,000	1,000,000
North Harford HS Aquaculture Lab and Greenhouse	830,000	0	830,000	0	0	0	0	0
Replacement Buses	12,575,197	12,325,197	250,000	0	0	0	0	0
Roof Replacement	1,064,000	0	1,064,000	0	0	0	0	0
Swimming Pool Renovations	963,000	300,000	353,000	310,000	0	0	0	0
Technology Infrastructure	3,643,217	2,643,217	1,000,000	0	0	0	0	0
Outyear Projects:								
Major Roof Repair/Replacement	6,000,000	0	0	0	1,500,000	1,500,000	1,500,000	1,500,000
Open Projects:								
Aberdeen High School Stadium and Weight Room Upgrades	1,600,000	1,600,000	0	0	0	0	0	0
Aberdeen HS North Building	665,000	665,000	0	0	0	0	0	0
ADA Improvements	600,000	600,000	0	0	0	0	0	0
Backflow Prevention	600,000	600,000	0	0	0	0	0	0
Band Uniform Refresh	72,340	72,340	0	0	0	0	0	0
Bel Air High School Replacement	79,876,086	79,876,086	0	0	0	0	0	0
Bleacher Replacement	500,000	500,000	0	0	0	0	0	0
Building Envelope Improvements	700,000	700,000	0	0	0	0	0	0
Campus Hills Elementary School	900,000	900,000	0	0	0	0	0	0
Center for Educational Opportunity - HVAC	4,625,000	4,625,000	0	0	0	0	0	0
Churchville Elementary School Roof Replacement	825,000	825,000	0	0	0	0	0	0
Darlington Elementary School HVAC Systemic	2,138,000	2,138,000	0	0	0	0	0	0
Deerfield Elementary School Replacement	31,734,200	31,734,200	0	0	0	0	0	0
Dublin Elementary School Comprehensive HVAC Systemic	3,994,000	3,994,000	0	0	0	0	0	0
Edgewood High School Replacement	83,581,790	83,581,790	0	0	0	0	0	0
Edgewood Middle School - Computer Laboratory	115,000	115,000	0	0	0	0	0	0
Energy Conservation Measures	500,000	500,000	0	0	0	0	0	0
Energy Efficiency Initiative Projects	4,873,775	4,873,775	0	0	0	0	0	0
Environmental Compliance	1,497,619	1,497,619	0	0	0	0	0	0
Equipment and Furniture Replacement	1,055,000	1,055,000	0	0	0	0	0	0
Fallston High School Autism Renovation	250,000	250,000	0	0	0	0	0	0
Fallston High School Comp HVAC Systemic Project	17,846,940	17,846,940	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
BOARD OF EDUCATION								
Fire Alarm and ER Communication	1,075,000	1,075,000	0	0	0	0	0	0
Floor Covering Replacement	150,000	150,000	0	0	0	0	0	0
Havre de Grace High School Field Facilities	1,313,770	1,313,770	0	0	0	0	0	0
Homestead Wakefield ES Modernization	133,454	133,454	0	0	0	0	0	0
Integrated Business Systems	403,000	403,000	0	0	0	0	0	0
Jarrettsville Elemetary School Comprehensive HVAC	3,700,000	3,700,000	0	0	0	0	0	0
Joppatowne Elementary Modernization	13,533,863	13,533,863	0	0	0	0	0	0
Joppatowne High School Systemic Project	13,673,000	13,673,000	0	0	0	0	0	0
Joppatowne High School Weight Room	250,000	250,000	0	0	0	0	0	0
Locker Replacement	430,000	430,000	0	0	0	0	0	0
Magnolia Middle School HVAC	11,061,554	11,061,554	0	0	0	0	0	0
Music Equipment Refresh Program	50,000	50,000	0	0	0	0	0	0
Music Technology Labs Program	345,000	345,000	0	0	0	0	0	0
Norrisville ES HVAC	3,455,700	3,455,700	0	0	0	0	0	0
North Harford ES Comprehensive HVAC	4,550,390	4,550,390	0	0	0	0	0	0
North Harford High School Modernization	31,873,132	31,873,132	0	0	0	0	0	0
North Harford Middle School Water System	261,114	261,114	0	0	0	0	0	0
North Harford Middle School Domestic Water Improvements	1,000,000	1,000,000	0	0	0	0	0	0
Outdoor Track Reconditioning	200,000	200,000	0	0	0	0	0	0
Playground Equipment	350,000	350,000	0	0	0	0	0	0
Prospect Mill Elementary School HVAC	4,685,000	4,685,000	0	0	0	0	0	0
Prospect Mill Elementary School	1,997,778	1,997,778	0	0	0	0	0	0
Red Pump Road Elementary School	29,837,480	29,837,480	0	0	0	0	0	0
Relocatable Classrooms	2,963,896	2,963,896	0	0	0	0	0	0
Ring Factory Elementary School HVAC	1,099,000	1,099,000	0	0	0	0	0	0
Riverside ES HVAC Systemic	8,780,000	8,780,000	0	0	0	0	0	0
Roof Replacement - Joppatowne High School	2,400,000	2,400,000	0	0	0	0	0	0
Roofing Replacement 07	1,236,530	1,236,530	0	0	0	0	0	0
Security Initiative Program for Schools	1,728,000	1,728,000	0	0	0	0	0	0
Security Measures	1,735,000	1,735,000	0	0	0	0	0	0
Septic Code Facility Upgrade	4,910,592	4,910,592	0	0	0	0	0	0
Special Education Facilities Improvements	200,000	200,000	0	0	0	0	0	0
Stadium Upgrades - Joppatowne High School	300,000	300,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
BOARD OF EDUCATION								
Technology Education Lab Refresh	250,000	250,000	0	0	0	0	0	0
Textbook/Supplemental Materials Refresh	5,300,000	5,300,000	0	0	0	0	0	0
William Paca Elementary School HVAC	3,955,057	3,955,057	0	0	0	0	0	0
William Paca/Old Post ES Open Space Enclosure	2,417,000	2,417,000	0	0	0	0	0	0
William S James ES Open Space Enclosure Project	1,400,000	1,400,000	0	0	0	0	0	0
Youth's Benefit Elementary School Replacement	45,957,866	45,957,866	0	0	0	0	0	0
Education Total by Project	592,438,158	475,793,158	49,183,000	44,241,000	15,421,000	2,600,000	2,600,000	2,600,000
Paygo	28,932,253	25,564,253	2,558,000	410,000	100,000	100,000	100,000	100,000
Future Bonds	84,573,000	0	32,465,000	32,287,000	14,571,000	1,750,000	1,750,000	1,750,000
Prior Bonds	328,802,938	328,802,938	0	0	0	0	0	0
Reappropriated	9,461,021	9,461,021	0	0	0	0	0	0
Transfer Tax	10,654,517	10,654,517	0	0	0	0	0	0
Recordation Tax	100,000	100,000	0	0	0	0	0	0
State	136,536,383	107,832,383	14,160,000	11,544,000	750,000	750,000	750,000	750,000
Other	(6,621,954)	(6,621,954)	0	0	0	0	0	0
Lease Purchase	0	0	0	0	0	0	0	0
Education Total by Fund	592,438,158	475,793,158	49,183,000	44,241,000	15,421,000	2,600,000	2,600,000	2,600,000
SUB-TOTAL GENERAL FUND CAPITAL	1,113,708,861	780,445,946	89,434,915	85,732,000	49,896,000	36,475,000	36,075,000	35,650,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
SOLID WASTE SERVICES								
FY 18 Funded Projects:								
HWDC Expansion	20,970,354	20,570,354	400,000	0	0	0	0	0
HWDC Pavement Upgrades	600,000	200,000	200,000	200,000	0	0	0	0
Scarboro Landfill Groundwater Treatment Plant	250,000	100,000	150,000	0	0	0	0	0
Tollgate Yard Trim Recycling Center 15	975,081	1,375,081	(400,000)	0	0	0	0	0
Waste to Energy Facility Closure	6,113,753	4,803,753	1,310,000	0	0	0	0	0
Open Projects:		0	0	0	0	0	0	0
Environmental Studies and Projects	1,440,900	1,440,900	0	0	0	0	0	0
Former Spencers Landfill Closure (East Side)	6,700,000	6,700,000	0	0	0	0	0	0
Full Cost Accounting Study	300,000	300,000	0	0	0	0	0	0
HWDC Compost Area Facilities	525,000	525,000	0	0	0	0	0	0
HWDC Landfill Capping	9,320,000	9,320,000	0	0	0	0	0	0
Tollgate Landfill Gas System	1,034,679	1,034,679	0	0	0	0	0	0
Solid Waste Services Total by Project	48,229,767	46,369,767	1,660,000	200,000	0	0	0	0
Paygo	24,071,043	22,211,043	1,660,000	200,000	0	0	0	0
Reappropriated	2,693,283	2,693,283	0	0	0	0	0	0
Future Bonds	0	0	0	0	0	0	0	0
Prior Bonds	21,125,441	21,125,441	0	0	0	0	0	0
Other	340,000	340,000	0	0	0	0	0	0
Solid Waste Services Total by Fund	48,229,767	46,369,767	1,660,000	200,000	0	0	0	0
TOTAL GENERAL FUND CAPITAL	1,161,938,628	826,815,713	91,094,915	85,932,000	49,896,000	36,475,000	36,075,000	35,650,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
PARKS & RECREATION FUND								
FY 18 Funded Projects:								
ADA Improvements	629,307	284,307	120,000	75,000	75,000	0	0	75,000
Anita C. Leight Improvements	955,000	730,000	25,000	200,000	0	0	0	0
Athletic Field Improvements	15,800,000	11,000,000	1,400,000	150,000	1,400,000	575,000	575,000	700,000
Bush River Dredging and DMP Site 16	1,675,000	0	100,000	1,575,000	0	0	0	0
Canoe and Kayak Water Access	1,005,000	450,000	280,000	0	75,000	200,000	0	0
Cedar Lane Sports Complex Improvements	2,761,000	2,161,000	100,000	100,000	100,000	100,000	100,000	100,000
East Baker Avenue Pedestrian Bridge	100,000	0	100,000	0	0	0	0	0
Eden Mill Park Rehabilitation	1,005,000	855,000	100,000	0	0	50,000	0	0
Edgely Grove Farm	140,000	0	40,000	0	100,000	0	0	0
Emily Bayliss Graham Park	2,800,000	1,575,000	200,000	0	525,000	500,000	0	0
Emmorton Recreation & Tennis Center Improvements	1,085,000	970,000	15,000	100,000	0	0	0	0
Enlarged Gymnasiums & Joint Facilities	1,200,000	600,000	600,000	0	0	0	0	0
Facility Renovations	625,000	0	225,000	100,000	100,000	100,000	100,000	0
Flying Point Improvements	303,000	124,000	179,000	0	0	0	0	0
Forest Hill Recreation Complex Improvements	800,000	0	200,000	600,000	0	0	0	0
Fox Meadows Park Improvements	350,000	0	100,000	250,000	0	0	0	0
Francis Silver-Park Improvement	425,000	25,000	400,000	0	0	0	0	0
Gunpowder River Dredging	1,974,000	1,434,000	330,000	210,000	0	0	0	0
Gymnasium Floor Repair and Renovation	435,000	0	60,000	75,000	75,000	75,000	75,000	75,000
Indoor Recreation Facility-Forest Hill/Hickory	1,474,000	1,224,000	250,000	0	0	0	0	0
Joppatowne Area Dredging	1,090,000	990,000	100,000	0	0	0	0	0
Liriodendron Improvements	10,000	145,000	(135,000)	0	0	0	0	0
Natural Turf Improvements	1,840,000	1,090,000	150,000	150,000	150,000	150,000	75,000	75,000
Park Improvements	330,000	0	80,000	50,000	50,000	50,000	50,000	50,000
Parking Lot Paving	1,159,000	499,000	250,000	55,000	150,000	55,000	0	150,000
Parkland Acquisition	10,441,000	5,306,000	1,050,000	740,000	795,000	850,000	850,000	850,000
Playground Equipment	3,005,000	1,805,000	225,000	150,000	150,000	225,000	225,000	225,000
Swan Harbor Farm Improvements	1,664,000	539,000	75,000	0	0	1,050,000	0	0
Tennis/Multipurpose Court	1,240,000	640,000	100,000	100,000	100,000	100,000	100,000	100,000
Trails & Linear Parks	6,100,000	2,550,000	1,550,000	0	0	2,000,000	0	0
Tudor Hall Rehabilitation	550,000	500,000	50,000	0	0	0	0	0
Outyear Projects:								
Aberdeen Activity Center	8,500,000	0	0	0		500,000	8,000,000	0
Backstop Renovations	570,000	270,000	0	50,000	100,000	50,000	50,000	50,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
PARKS & RECREATION FUND								
Outyear Projects (cont.):								
Benson Field Development	700,000	0	0	0	0	100,000	500,000	100,000
Blake's Venture Park	700,000	0	0	0	0	100,000	0	600,000
Bleacher Renovations	810,000	430,000	0	60,000	80,000	80,000	80,000	80,000
Bulkhead Renovations	650,000	0	0	40,000	535,000	0	75,000	0
Darlington Park Development	2,095,000	1,895,000	0	0	200,000	0	0	0
Disc Golf Course	100,000	50,000	0	0	0	50,000	0	0
Edgewood Recreation and Community Center	250,000	100,000	0	0	150,000	0	0	0
Edgewood Recreation Park	650,000	0	0	500,000	50,000	0	100,000	0
Equestrian Center Improvements	625,000	325,000	0	100,000	100,000	100,000	0	0
Jarrettsville Recreation Center	7,010,775	510,775	0	0	0	0		6,500,000
Joppa/Joppatowne Youth/Senior Center	500,000	0	0	0	0	0	0	500,000
Magnolia Complex Development	2,480,000	2,055,000	0	0	425,000	0	0	0
Mariner Point Park Renovations	411,000	361,000	0	0	0	0	0	50,000
Norrisville Park	1,325,000	0	0	0	125,000	525,000	525,000	150,000
Northern Regional Park	1,075,000	575,000	0	0	0	0	500,000	0
Perryman Park Development	250,000	0	0	0	0	125,000	125,000	0
Prospect Mill Park	600,000	0	0	100,000	500,000	0	0	0
Red Pump Elementary School Facilities	175,000	0	0	0	0	50,000	125,000	0
Robert Copenhaver Park Improvements	550,000	300,000	0	0	0	0	0	250,000
Rockfield Park Improvements	370,000	170,000	0	0	100,000	100,000	0	0
SWM Pond Repair and Renovation	800,000	450,000	0	110,000	0	120,000	0	120,000
Tollgate Woodshop	75,000	25,000	0	0	50,000	0	0	0
Vale Road Park	1,100,000	0	0	0	0	100,000	1,000,000	0
Open Projects:								
Abingdon Road Park	150,000	150,000	0	0	0	0	0	0
Broad Creek Boat Launch Ramp	679,000	679,000	0	0	0	0	0	0
Churchville Center Renovations	575,000	575,000	0	0	0	0	0	0
Churchville Complex Development	8,556,830	8,556,830	0	0	0	0	0	0
Debris/Derelict Boats	100,000	100,000	0	0	0	0	0	0
Demarco Memorial Park Improvements	40,000	40,000	0	0	0	0	0	0
Edgeley Grove Farm-Smith Property	4,350,000	4,350,000	0	0	0	0	0	0
Facility Renovations	1,205,000	1,205,000	0	0	0	0	0	0
Fallston Maintenance Shop	50,000	50,000	0	0	0	0	0	0
Fallston Recreation Complex Improvements	325,000	325,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Heavenly Waters Park - Soma	100,000	100,000	0	0	0	0	0	0
Heavenly Waters Park	2,120,000	2,120,000	0	0	0	0	0	0
Jarrettsville Complex Restrooms	350,000	350,000	0	0	0	0	0	0
McFaul Activity Center Renovations	251,000	251,000	0	0	0	0	0	0
Nutttal Avenue Park Development	500,000	500,000	0	0	0	0	0	0
Oakington Farms - Tydings Park	1,900,000	1,900,000	0	0	0	0	0	0
Park Improvements	780,000	780,000	0	0	0	0	0	0
Promenade Park	15,000	15,000	0	0	0	0	0	0
Schucks Road Regional Complex	8,110,415	8,110,415	0	0	0	0	0	0
Tydings Park Improvemens	400,000	400,000	0	0	0	0	0	0
Parks & Rec Total by Project	126,299,327	73,570,327	8,319,000	5,640,000	6,260,000	8,080,000	13,230,000	11,200,000
Paygo	3,583,322	3,583,322	0	0	0	0	0	0
Paygo - Hotel Tax Revenue	0	0	350,000	100,000	100,000	100,000	100,000	100,000
Paygo - Parks and Recreation Fund	0	0	75,000	0	0	0	0	0
Future Bonds	22,450,000	0	2,000,000	150,000	1,400,000	2,125,000	9,075,000	7,700,000
Prior Bonds	22,006,830	22,006,830	0	0	0	0	0	0
Reappropriated	5,519,935	5,119,935	400,000	0	0	0	0	0
Recordation Tax	29,218,933	16,373,933	2,075,000	1,625,000	1,990,000	2,395,000	2,495,000	2,265,000
State	6,895,000	4,091,000	449,000	1,740,000	540,000	0	75,000	0
Program Open Space	17,126,000	10,326,000	1,400,000	1,050,000	1,325,000	800,000	1,300,000	925,000
Federal	5,325,000	3,325,000	1,000,000	0	0	1,000,000	0	0
Developer	1,490,000	1,135,000	105,000	75,000	25,000	50,000	50,000	50,000
Other	11,759,307	7,609,307	465,000	900,000	880,000	1,610,000	135,000	160,000
Parks & Rec Total by Fund	126,299,327	73,570,327	8,319,000	5,640,000	6,260,000	8,080,000	13,230,000	11,200,000
TOTAL PARKS & RECREATION CAPITAL	126,299,327	73,570,327	8,319,000	5,640,000	6,260,000	8,080,000	13,230,000	11,200,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
HIGHWAYS FUND								
BRIDGES								
FY 18 Funded Projects:								
Abingdon Road Bridge 169 over CSX	4,555,000	1,130,000	200,000	3,225,000	0	0	0	0
Bridge & Road Scour Repair	2,150,000	1,300,000	100,000	150,000	150,000	150,000	150,000	150,000
Bridge Inspection Program	3,150,000	0	200,000	800,000	200,000	850,000	200,000	900,000
Bridge Painting	1,300,000	100,000	200,000	200,000	200,000	200,000	200,000	200,000
Carrs Mill Road Bridge #216	2,575,000	2,395,000	180,000	0	0	0	0	0
Chestnut Hill Bridge #40	1,630,000	495,000	30,000	100,000	0	1,005,000	0	0
Culvert Rehabilitation	5,375,000	4,275,000	100,000	200,000	200,000	200,000	200,000	200,000
Glenville Road Bridge #30	1,480,000	370,000	40,000	25,000	1,045,000	0	0	0
Green Road Bridges #119 and #122	719,088	644,088	75,000	0	0	0	0	0
Harford Creamery Road Bridge #104	1,628,322	1,663,204	(34,882)	0	0	0	0	0
Hess Road Bridge #82	1,252,311	1,300,000	(47,689)	0	0	0	0	0
Jericho Road Bridge	1,518,729	1,530,000	(11,271)	0	0	0	0	0
Johnson Mill Road Bridge #45	680,000	140,000	60,000	10,000	0	470,000	0	0
New Park Road Bridge #125	700,000	600,000	100,000	0	0	0	0	0
Robinson Mill Road Bridge #154	1,685,000	1,385,000	300,000	0	0	0	0	0
Snake Lane Bridge #31	1,095,000	195,000	900,000	0	0	0	0	0
Stafford Road Bridge #24	2,005,000	280,000	125,000	1,600,000	0	0	0	0
Outyear Projects:								
Boggs Road Bridge #66	1,520,000	0	0	0	200,000	20,000	0	1,300,000
Bridge Rehabilitation	2,450,000	950,000	0	300,000	300,000	300,000	300,000	300,000
Carea Road Bridge #126	289,207	89,207	0	0	200,000	0	0	0
Deep Run Road Bridge #152	760,000	0	0	200,000	10,000	0	550,000	0
Edwards Lane Culvert	905,000	5,000	0	0	0	900,000	0	0
Fawn Grove Road Bridge #132	1,335,000	10,000	0	0	200,000	50,000	1,075,000	0
Glen Cove Road Bridge #156	950,000	150,000	0	0	800,000	0	0	0
Moores Road Bridge #78	1,095,000	0	0	0	200,000	25,000	0	870,000
Phillips Mill Road Bridge #70	1,925,000	550,000	0	1,375,000	0	0	0	0
Scarboro Road Bridge #140	210,000	0	0	0	0	0	200,000	10,000
Structural Evaluation	670,000	420,000	0	50,000	50,000	50,000	50,000	50,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
HIGHWAYS FUND								
BRIDGES								
Open Projects:								
Bridge Inspection Program	3,640,000	3,640,000	0	0	0	0	0	0
Bridge Rehabilitation	2,850,000	2,850,000	0	0	0	0	0	0
Watervale Road Bridge #63	4,155,000	4,155,000	0	0	0	0	0	0
Bridges Total by Project	56,252,657	30,621,499	2,516,158	8,235,000	3,755,000	4,220,000	2,925,000	3,980,000
Paygo	21,007,084	14,182,084	600,000	1,000,000	1,200,000	2,125,000	1,000,000	900,000
Prior Paygo	(185,638)	(91,796)	(93,842)	0	0	0	0	0
Future Bonds	10,104,000	0	1,260,000	2,655,000	1,619,000	565,000	1,825,000	2,180,000
Prior Bonds	2,110,559	2,110,559	0	0	0	0	0	0
Reappropriated	669,652	669,652	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Federal	22,067,000	13,271,000	750,000	4,580,000	936,000	1,530,000	100,000	900,000
Other	480,000	480,000	0	0	0	0	0	0
Developer	0	0	0	0	0	0	0	0
Bridges Total by Fund	56,252,657	30,621,499	2,516,158	8,235,000	3,755,000	4,220,000	2,925,000	3,980,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
ROADWAYS								
FY 18 Funded Projects:								
Chapel Road Improvements	225,000	0	225,000	0	0	0	0	0
Drainage Improvements	2,450,000	1,425,000	150,000	175,000	175,000	175,000	175,000	175,000
Guardrails	1,150,000	425,000	100,000	125,000	125,000	125,000	125,000	125,000
Intersection Improvements	4,711,728	2,431,728	450,000	630,000	300,000	300,000	300,000	300,000
Moores Mill Road	10,363,088	9,713,088	650,000	0	0	0	0	0
New Roads and Stormdrains	3,625,000	2,475,000	150,000	200,000	200,000	200,000	200,000	200,000
Schucks Road Improvements	1,712,192	437,192	0	1,275,000	0	0	0	0
Stormdrain Rehabilitation	2,645,000	1,045,000	200,000	250,000	250,000	300,000	300,000	300,000
Tollgate Road (West Ring Factory Road to Plumtree Road)	7,423,439	5,473,439	1,950,000	0	0	0	0	0
Traffic Calming, Bicycle & Road Safety Improvements	1,300,000	450,000	100,000	150,000	150,000	150,000	150,000	150,000
Outyear Projects:								
Bata Blvd. Access Road	480,000	0	0	0	30,000	450,000	0	0
MD152/Oakmont Road/Port Lane	950,732	400,732	0	0	0	0	550,000	0
Traffic Signals	309,601	109,601	0	50,000	50,000	50,000	50,000	0
Trimble Road (Joppa Road to Garnett Drive)	650,000	0	0	0	100,000	50,000	0	500,000
Open Projects:								
Cape Knoll Road Acceptance	150,000	150,000	0	0	0	0	0	0
Landis Circle - Foxborough Farms	350,000	350,000	0	0	0	0	0	0
Schucks Road Culvert Replacement	80,000	80,000	0	0	0	0	0	0
Village of Scot's Fancy Starmount Lane	750,000	750,000	0	0	0	0	0	0
Roadways Total by Project	39,325,780	25,715,780	3,975,000	2,855,000	1,380,000	1,800,000	1,850,000	1,750,000
Paygo	19,266,033	10,611,033	1,275,000	1,480,000	1,250,000	1,250,000	1,750,000	1,650,000
Future Bonds	4,235,000	0	2,480,000	1,275,000	30,000	450,000	0	0
Prior Bonds	8,531,707	8,531,707	0	0	0	0	0	0
Reappropriated	309,601	309,601	0	0	0	0	0	0
State	1,783,439	1,663,439	120,000	0	0	0	0	0
Federal	0	0	0	0	0	0	0	0
Developer	3,050,000	2,450,000	100,000	100,000	100,000	100,000	100,000	100,000
Other	2,150,000	2,150,000	0	0	0	0	0	0
Roadways Total by Fund	39,325,780	25,715,780	3,975,000	2,855,000	1,380,000	1,800,000	1,850,000	1,750,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
RESURFACING								
FY 18 Funded Projects:								
Resurfacing Roadways	31,955,017	0	5,705,017	5,150,000	5,200,000	5,250,000	5,300,000	5,350,000
Open Projects:								
Resurfacing Roadways 14	6,661,509	6,661,509	0	0	0	0	0	0
Resurfacing Roadways 15	5,603,106	5,603,106	0	0	0	0	0	0
Resurfacing Roadways 16	5,292,842	5,292,842	0	0	0	0	0	0
Resurfacing Roadways 17	5,002,435	5,002,435	0	0	0	0	0	0
Resurfacing Total by Project	54,514,909	22,559,892	5,705,017	5,150,000	5,200,000	5,250,000	5,300,000	5,350,000
Paygo	51,845,675	19,984,500	5,611,175	5,150,000	5,200,000	5,250,000	5,300,000	5,350,000
Reappropriated	2,575,392	2,575,392	0	0	0	0	0	0
Prior Paygo	93,842	0	93,842	0	0	0		
Resurfacing Total by Fund	54,514,909	22,559,892	5,705,017	5,150,000	5,200,000	5,250,000	5,300,000	5,350,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
HIGHWAYS FUND								
OTHER								
FY 18 Funded Projects:								
APG Gate Pilot	2,000,000	820,603	1,179,397	0	0	0	0	0
Fleet Maintenance Facility	1,940,000	0	155,000	1,785,000	0	0	0	0
Fleet Replacement	17,942,000	8,942,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Refresh Program	940,500	365,500	75,000	100,000	100,000	100,000	100,000	100,000
Safeguarding Business Operations	3,687,450	2,687,450	250,000	250,000	250,000	250,000	0	0
Sidewalks and Handicapped Ramps	1,899,300	999,300	150,000	150,000	150,000	150,000	150,000	150,000
Outyear Projects:								
Efficiency Capital Investment Project	355,000	155,000	0	40,000	40,000	40,000	40,000	40,000
Equipment Sheds	200,000	0	0	100,000	100,000	0	0	0
Facilities Repair Program	1,507,000	1,007,000	0	100,000	100,000	100,000	100,000	100,000
Open Projects:								
Fuel Dispensing System Upgrade	950,000	950,000	0	0	0	0	0	0
Glen Elyn Culvert and Ponds Repair	392,500	392,500	0	0	0	0	0	0
HMAN (Harford County Metro Area Network)	930,000	930,000	0	0	0	0	0	0
Primrose Place	146,000	146,000	0	0	0	0	0	0
700 MHz Wireless Radio System Equipment	1,600,000	1,600,000	0	0	0	0	0	0
Other Total by Project	34,489,750	18,995,353	3,309,397	4,025,000	2,240,000	2,140,000	1,890,000	1,890,000
Paygo	30,790,752	18,178,688	2,212,064	2,240,000	2,240,000	2,140,000	1,890,000	1,890,000
Future Bonds	1,940,000	0	155,000	1,785,000	0	0	0	0
Special Paygo	0	0	0	0	0	0	0	0
Reappropriated	138,865	138,865	0	0	0	0	0	0
Federal	169,300	169,300	0	0	0	0	0	0
State	70,000	70,000	0	0	0	0	0	0
Developer	64,650	64,650	0	0	0	0	0	0
Other	1,316,183	373,850	942,333	0	0	0	0	0
Other Total by Fund	34,489,750	18,995,353	3,309,397	4,025,000	2,240,000	2,140,000	1,890,000	1,890,000
TOTAL HIGHWAYS CAPITAL	184,583,096	97,892,524	15,505,572	20,265,000	12,575,000	13,410,000	11,965,000	12,970,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
WATER & SEWER FUND								
WATER PROJECTS								
FY 18 Funded Projects:								
Fleet Maintenance Facility	530,000	150,000	30,000	350,000	0	0	0	0
Fleet Replacement	8,262,000	3,462,000	800,000	800,000	800,000	800,000	800,000	800,000
Infrastructure Management System Enhancements	300,000	0	300,000	0	0	0	0	0
Perryman GAC Plant Improvements	1,000,000	0	500,000	500,000	0	0	0	0
Perryman Wellfield Improvement	3,720,000	0	200,000	370,000	0	3,150,000	0	0
Refresh Program	967,000	387,000	80,000	100,000	100,000	100,000	100,000	100,000
Replacement of Water Booster Station SCADA	1,500,000	300,000	1,200,000	0	0	0	0	0
Safeguarding Business Operations	3,936,650	2,824,650	362,000	250,000	250,000	250,000	0	0
Site Acquisition 17	0	364,927	(364,927)	0	0	0	0	0
Tollgate Road Water Main Parallel 15	0	1,292,227	(1,292,227)	0	0	0	0	0
US 40 and Rt 159 SHA Water Relocation	3,800,000	2,600,000	1,200,000	0	0	0	0	0
Water and Sewer Authority Study Establishment	293,013	1,000,000	(706,987)					
Water Zone Improvements	1,230,000	450,000	150,000	230,000		200,000		200,000
Outyear Projects:								
HDG WTP Upgrade	3,300,000	0	0	150,000	150,000	3,000,000	0	0
Oak Grove Booster Station	330,000	0	0	330,000	0	0	0	0
Renewal and Replacement Water Infrastructure	1,900,000	400,000	0	300,000	300,000	300,000	300,000	300,000
Tank Painting	4,800,000	800,000	0	800,000	800,000	800,000	800,000	800,000
Water Meter Upgrade	2,210,000	1,210,000	0	250,000	250,000	250,000	250,000	0
Water System Model Study	550,000	300,000	0	50,000	50,000	50,000	50,000	50,000
Open Projects:								
Abingdon Road Water	8,300,000	8,300,000	0	0	0	0	0	0
Abingdon WTP Expansion	76,535,000	76,535,000	0	0	0	0	0	0
City of Baltimore - Deer Creek PS and Valve Improvements	3,700,000	3,700,000	0	0	0	0	0	0
City of Baltimore Raw Water Supply	3,300,000	3,300,000	0	0	0	0	0	0
Construction Unanticipated 12	300,000	300,000	0	0	0	0	0	0
Construction Unanticipated 15	460,000	460,000	0	0	0	0	0	0
Efficiency Capital Investment Projects	300,000	300,000	0	0	0	0	0	0
HMAN (Harford County Metro Area Network)	1,220,000	1,220,000	0	0	0	0	0	0
Magnolia Booster Station	1,450,000	1,450,000	0	0	0	0	0	0
Tank Painting 12	300,000	300,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
WATER & SEWER FUND								
WATER PROJECTS								
Tank Painting 14	500,000	500,000	0	0	0	0	0	0
Tank Painting 15	800,000	800,000	0	0	0	0	0	0
Tank Painting 16	700,000	700,000	0	0	0	0	0	0
Underground and Aboveground Storage Tank Mgt	50,000	50,000	0	0	0	0	0	0
Water and Sewer Billing Project	1,500,000	1,500,000	0	0	0	0	0	0
Water Total by Project	138,043,663	114,955,804	2,457,859	4,480,000	2,700,000	8,900,000	2,300,000	2,250,000
Paygo	34,486,107	16,151,094	1,685,013	3,650,000	2,550,000	5,900,000	2,300,000	2,250,000
Prior Paygo	(300,000)	(300,000)	0	0	0	0	0	0
Future Bonds	6,410,000	0	2,430,000	830,000	150,000	3,000,000	0	0
Prior Bonds	96,324,687	97,689,614	(1,364,927)	0	0	0	0	0
Reappropriated	822,869	1,115,096	(292,227)	0	0	0	0	0
State	300,000	300,000	0	0	0	0	0	0
Water Total by Fund	138,043,663	114,955,804	2,457,859	4,480,000	2,700,000	8,900,000	2,300,000	2,250,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
SEWER PROJECTS								
FY 18 Funded Projects:								
Bio Solids Facilities Enhancements	12,900,000	900,000	4,000,000	4,000,000	0	0	4,000,000	0
Brentwood Park Pumping Station Improvements	475,000	0	200,000	275,000	0	0	0	0
Bynum Ridge Replacement Sewer	800,000	240,000	560,000	0	0	0	0	0
Delta WWTP Plant Upgrades	225,000	0	200,000	25,000	0	0	0	0
Edgewood Interceptor Sewer Parallel	9,500,000	500,000	150,000	0	0	0	3,600,000	5,250,000
Inventory Storage and Control Improvements	5,635,000	0	85,000	300,000	3,200,000	2,050,000	0	0
Lower Bynum Run Interceptor Phase 6 & 7	18,120,324	9,463,170	2,657,154	0	2,500,000	3,500,000	0	0
Pumping Station Improvements	1,065,000	0	65,000	200,000	200,000	200,000	200,000	200,000
Ring Factory PS and Fairwind Fams Abandonment	1,465,000	1,360,000	105,000	0	0	0	0	0
Sod Run WWTP Ultraviolet Disinfection Project	2,700,000	0	200,000	2,500,000	0	0	0	0
Utility Protection/Restoration	1,700,000	500,000	200,000	200,000	200,000	200,000	200,000	200,000
Outyear Projects								
Bill Bass PS FM Replacement	11,200,384	900,384	0	4,100,000	0	0	6,200,000	0
Infiltration and Inflow	650,000	350,000	0	100,000	0	100,000	0	100,000
Renewal and Replacement Sewer Infrastructure	2,000,000	800,000	0	300,000	300,000	300,000	300,000	0
Sod Run Facility Improvements	7,400,000	3,100,000	0	1,300,000	1,000,000	700,000	1,000,000	300,000
Open Projects:								
Bush Creek Pump Station	28,400,000	28,400,000	0	0	0	0	0	0
ENR Refinement at Sod Run	57,500,000	57,500,000	0	0	0	0	0	0
Fallston Sanitation Sub-District Sewer Capacity Study	300,000	300,000	0	0	0	0	0	0
Green Ridge Pump Station Replacement	1,500,000	1,500,000	0	0	0	0	0	0
Harford WWTP Facility Improvements	885,000	885,000	0	0	0	0	0	0
Joppatowne Pump Station No. 47	4,050,000	4,050,000	0	0	0	0	0	0
Lower Bynum Run	9,640,000	9,640,000	0	0	0	0	0	0
Oaklyn Manor/Joppa Area Sewer Relief	1,950,300	1,950,300	0	0	0	0	0	0
Town Center Drive Pump Station Replacement	350,000	350,000	0	0	0	0	0	0
Sewer Total by Project	180,411,008	122,688,854	8,422,154	13,300,000	7,400,000	7,050,000	15,500,000	6,050,000

HARFORD COUNTY, MARYLAND

APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
SEWER PROJECTS								
Paygo	20,606,450	7,141,450	1,615,000	3,900,000	3,900,000	2,850,000	700,000	500,000
Prior Paygo	300,000	300,000	0	0	0	0	0	0
Future Bonds	42,600,000	0	5,150,000	9,400,000	3,500,000	4,200,000	14,800,000	5,550,000
Prior Bonds	67,893,504	66,236,350	1,657,154	0	0	0	0	0
Reappropriated	1,083,736	1,083,736	0	0	0	0	0	0
State	46,400,000	46,400,000	0	0	0	0	0	0
Federal	1,250,300	1,250,300	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Developer	277,018	277,018	0	0	0	0	0	0
Sewer Total by Fund	180,411,008	122,688,854	8,422,154	13,300,000	7,400,000	7,050,000	15,500,000	6,050,000
TOTAL WATER & SEWER CAPITAL	318,454,671	237,644,658	10,880,013	17,780,000	10,100,000	15,950,000	17,800,000	8,300,000

	TOTAL COST	PRIOR APPROP	BUDGET FY 2018	FIVE YEAR CAPITAL PROGRAM FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
TOTAL CAPITAL IMPROVEMENT PROGRAM	**1,791,275,722**	**1,235,923,222**	**125,799,500**	**129,617,000**	**78,831,000**	**73,915,000**	**79,070,000**	**68,120,000**

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HIGHLIGHTS OF GRANTS FUND

The Grants Fund was established to account for the receipt, appropriation, and expenditure of certain Federal, State, and private monies received in grant form in accordance with Harford County Charter Article V, Section 518(b), and appropriately executed agreements. Harford County actively pursues available intergovernmental financing to initiate or supplement funding of some of its programs, but it is County policy to review the long-term fiscal impact of all proposed grant programs to avoid dependence on outside funding sources which could negatively influence the welfare and safety of the community.

Article V, Section 518(b) of the Harford County Charter states, in part, "Revenues from grant allocations which were unanticipated in any current fiscal year may be appropriated by legislative act of the Council upon request of the County Executive. The appropriation shall be made to the proper grant account established by revenues. For this fiscal year, the Annual Budget Ordinance includes a budget item referred to as "Anticipated and Unanticipated Federal, State and Private Grant Funds" which will provide a block of money ($35,000,000) to be drawn upon during Fiscal Year 2017-2018 to avoid the cost and time of special legislation on each occasion grant funds are received. The Council will be notified by memorandum that a certain grant has been received and the amount of money drawn from this budgeted account.

During Fiscal Year 2017-2018, Harford County plans to participate in over 67 individual grant programs as a direct recipient offered through either the Federal or State governments. Through these grant programs, financial and programmatic development assistance and support can be provided to designated private, nonprofit human services in Harford County. Staffing to implement these programs is provided for the duration of a particular grant, when appropriate.

Department of Community Services (Director of Community Services) - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
MACRO Performance Grant	Grant provides quality, free alternative dispute resolution services to the citizens of Harford County.		$55,000			7/1/17 - 6/30/18	Recurring
Local Management Board	Program funding for Local Management Board		$482,994			7/1/17 - 6/30/18	Recurring
	TOTALS:		**$537,994**		**$0**		

Department of Emergency Services - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Emergency Management Performance Grant	This grant will be used to purchase equipment for the sake of interoperability for Harford County.	$130,924			$130,924	10/1/17 - 6/30/19	Recurring
State Homeland Security Program	Activities may include preparation for or response to catastrophic events, provided that the activities also build capabilities that relate to terrorism. This particular funding will go toward paying salary for an emergency planner and the yearly maintenance on the Connect CTY System.	$114,308				9/1/17 - 5/31/19	Recurring
Exelon Nuclear Emergency Planning	Funds are designated as corporate/business revenue to pay toward the Emergency Planner Position			$50,000		1/1/18 - 12/31/18	Recurring
Urban Areas Security Initiative	Grant provides financial assistance to address the unique multidiscipline planning, operations, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats and acts of terrorism.	$851,044				9/1/17 - 5/31/19	Recurring
Senator Amos Grant	Funding is for the local Volunteer Fire Companies and the 3 Municipalities for their local Fire Companies	$574,301				1/1/17 - 6/30/18	Recurring
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		$3,409			9/1/17 - 6/15/18	Recurring
Hazardous Materials Emergency Preparedness Grant Program	To provide a training for a week for the Hazmat Team and also for planning purposes of a traffic study of hazardous materials entering Harford County.	$7,900			$1,975	10/1/17 - 9/30/18	Recurring
	TOTALS:	**$1,678,477**	**$3,409**	**$50,000**	**$132,899**		

Department of Community Services (Office of Drug Control Policy) - Anticipated FY 18 Grants							
TITLE OF GRANT	**GRANT PURPOSE**	**Source of Anticipated Funding**				**Grant Dates**	**Recurring or One Time**
		Federal	**State**	**Other**	**County Match**		
DJS-Juvenile Drug Court	Grant provides for the enhancement of the Juvenile Drug Court.		$75,000			7/1/17 - 6/30/18	Recurring
Alcohol and Drug Prevention	Grant provides funding for drug and alcohol prevention.		$126,766			7/1/17 - 6/30/18	Recurring
Harford County Circuit Family Recovery - Juvenile Drug Court Program	Grant provides for the coordinator's salary, drug testing, transportation, and for case management for family recovery and juvenile drug courts.		$113,151			7/1/17 - 6/30/18	Recurring
Harford County District Adult Drug - DUI Court Programs	Grant funds provide for drug testing, transportation, and case management for the Drug Court operating in the District Court		$147,250			7/1/17 - 6/30/18	Recurring
Opioid Misuse Prevention	Grant funds are used to address the opioid misuse problem; strategies include data collection using the Strategic Prevention Framework model.	$88,679				7/1/17 - 6/30/18	Recurring
Harford County DUI Offender Court	Grant funds supplement the operation of a DUI Court in the District Court of Maryland serving Harford County.	$57,150				10/1/17 - 9/30/18	Recurring
	TOTALS:	**$145,829**	**$462,167**		**$0**		

Harford County Housing Agency - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Housing Choice Voucher	This grant provides for subsidized rental housing to eligible families.	$7,000,000				1/1/18 - 12/31/18	Recurring
Housing Counselor	This grant provides housing and reverse mortgage counselor services.	$36,000				7/1/17 - 6/30/18	Recurring
Rental Assistance Program	This grant provides funds for temporary (12 months) rental subsidy to eligible families with critical housing needs. Families assisted must demonstrate ability to become self-sufficient within the 12 month period.		$44,360			10/1/17 - 9/30/18	Recurring
Section 8 Mainstream Program	This grant provides financial assistance for housing to nonelderly, disabled individuals/families.	$554,862				1/1/17 - 12/31/17	Recurring
Family Self-Sufficiency	The Family Self-Sufficiency (FSS) program enables families assisted through the Housing Choice Voucher (HCV) program opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.	$28,118				1/1/17 - 12/31/17	Recurring
HOPWA	This grant provides funds for subsidized housing to individuals/families with specific disabilities.	$161,637				7/1/17 - 6/30/18	Recurring
Housing Choice Voucher Admin	This grant provides for the administration costs associated with providing subsidized rental housing to eligible families.	$680,000				1/1/17 - 12/31/17	Recurring

Harford County Housing Agency - Anticipated FY 18 Grants							
TITLE OF GRANT	**GRANT PURPOSE**	**Source of Anticipated Funding**				**Grant Dates**	**Recurring or One Time**
		Federal	**State**	**Other**	**County Match**		
Service-Linked Housing	Grant funds the salary of a case manager employed by Inner County Outreach.		$17,242			7/1/17 - 6/30/18	Recurring
Homeless Women's Crisis Shelter Home Program	Grant funds the salary of a case manager employed by SARC.		$66,944			7/1/17 - 6/30/18	Recurring
Supportive Housing Grant	The Supportive Housing grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services.	$672,008				10/1/17 - 9/30/18	Recurring
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	$932,877				7/1/17 - 6/30/18	Recurring
Home Investment Partnership	Grant funds allow for the expanding the supply of decent and affordable housing in Harford County.	$306,223			$86,274	7/1/17 - 6/30/18	Recurring
Emergency and Transitional Housing Services (ETHS) and Homeless Prevention Program (HPP)	Grant funds assist homeless persons/families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters.		$54,338			7/1/17 - 6/30/18	Recurring
Homeless Prevention Program	This program provides non-monetary assistance to households with a pending eviction, and in some jurisdictions, support counselors who work with tenants and landlords to prevent evictions.		$19,734			7/1/17 - 6/30/18	Recurring
Emergency Solutions Grant	Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters.	$129,412				10/1/17 - 9/30/18	Recurring
TOTALS	**TOTALS:**	**$10,501,137**	**$202,618**	**$0**	**$86,274**		

Circuit Court for Harford County - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Family Court Services	This grant funds numerous programs and services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, personnel and services for children's groups, and child custody investigations.		$342,505			7/1/17 - 6/30/18	Recurring
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		$75,750		$30,000	7/1/17 - 6/30/18	Recurring
Access/Visitation Program	Provide access/visitation services to non-custodial parents. Goal is to develop and produce 50 visitation plans targeting separated families in which child support and access is the issue.	$203,730				10/1/17 - 9/30/19	Recurring
Transition-Age Youth Initiative	This program supports specialized training for advocates who work with transition-age youth to prepare them for independent living.	$14,643				10/1/17 - 9/30/18	Recurring
Child in Need of Assistance Advocacy	This program sassists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the State of Maryland.	$42,536				10/1/17 - 9/30/18	Recurring
	TOTALS:	**$260,909**	**$418,255**	**$0**	**$30,000**		

Department of Community Services (Office on Aging) - Anticipated FY 18 Grants							
TITLE OF GRANT	**GRANT PURPOSE**	**Source of Anticipated Funding**				**Grant Dates**	**Recurring or One Time**
		Federal	**State**	**Other**	**County Match**		
Maryland Department of Aging Grants	These grants provide a variety of services to people over the age of 60; State Nutrition; Senior 1 & A; Senior Care; SALGHS, State Ombudsman and VEPI.		$153,709			7/1/17 - 6/30/18	Recurring
Older Americans Act	Grant provides a variety of services to people over the age of 60. Programs include Congregate Nutrition, Home Delivered Meals, Legal Services, Senior Center operation and programs, Ombudsman, Senior Information & Assistance, In-Home Services, Health Education and Physical Fitness, and Caregiver's support and services.	$666,896			$338,923	10/1/17 - 9/30/18	Recurring
Senior Medicare Patrol - Health Care Fraud Program Expansion	Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse.	$4,734			$9,433	6/1/17 - 5/31/18	Recurring
State Health Insurance Program (SHIP)	This grant provides health insurance counseling (e.g. Medicare, private insurance, HMOs, insurance fraud, et.); assists people with organizing medical bills, and advocates with medical providers.	$20,632			$19,844	4/1/17- 3/31/18	Recurring
Medicare Improvements for Patients and Providers (MIPPA)	Grant funds allow for outreach and enrollment for low income Medicare beneficiaries to help with drug premiums, copayments and deductibles.	$7,777				9/30/17 - 9/29/18	Recurring
Senior Center Operating	The program's goal is to increase overall awareness about healthy eating and to target the nutritionally at riskk population.		$3,000			7/1/17 - 6/30/18	Recurring
	TOTALS:	**$700,039**	**$156,709**	**$0**	**$368,200**		

Department of Parks & Recreation - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Anita C. Leight Estuary Center	This grant is to help offset the cost for our Park Naturalist and a small portion of the custodian at the Anita C. Leight Estuary Center for salary and fringe benefits.	$50,000				10/1/17 - 9/30/18	Recurring
Sanitation Grant	To provide sanitary services at various boating facilities; i.e., Mariner Point Park, Flying Point Park, Otter Point, Willoughby Beach Landing and Swan Harbor.		$7,500			7/1/17 - 6/30/18	Recurring
John Archer Child Care/Camp I Can	This activity is designed to provide a 6 hour per day, 5 day a week recreation program for mentally & physically limited youngsters in Harford Co. It also provides an after school care program for children with disabilities and is the only such child care center of its kind in the region.		$47,796		$44,038	7/1/17 - 6/30/18	Recurring
	TOTALS:	**$50,000**	**$55,296**	**$0**	**$44,038**		

Department of Planning & Zoning - Anticipated FY 18 Grants							
TITLE OF GRANT	**GRANT PURPOSE**	**Source of Anticipated Funding**				**Grant Dates**	**Recurring or One Time**
		Federal	**State**	**Other**	**County Match**		
Safe Routes to School Infrastructure and Non-Infrastructure Project	The goal of this project is to revitalize the walking culture at Emmorton Elementary and establish "walking and/or bicycling" as the preferred transportation option that the school and parents will continue to promote.		$69,300			5/1/17 - 5/31/18	**One-Time**
United Transportation Work Program	This grant supports the Regional Transportation Planning Process that is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. Work activities include everything from preparation of the Transportation Improvement Program to Regional Cooperative forecasting of population growth throughout the region.	$91,144			$22,786	7/1/17 - 6/30/18	Recurring
Critical Area Management Program	This grant supports staff in implementing the Harford County Chesapeake Bay Critical Area Management Program. The grant contributes to the salary of one or more full time budget funded employees and sometimes includes the cost of printing, postage, etc.		$10,000			7/1/17- 6/30/18	Recurring
	TOTALS:	**$91,144**	**$79,300**	**$ 0**	**$ 22,786**		

Harford County Sheriff's Office - Anticipated FY 18 Grants							
		Source of Anticipated Funding					
TITLE OF GRANT	GRANT PURPOSE	Federal	State	Other	County Match	Grant Dates	Recurring or One Time
Child Enforcement Administration Cooperative Reimbursement Agreement	This funding provides for 7 positions in the Sheriff's Office who concentrate their efforts specifically in the service of summonses, warrants and writs of paternity, AFDC child support cases and the data entry and tracking of each. This grant also funds the basic operating costs of this Unit	$579,298			$351,717	10/1/17 - 9/30/18	Recurring
Justice Assistance Grant	This funding allows the agency to purchase equipment for various Units such as the Violent Street Crimes Unit, Meghan's Law Unit, Crime Analysis Unit and Harford County Detention Center to include but not limited to cameras and supporting equipment, covert surveillance equipment, GPS tracking devices and computer monitors	$40,500				10/1/17 - 9/30/20	Recurring
Maryland Highway Safety Office	This grant provides funding for deputies to work overtime to proactively seek out impaired and aggressive drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County.	$118,250				10/1/17 - 9/30/18	Recurring
Maryland Highway Safety Office - Commercial Motor Vehicle Grant	This grant provides funding for deputies to work overtime to perform NAS Inspections and CMV traffic enforcement details.	$15,000				10/1/17 - 9/30/18	Recurring

Harford County Sheriff's Office - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
STOP Gun Violence Reduction Grant	This grant funds the salary and partial benefits for one lateral deputy to fill the position created when an existing agency member was transferred into the Violent Street Crimes Unit. This grant will also provide overtime funding for deputies to conduct details such as covert investigations, to debrief suspects, develop confidential informants and to test fire and perform a trace on illegal firearms seized.		$55,000			7/1/17 - 6/30/18	Recurring
Teen Court Program	This funding pays for an independent contractor to fill the position of Teen Court Coordinator and to purchase operating supplies for the Teen Court Program		$12,000			7/1/17 - 6/30/18	Recurring
Overtime Patrols/Public Awareness Grant	This grant provides overtime monies which allow the Sheriff's Office to fund a School Bus Safety Program. This program affords deputies the opportunity to target drivers who illegally pass school vehicles. In addition, this program established a partnership with Regal Cinemas in Abingdon, MD to air Public Service Announcements at their facility.		$19,000			7/1/17 - 6/30/18	Recurring
Monitoring Support Grant	This grant provides overtime monies for existing Sheriff's Office personnel to assist in the compliance and verification process of the sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration Program as mandated by Maryland law.		$25,266			7/1/17 - 6/30/18	Recurring

Harford County Sheriff's Office - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Sheriff's Tactical & Operational Plan: Theft Intervention & Enforcement (STOP THIEF)	This grant will fund the purchase of one License Plate Reader in an effort to prevent thefts from and of motor vehicles.		$30,000			7/1/17 - 6/30/18	Recurring
HIT Information Coordinator & Analyst	This grant provides funds to hire a Heroin Prevention Coordinator who will act as the main outlet for heroin related information and data.		$73,304			7/1/17 - 6/30/18	Recurring
State Criminal Alien Assistance Program	This grant provides federal funding to localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and incarcerated for at least four consecutive days during the reporting period.	$15,862				7/1/17 - 6/30/18	Recurring
Safe Streets Initiative	This grant provides for the salary and partial benefits of the Program Coordinator and Crime Analyst as well as overtime and related FICA for the surrounding municipalities and the Sheriff's Office staff to conduct details to apprehend individuals designated as violent offenders. This grant also pays for the partial salary and benefits of an existing Prosecutor in the State's Attorney's Office who is assigned to the Initiative on a part-time basis.		$207,000			7/1/17 - 6/30/18	Recurring
	TOTALS:	**$768,910**	**$421,570**	**$0**	**$351,717**		

Office of State's Attorney - Anticipated Funding FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Cooperative Reimbursement Agreement	This grant is to support the State of Maryland Department of Human Resources - Dept of Social Services Child Support Program efforts in establishing and collecting child support by providing legal representation through the court system.	$795,892			$483,220	10/1/17 - 9/30/18	Recurring
Child Advocacy Center	To fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual assault and abuse cases.	$9,000				1/1/18 - 12/31/18	Recurring
Investigative Enhancement	The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC.		$11,904			7/1/17 - 6/30/18	Recurring
	TOTALS:	**$804,892**	**$11,904**		**$483,220**		

Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY 18 Grants							
TITLE OF GRANT	**GRANT PURPOSE**	**Source of Anticipated Funding**				**Grant Dates**	**Recurring or One Time**
		Federal	**State**	**Other**	**County Match**		
Workforce Investment Act/Workforce Innovation and Opportunity Act	The Susquehanna Region's Program Formula Allocation will be utilized to support Workforce Investment Act operations and activities in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan.		$1,750,525			7/1/17 - 6/30/18	Recurring
	TOTALS:		**$1,750,525**		**$0**		

Office of Economic Development (Harford Transit) - Anticipated FY 18 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
5307 Operating Assistance	To provide public transportation services to the citizens of Harford County.	$1,360,067	$432,389		$927,678	7/1/17 - 6/30/18	Recurring
Special Statewide Transportation Assistance Program	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.		$170,371		$568,425	7/1/17 - 6/30/18	Recurring
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	$1,264,000	$158,000		$158,000	7/1/17 - 6/30/20	Recurring
Ride Share	Grant funds to promote the use of transportation alternatives to the single occupancy vehicle including mass transit, car and vanpooling, bicycling and to increase awareness and benefits of various commuting options to the public, businesses, agencies, and organizations.	$87,986			$4,600	7/1/17 - 6/30/18	Recurring
	TOTALS:	**$2,712,053**	**$760,760**		**$1,658,703**		
	Total Anticipated Grant Awards w/o County Match	**Total Federal**	**Total State**	**Total Other**	**Total County Match**		
	$22,623,897	**$17,713,390**	**$4,860,507**	**$50,000**	**$3,177,837**		

SELF INSURANCE FUND
FISCAL YEAR 2018

Purpose

The Self-Insurance Fund was established in 1982 as an Internal Service Fund. This fund accounts for budgeted monies from operating funds for a percentage of self-insurance contributions. The fund also receives reimbursement from other parties for claims paid. Excess insurance premiums, claims and other expenses are paid from this fund. An actuarial study was completed for June 2015 which covers the general liability, automotive liability, property damage, and workers' compensation exposures.

Self Insurance Fund
Statement of Estimated Net Position

Total Net Position as of June 30, 2016		8,107,233
Investment Income	40,000	
Net Assets-Appropriated	809,750	
Insurance Recoveries	860,000	
Revenues from Agencies and Reimbursements	25,674,250	
Total Estimated Revenues		27,384,000
Expenses for Claims, Excess Coverages, Claims Management and Other Expenditures	(26,684,000)	
Total Estimated Expenditures		(26,684,000)
Estimated Net Position - June 30, 2017		8,807,233
Fiscal Year 2017-2018		
Investment Income	25,387	
Insurance Recoveries	325,000	
Revenues from Agencies and Reimbursements	26,306,613	
Total Estimated Revenues		26,657,000
Claims and Expenditures	(26,657,000)	
Total Estimated Expenditures		(26,657,000)
Estimated Net Position June 30, 2018		8,807,233

VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
LOSAP - LENGTH OF SERVICE AWARD PROGRAM
FISCAL YEAR 2018

Purpose

The Volunteer Firemen's Length of Service Award Program (LOSAP) was established in 1975 to provide a pension plan for volunteer fire and ambulance personnel. The County has hired an investment consultant and an investment manager to invest the pension funds for better investment return over the long period. This was done with the cooperation of the Pension Committee of the Association of the Volunteer Fire and Emergency Medical Services of Harford County, Inc.

Volunteer Firemen's Pension Trust (LOSAP) Fund
Statement of Estimated Net Position

Net Position Held In Trust for Pension Benefits - June 30, 2016		24,211,507
Estimated Revenues:		
County Contributions	1,767,558	
Investment Income	1,704,442	
Total Estimated Revenues		3,472,000
Estimated Expenses:		
Pension Payments	(1,750,000)	
Actuarial & Investment Services	(125,000)	
Death Benefits	(50,000)	
Total Estimated Expenditures		(1,925,000)
Estimated Net Position Held In Trust for Pension Benefits - June 30, 2017		25,758,507
Fiscal Year 2017-2018		
Estimated Revenues:		
County Contributions	1,854,906	
Investment Income	1,821,094	
Total Estimated Revenues		3,676,000
Estimated Expenditures:		
Pension Payments	(1,692,000)	
Actuarial & Investment Services	(148,000)	
Death Benefits	(50,000)	
Unfunded Liability	(1,786,000)	
Total Estimated Expenditures		(3,676,000)
Estimated Net Position Held In Trust for Pension Benefits - June 30, 2018		25,758,507

SHERIFF'S OFFICE PENSION PLAN
FISCAL YEAR 2018

Purpose

The Sheriff's Office Pension Trust Fund was established in July 1997 to provide a pension plan for uniformed law enforcement and corrections personnel. This plan provides for a twenty-five (25) year retirement for its members. It is mandatory that all new eligible personnel hired after July 1, 1997 join this pension plan. Effective July 1, 2006, the uniformed law enforcement officers moved to the Maryland State Pension leaving only the correctional officers as members of this plan. An actuarial firm, investment consultant and investment manager have been retained to provide services to the Pension Trust Fund. The Trustees have formalized an investment policy and custody agreement for the investment of the Trust Fund assets.

Sheriff's Office Pension Plan
Statement of Estimated Net Position

Net Position Held In Trust for Pension Benefits		
June 30, 2016		49,380,194
Estimated Revenues:		
Employee Contributions	513,000	
County Contributions	2,356,777	
Investment Income	3,455,223	
Total Estimated Revenues		6,325,000
Estimated Expenses:		
Actuarial & Investment Services	(191,000)	
Medical & Legal Services	(20,000)	
Pension Payout	(3,000,000)	
Total Estimated Expenses		(3,211,000)
Estimated Net Position Held In Trust for Pension Benefits		
June 30, 2017		52,494,194
Fiscal Year 2017-2018		
Estimated Revenues:		
Investment Income	530,000	
Employee Contributions	2,393,057	
County Contributions	3,698,943	
Total Estimated Revenues		6,622,000
Estimated Expenditures:		
Actuarial & Investment Services	(201,000)	
Medical & Legal Services	(50,000)	
Pension Payout	(3,000,000)	
Unfunded Liability Contribution	(3,371,000)	
Total Estimated Expenditures		(6,622,000)
Estimated Net Position Held In Trust for Pension Benefits		
June 30, 2018		52,494,194

HARFORD COUNTY OTHER POST EMPLOYMENT BENEFITS PLAN TRUST FUND
FISCAL YEAR 2018

Purpose

Harford County Other Post Employment Benefits Plan (OPEB) Trust Fund was established effective July 1, 2007. In June 2004 the Government Accounting Standards Board (GASB) released Statement 45 which revised the GAAP accounting standards for post employment benefits other than pensions (OPEB). This standard would most typically be applied to post-retirement medical and life insurance benefit that are both provided to Harford County retirees. Prior to this new standard, these benefits were accounted for on a pay as you go basis. The new standard requires these benefits be accounted for on an accrual basis. An actuarial firm has been retained to provide services to the OPEB Trust Fund. The Trustees have formalized an investment policy and custody agreement for the investment of the Trust Fund assets.

Other Post Employment Benefits Plan Trust Fund
Statement of Estimated Net Position

Net Position Held In Trust for OPEB June 30, 2016		90,939,161
Estimated Revenues:		
Investment Income	6,363,000	
OPEB Retiree Payment	1,160,000	
County Contributions	9,931,000	
Total Estimated Revenues		17,454,000
Estimated Expenses:		
Financial/Audit	(375,000)	
OPEB Benefits	(7,560,000)	
Total Estimated Expenses		(7,935,000)
Estimated Net Position Held In Trust for OPEB June 30, 2017		100,458,161
Fiscal Year 2017-2018		
Estimated Revenues:		
Investment Income	6,805,000	
OPEB Retiree Payment	1,218,000	
County Contributions	12,333,000	
Total Estimated Revenues		20,356,000
Estimated Expenditures:		
Life Insurance Payments	(65,000)	
Health Insurance Payments	(9,500,000)	
Management Services	(15,000)	
Financial/Audit	(380,000)	
Unfunded Liability Contribution	(10,396,000)	
Total Estimated Expenditures		(20,356,000)
Estimated Net Position Held In Trust for OPEB June 30, 2018		100,458,161

GLOSSARY

ACTIVITY
A major component of work performed by a department, division, or agency that measures performance.

ACCRUAL BASIS
A basis of accounting in which transactions are recognized at the time when they are incurred, as opposed to when cash is received or spent.

AD VALOREM TAX
A tax based "according to the value" of the property. The tax is determined by multiplying the taxable value of the property by the tax rate (which is often expressed as an amount per $100 of assessed value).

AGENCY
A principal County department or office, or other governmental unit outside County organizational structure, receiving County funds. (Note: For descriptive purposes only, this term is used interchangeably with department, office, division, and bureau.)

AGRICULTURAL LAND PRESERVATION FUND
Accounts for dedicated transfer tax revenues and provides for easement purchases of County agricultural land.

ANNUAL BUDGET AND APPROPRIATION ORDINANCE
A bill, enacted by the County Council which gives legal effort to the annual county budget.

ANNUALIZE
Taking changes that occurred mid-year and calculating their cost or savings for full year, for the purpose of preparing an annual budget.

APPROPRIATION
The legal authorization to spend a specific amount of money for a particular purpose.

ASSESSABLE BASE
The total value of all real and personal property in the County as determined by the State Department of Assessment and Taxation, used as a basis for levying taxes. It is not the market value of the property. Tax-exempt property is excluded from the assessable base.

ASSESSED VALUATION
A valuation set upon real estate or other property by the State as a basis for levying taxes. Assessed value is not the market value.

ASSESSMENT RATIO
The ratio at which the tax rate is applied to the tax base.

ATTRITION
A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

AUDIT
An annual examination of all County financial documents, records, and reports along with a review of all accounting practices and procedures.

AUTHORIZED POSITIONS
Employee positions, which are approved in the adopted budget, to be filled during the year.

BALANCED BUDGET
Current appropriations in all funds are limited to the sum of available, unencumbered cash balances and revenues estimated to be received in the current budget period. The budget when adopted will be balanced in all funds throughout the year.

BOND REFINANCING
The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

BONDS
An interest bearing certificate of indebtedness sold by the County as a means of borrowing funds. The bond promises payment of the original investment plus interest by a date(s). A General Obligation bond is backed by full faith, credit, and taxing power of the government. Bonds involve long term indebtedness to pay for capital projects.

GLOSSARY

BOND RATING
Bond ratings are based upon the County's financial condition and its ability to meet all future interest and principal payments.

BUDGET
A comprehensive financial plan describing proposed expenditures and the means of financing those expenditures.

BUDGETARY BASIS
This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

BUDGET MESSAGE
The written budget explanation delivered by the County Executive to the County Council. This message must represent a complete financial plan reflecting all receipts and disbursements.

BUSINESS AND TRAVEL
Encompasses the costs of operating the County-owned fleet and those associated with authorized travel. Professional activities, journals, and other published materials, educational expenses and training are also included in this character.

BRAC
An acronym that stands for Base Realignment & Closure which is the process the Dept. of Defense uses to reorganize its federal installations for a more efficient & streamlined approach.

CAPITAL ASSETS
Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET
A financial plan for appropriating monies necessary to fund the construction of permanent public improvements. Capital projects may extend beyond one fiscal year, and are financed by bonds, grants, contributions, Paygo funds or other approved long-term indebtedness.

CAPITAL IMPROVEMENTS
Projects that are long-term assets such as roads, buildings, and landfills.

CAPITAL IMPROVEMENT PROGRAM
A five-year projection of capital improvements that includes funding sources of the project. The first year of the program represents the current fiscal year capital budget.

CAPITAL OUTLAY
Includes all expenditures for vehicles, equipment and facilities properly classified as fixed assets and having a useful life of more than five years and/or a value of at least $300. They may be additional or replacement items.

CAPITAL PROJECT
Any acquisition of property of a permanent nature for public use and/or any physical improvement including any preliminary studies, surveys and initial equipment purchases.

CAPITAL PROJECT FUND
Accounts for financial resources to be used for the acquisition or construction of major capital facilities of all major and non-major governmental funds.

CASH BASIS
A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CONSTANT YIELD RATE
A rate, which when applied to the current year's assessable base, exclusive of the estimated assessed value of property appearing on the tax roles for the first time (new construction), will produce tax equal to that produced in the previous tax year. State law prohibits local taxing authorities from levying a tax rate in excess of the Constant Yield Tax Rate unless they advertise and hold public hearings on their intent to levy a higher rate.

GLOSSARY

CONTINGENCY RESERVES
Assets or other resources budgeted to provide for unforeseen expenses or emergencies that may arise during the fiscal year; determined to be required to protect; or preserve public life, health, or property. By Harford County Charter, contingency reserves may not exceed three percent of all funds.

CONTRACTUAL SERVICES
Reflects those costs for all services provided by private business, organizations, individuals, and includes rents and leases, telephone and utilities, advertising, professional services, and maintenance and service contracts. Also included are mandated unemployment insurance contributions and payments to the County's Self-Insurance Fund.

COST-OF-LIVING ADJUSTMENT (COLA)
An increase in salaries to offset the adverse effect of inflation on compensation.

COUNTY AUDITOR
An independently appointed certified public accountant, directly serving the County Council

COVERAGE RATIO
Net revenues available for debt service divided by total debt service required equals debt service coverage ratio.

CURRENT OPERATING BUDGET
The County's comprehensive financial plan for a single fiscal year including expenditure requirements for all services and planned programs along with revenue estimates needed to support these stated levels of activity.

DEBT SERVICE
Represents the periodic payments of principal and interest on bonded long and/ or short-term indebtedness, and all costs associated with bond sales, issues, and the cost to service debt (i.e. legal and banking services and financial fees).

DEDICATED TAX
A tax levied to support a specific government program or purpose.

DEFICIT
The excess of an entity's liabilities over its assets or the excess of expenses over revenues during a single accounting period.

DEPARTMENT
A principal County office or agency or other governmental unit outside the County organization structure, receiving County funds. (See also agency/ office).

DEPRECIATION
The expiration of the functional life of a fixed asset over a specified period of time, due to wear and tear, obsolescence or deterioration, and which is applicable to the County's enterprise fund.

DEVELOPMENT-RELATED FEES
Those fees and charges generated by building, development and growth in the community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

DIRECTOR
Title given to a department's chief officer.

DISBURSEMENT
The expenditure of monies from an account.

DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM
A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

DIVISION
An organizational unit within a department, responsible for accomplishing major programs and activities of the Department. Example: the Bureau of Highways within the Department of Public works. (See also bureau, agency, and office.)

GLOSSARY

EDU
An acronym that stands for Equivalent Dwelling Unit, which is the unit of measure by which the periodic User Charge for sewer services provided by the County is calculated.

EMERGENCY APPROPRIATION
In accordance with Harford County Charter, County Council may, upon recommendation of the County Executive, make emergency appropriations from contingency reserves in the operating budget if it is determined that there exists a need to protect or preserve public life, health, or property. If no available unappropriated revenues exist to meet an emergency appropriation, County Council is authorized to issue renewable emergency notes payable no later than the last day of the next succeeding fiscal year.

EMPLOYEE (OR FRINGE) BENEFITS
Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of costs for Social Security and the various pensions, medical, and life insurance plans.

ENCUMBRANCE
An accounting commitment that reserves unappropriated funds for a future expenditure.

ENTERPRISE FUND
A fund or group of funds established to provide and operate County services and facilities such as utilities, in a business like nature with the intent of supporting these goods and services provided to the general public by user charges.

ENTITLEMENTS
Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the state or the federal government

EXPENDITURE
To pay out or spend.

EXPENSE
Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

FEE
A charge for service to the user or beneficiary of the service. According to the State law, charges must be related to the cost of providing the service.

FIDUCIARY FUNDS
Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support Harford County Government's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. Information is presented separately for the pension trust funds within the supplementary information to the financial statements in a combining statement of fiduciary net assets and a combining statement of changes in fiduciary net assets.

FISCAL IMPACT SYSTEM
The net financial effect of a change to a capital project or an agency's operating budget for the current fiscal year.

FISCAL POLICY
The County Government's policies with respect to revenues, expenditures, and debt management as these relate to County services, programs, and capital investments. Fiscal policy provides a set of principles for the planning and programming of budgets, uses of revenues, and financial management.

FISCAL YEAR
A 12-month time period to which the annual operating and capital budgets apply. The Harford County fiscal year begins July 1 and ends June 30.

GLOSSARY

FIXED ASSETS
Assets of long-term character which are intended to continue to be held or used. Examples of fixed assets include items sch as land, buildings, or machinery.

FRINGE BENEFITS
Contributions made by the County government to meet its commitments or obligations for Social Security, and the various retirement, medical and insurance plans for employees.

FULL FAITH AND CREDIT
Contributions made by the County government to meet its commitments or obligations for Social Security, and the various retirement, medical and insurance plans for employees.

FULL-TIME EQUIVALENT POSITION (FTE)
A part-time position converted to the decimal equivalent of a full0time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a person.

FUND
A separate budget/ accounting entity designated for specific revenues in accordance with special regulations, restrictions, or limitations.

FUND BALANCE
Assigned and Unassigned reserves in a fund; the amount by which resources exceed the obligations of the fund.

FUND BALANCE
Assigned and Unassigned reserves in a fund; the amount by which resources exceed the obligations of the fund.

GAAP
Generally accepted Accounting Principle. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND
The principal operating fund for Harford County Government, it encompasses all the financial resources and activities, not required by law or County policy, to be maintained in another specific fund.

GENERAL OBLIGATION BONDS
Also known as full-faith and credit bonds, their quality and payment is based on the general credit and taxing power of the County. The County must take whatever actions are necessary to assure repayment. Typically such bonds are used to finance the capital portion of tax supported general public purpose governmental activities with schools, libraries, and public safety buildings being the most common uses of bond proceeds.

GOAL
A long-range desirable aim attained by completion of defined objectives.

GOVERNMENTAL FUNDS
Funds generally used to account for tax supported activities. Governmental funds include the General Fund, Highways Operating fund, Grants fund, Agriculture Land Preservation fund, Capital Project fund, and Parks & Recreation Fund.

GRANT
A contribution from one governmental unit to another or from a government to a private organization to aid in the support of a specific purpose, activity, or facility.

GRANTS FUND
A fund established to receive and disburse funds for programs provided by Federal and/or State governments. These programs may or may not require County matches, and may or may not coincide with the County's fiscal year.

HIGHWAYS FUND
A fund established to account for dedicated revenues that are legally restricted to the maintenance, care, and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County. Traffic safety and County related transportation expenses.

IMPACT FEE
One-time charges assessed against new development that attempts to recover from the developer the capital cost of the additional public facilities needed to serve that development.

GLOSSARY

INDIRECT COST
A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE
Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar assets that are immovable and of value only to the governmental unit.

INTER-FUND REIMBURSEMENT
Funds transferred from one account of a County governmental department or agency to another account of a County governmental department or agency as payment for goods or services received or rendered.

INTER-GOVERNMENTAL REVENUE
Funds received from other governmental units in the form of grants or shared revenues.

INTERNAL SERVICE FUNDS
An accounting device used to accumulate and allocate costs internally among Harford County Government's various functions. Harford County Government uses an internal service fund to account for risk management. Because this service predominantly benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.

LANDFILL AIRSPACE
The volume (cubic yards) available for disposal of solid waste at a landfill obtained by multiplying the total landfill area (square yards) by the average height of solid waste (yards).

LEASE FINANCE
Arrangements to secure short-term funding for certain renovation and repair projects and equipment purchases.

LEASE PURCHASE AGREEMENT
A contractual agreement termed "lease" but is actually a purchase contract.

LEVY
To impose taxes for the support of government activities

LICENSES AND PERMITS
County issued authorizations regulating various kinds of business and business activities, or certain activities by individuals.

LONG-TERM DEBT
Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE OF EFFORT
A State requirement that, in order to receive increases in public school education aid, local governments must provide funds for the next fiscal year, at a minimum, at the same per pupil level as the current fiscal year. To receive additional State Community College aid, the County must, at a minimum, provide the same overall dollar contribution level as the previous year.

MISCELLANEOUS
Reflects those costs not readily classifiable under other objects of expenditure but remaining integral operating costs of County Government. Grants and contributions, inter-fund reimbursements, financing of Pay-As-You-Go (Paygo) capital improvement projects, and expenditures of a confidential nature are included under this category.

MAJOR FUND
Any fund whose revenues/expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

MISSION
The desirable end result of any activity. Missions are generally broad and long range in nature compared to goals which are more specific and immediate.

MODIFIED ACCRUAL BASIS
The basis of accounting under which expenditures are recorded when the services or goods are received and the liabilities are incurred, and revenues are recorded wen available. Accounting records for the County's general funds and expendable trust and agency funds are maintained on a modified accrual basis.

GLOSSARY

NONDEPARTMENTAL ACCOUNT
Expenditure items essential to County Government operation not falling within the functional assignment or agency which provide for expenditures related to more than one department or agency.

OBJECT OF EXPENDITURE
A classification of expenditures indicating goods and services. Examples include personal services or supplies and materials.

OBJECTIVE
A well-defined measurable task or function to be accomplished in a specific time frame.

OBLIGATIONS
Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

OFFICE
An organizational unit within a department, responsible for accomplishing major programs and activities of the department. Example: an example is the Office on Aging within the Department of Community Services.

OPERATING BUDGET
A comprehensive financial plan outlining expenditure requirements needed to support County services and activities in the coming fiscal year and the available resources needed to fund these requirements.

OPERATING EXPENSE
Those costs necessary to maintain and support the operation, excluding salaries, wages, benefits, and capital outlay. Examples: office supplies and utilities.

OPERATING REVENUES
Funds that the government receives as income to pay for outgoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

ORGANIZATION
A general term applied to any governmental unit receiving County funds. (See also agency, bureau, department, division, and office.)

PARKS AND RECREATION FUND
Is a non-major fund which accounts for the receipts and expenditures of the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils and/or the Oakington Peninsula.

PAY-AS-YOU-GO (PAYGO)
A fiscal policy by which capital projects are funded with operating budget revenues rather than long-term or bonded indebtedness.

PENSION TRUST FUNDS
Accounting entities for assets held by the County from which retirement annuities and other benefits are paid to former employees.

PERFORMANCE INDICATOR
A unit measurement of work to be accomplished, which aone or in combination with other data, permits assessment of efficiency and effectiveness.

PERFORMANCE MEASURES
Data collected to determine how effective or efficient a program is in achieving its objectives.

PERSONAL PROPERTY TAXES
Taxes levied on tangible personal property and commercial and manufacturing inventory of businesses.

GLOSSARY

PERSONAL SERVICES
Reflects all expenditures relating to County employee compensation for services rendered including salaries and wages, retirement and benefits.

PRIOR-YEAR ENCUMBRANCES
Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

PROGRAM
A primary function of an organization, encompassing all related activities aimed at achieving an established objective, whether long or short-term. Example: the Office of Drug Control Policy within the Department of Community Services.

PROGRAM OPEN SPACE
These funds are to support recreation opportunities and come from the State of Maryland through the collection of State Transfer Tax on real property.

PROPERTY TAX
An assessment placed on real estate including land and permanent improvements and personal property.

PROPERTY TAX DIFFERENTIAL
In addition to Countywide Property Taxes, the Harford County Code, Chapter 123, Article 1, Section 16 requires the County Council to levy an additional tax on property outside the city and incorporated towns, that when combined with all other Highway revenues, is sufficient to fund maintenance, care, repair and construction of roads and bridges outside of the incorporated towns; all expenses of the County Department of Public Works concerning county highways; all expenses of the county and/or Sheriff's Office regarding traffic patrol and highways safety; County-related transportation expenses.

PROPRIETARY FUNDS
Harford County Government maintains two different types of proprietary funds. Information is presented separately in the proprietary funds balance sheet and in the proprietary statement of revenues, expenditures, and changes in fund net assets, and the proprietary statement of cash flows for each.

PURPOSE
A broad statement of the goals, in terms of meeting public health service needs, that a department is organized to meet.

REAL PROPERTY
Real estate, including land and improvements (buildings, fences, pavements, etc.), classified for purposes of assessments.

REAPPROPRIATED
These funds are reallocated from one project to another.

RECORDATION TAX
A tax imposed on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.). They are assessed at the rate of $6.60 per $1,000 value of recorded instruments filed with the Clerk of the Circuit Court for Harford County. Of this assessed amount, $4.40 is dedicated for school debt service first, then new construction, major and capital improvements to existing school facilities and portable classrooms; $1.10 is dedicated to an open space land and recreational fund for the purchase of park lands and development of parks and recreation facilities; and a $1.10 is dedicated for water and sewer debt service.

RETENTION LEVEL
The dollar claim amount or exposure that the County is liable for before excess insurance coverage begins exposure (i.e. County has $500,000retention level of liability coverage, excess coverage above).

GLOSSARY

RESERVE
Any account established for a particular exclusive purpose, and therefore not available for further appropriation or expenditure.

RESOLUTION
A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINIGS
An equity account reflecting the accumulated earning of an enterprise or internal service fund.

REVENUE
All funds collected to support County Government programs and services including taxes, user fees and charges, fines, shared revenues and interest income.

REVENUE BOND
This type of bond is backed only by the revenues from a specific enterprise or project, such as Agricultural Preservation or Water and Sewer.

REVENUE SHARING
Various programs sponsored by the Federal government and the State government to allocate revenues to local governments.

RISK MANAGEMENT
A process used by an organization to identify and measure the risks of accidental loss; to develop and implement techniques for handling risk; and to monitor results.

Techniques may include self-insurance, commercial insurance and loss control activities.

SELF-INSURANCE
A planned approach to funding liability, property, worker's compensation, unemployment, and life and health insurance needs through financial resources other than commercial insurance plans.

SOLID WASTE SERVICES
Includes revenues derived from, and expenses incurred for, the County's management of solid waste.

SPECIAL REVENUE FUNDS
Two additional funds were established by Harford County on July 1, 2001 in response to the Government Accounting Standards Board (GASB) Statement No. 34, which requires certain accounts that the County had previously treated as Trust & Agency funds, be included in the operating budget as Special Revenue Funds. Both the State and the County Agricultural Preservation Funds are used to purchase easement rights on agricultural land. Revenue from the State fund is derived from: a portion of the State of Maryland's Property Transfer Tax, a State Agricultural Land Transfer Tax and County matching funds.

SUPPLEMENTARY APPROPRIATION
In accordance with the Harford County Charter, upon the request of the County Executive, County Council is authorized to make additional or supplementary appropriations from unexpended and unencumbered contingency reserves set aside in the operating budget; or from revenues not anticipated when the budget was adopted. Under no circumstances can any supplemental appropriation exceed the amount authorized.

GLOSSARY

SUPPLIES AND MATERIAL
Covers consumable supplies and materials necessary for normal operations including printing and office supplies, postage, janitorial supplies, and safety equipment.

TAX
Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular person or property for current or permanent benefit, such as assessments.

TAX LEVY
The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TRAFFIC CALMING
A program wherein the community and the Department of Public Works work together to slow the pace of residential traffic through subdivision roads. The Traffic Calming program is directed at communities with high traffic volumes, high speeds, small lot sizes fronting the subject road, and through traffic.

TRANSFER TAX
A 1% Transfer Tax on any instrument of writing that convey title to, or a leasehold interest in, real property. The proceeds are distributed 50% to the County's Agricultural Land Preservation Program, and 50% to fund school site acquisition, school construction or school debt service.

TRANSFERS IN/OUT
Amounts transferred from one fund to another assist in financing the services for the recipient fund.

TRUST FUND
A special fund, administered by the County as trustee, consisting of resources to be expended or invested under the terms and conditions of the trust.

UNASSIGNED FUND BALANCE
An available balance here is the cumulative result of actual revenues exceeding expenditures for the current and prior fiscal years. This represents that balance available that is unassigned or not designated for future year's expenditures.

UNRESTRICTED NET POSITION
Surplus funds from prior years used to finance current year operations.

USER CHARGES
Fees levied to support specific programs and services and paid only by those directly receiving or benefiting from such programs and services as opposed to the general population.

VISION
An ideal perception of the future and serves as a foundation for strategic planning.

WATER AND SEWER FUND
Established in accordance with Section 522 of the County Charter which requires "Separate budget for each utility to be included in the current expense and capital budget." The fund covers the operations of the County's water and sewer systems. The system is financed primarily through charges to customers for services provided.

WATER AND SEWER DEBT SERVICE FUND
Includes the payment of principal and interest on long-term water and sewer bonds and loans. Th debt incurred funds Water and Sewer capital projects. User fees and surtaxes generate the revenue for this fund.

GLOSSARY

ACRONYMS:

ADA
American Disabilities Act

APF
Adequate Public Facilities

APG
Aberdeen Proving Ground

ARC
Association for Retarded Citizens

BAN
Bond Anticipation Note

BNR
Biological Nitrogen Removal

BOCA
Building Officials Code Administration

BOSE
Bureau of Support Enforcement

BOE
Board of Education

BMR
Budget & Management Research

BRAC
Base Realignment and Closure Act

CAD
Computer Aided Dispatch

CDBG
Community Development Block Grant

CIP
Capital Improvements Program

COLA
Cost of Living Adjustment

COMAR
Code of Maryland Annotated Regulations

CPR
Cardio Pulmonary Resuscitation

CSEPP
Chemical Stockpile Emergency Preparedness Program

DBEB
Department of Business and Economic Development

DEED
Department of Business and Economic Development

DILP
Department of Inspections, Licenses, Permits

DNR
Department of Natural Resources

ECHO
Ecumenical Community of Harford County

EDU
Equivalent Dwelling Unit

EIS
Emergency Information System

EMS
Emergency Medical Service

ENR
Enhanced Nitrogen Removal

EPA
Environmental Protection Agency

FAMIS
Financial Accounting Management Information System

FICA
Federal Insurance Contributions Act

FTE
Full-Time Equivalent

FY
Fiscal Year

GAAP
Generally Accepted Accounting Principles

GASB
Governmental Accounting Standards Board

GLOSSARY

GBC
Greater Baltimore Committee

GFOA
Government Finance Officers Association

GIS
Geographic Information System

G.O. BONDS
General Obligation Bonds

HAZMAT
Hazardous Materials

HEAT CENTER
Higher Education Applied Technology Center

HCN
Harford Cable Network

HICS
Harford Interfaith Community Service

HWDC
Harford Waste Disposal Center

ISA
Information System Administration

LAN
Local Area Network

LEPC
Local Emergency Planning Committee

LF
Linear Feet

MACO
Maryland Association of Counties

MARC
Maryland Rail Commuter

MTA
Mass Transit Authority

MVA
Motor Vehicle Association

MOSHA
Maryland Occupational Safety Hazard Association

MRIS
Metropolitan Regional Information Systems

NACO
National Association of Counties

NAWAS
National Warning System

NMWDA
Northeast Maryland Waste Disposal Authority

NPDES
National Pollutant Discharge Elimination System

OPEB
Other Post Employment Benefits

OSHA
Occupational Safety Hazard Association

PAYGO
"Pay As You Go" Financing

PEHP
Post Employment Health Plan

POS
Program Open Space

SARA
Superfund Amendment Reauthorization Act

GLOSSARY

SRPIC (PIC)
Susquehanna Region Private Industry Council

SSTAP
Statewide Special Transportation Assistance Program

STOP
Safety Training Observation Program

VFC
Volunteer Fire Companies

W&S
Water and Sewer

WTE
Waste-to-Energy

WTP
Water Treatment Plant

WWTP
Wastewater Treatment Plant

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INDEX

	Page		Page
ADMINISTRATION	234	HOUSING & COMMUNITY DEVELOPMENT	432
BENEFITS	879	HUMAN RESOURCES	362
BOARD OF EDUCATION	761	INFORMATION & COMMUNICATION TECH	441
CAPITAL BUDGET	900	INSPECTION, LICENSES AND PERMITS	531
COMMUNITY SERVICES	374	INSURANCE	875
CONSERVATION OF NATURAL RESOURCES	820	JUDICIAL	708
CONTINGENCY RESERVE	898	LAW	314
COUNTY COUNCIL	686	LIBRARIES	773
COUNTY EXECUTIVE	222	MARYLAND SCHOOL FOR THE BLIND	769
DEBT SERVICE	856	OTHER FUNDS	974
ECONOMIC DEVELOPMENT	830	PARKS AND RECREATION	780
ELECTIONS	750	PAYGO / NON-DEPARTMENTAL	885
EMERGENCY SERVICES	495	PLANNING AND ZONING	330
GLOSSARY	978	PROCUREMENT	268
GOVERNMENT & COMMUNITY RELATIONS	414	PUBLIC WORKS	554
GRANT SUMMARY	958	PUBLIC WORKS - OFFICE OF DIRECTOR	568
HANDICAPPED CARE CENTER	408	PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT	572
HARFORD COMMUNITY COLLEGE	766		
HEALTH	426	PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SCIENCES	617

INDEX

	Page
PUBLIC WORKS - DIVISION OF HIGHWAYS AND STORMWATER MANAGEMENT	593
PUBLIC WORKS - DIVISION OF WATER & SEWER	642
SHERIFF'S OFFICE	450
STATE'S ATTORNEY	732
TREASURY	287