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Fiscal Year 2022
APPROVED
Annual Operating Budget

HARFORD COUNTY, MARYLAND

**APPROVED ANNUAL OPERATING BUDGET
FISCAL YEAR 2021-2022**



BARRY GLASSMAN, COUNTY EXECUTIVE

Director of Administration
Benjamin Lloyd

Office of Budget and Efficiency
Kimberly Spence, Chief
Christen Sullivan, Senior Budget Analyst
William T. Watson, Senior Budget Analyst
Marlana McKenna, Project Coordinator

Treasurer
Robert Sandlass

HARFORD COUNTY COUNCIL

Council President
Patrick S. Vincenti

Andre V. Johnson - District A
Joseph M. Woods - District B
Tony "G" Giangliordano - District C
Chad Shrodes - District D
Robert S. Wagner - District E
Curtis L. Beulah - District F

Harford County Government
Department of Administration, Budget and Management Research
220 South Main Street, Bel Air, MD 21014
410.638.3129
July, 2021

Elected Officials



**Harford County
Government**



**County Executive
Barry Glassman**

Elected Officials



Harford County Government



Andre V. Johnson
District A



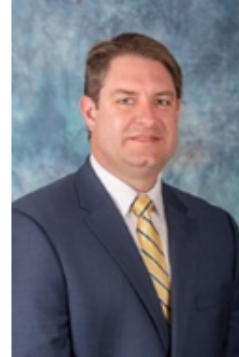
Joseph M. Woods
District B



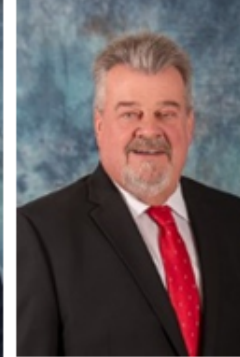
**Tony "G"
Giangliordano**
District C



Patrick S. Vincenti
Council President



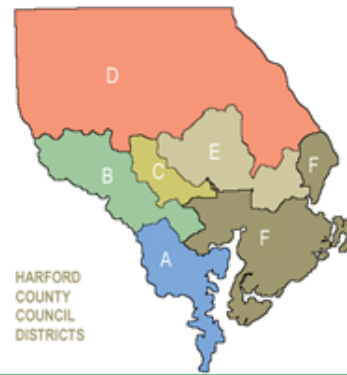
Chad Shrodes
District D



Robert S. Wagner
District E



Curtis L. Beulah
District F



**COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND**

Resolution No. 010-21

**Legislative Session Day 21-012 (April 13, 2021)
Introduced by Council President Vincenti
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, 2021, and ending on the 30th day of June, 2022, 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, 2021, and ending on the 30th day of June, 2022, 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 \$0.8913 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, 2021, and ending on the 30th day of June, 2022, 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 \$0.1366 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, 2021, and ending on the 30th day of June, 2022, 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 \$2.2283 for each \$100.00 of assessed value of all taxable property.

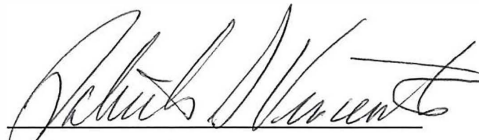
Section 4. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2021, and ending on the 30th day of June, 2022, is hereby levied and imposed on all persons for business personal property, railroad 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 \$0.3415 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, 2021.

Attest:



Mylia Dixon
Council Administrator



Patrick S. Vincenti
President of the Council

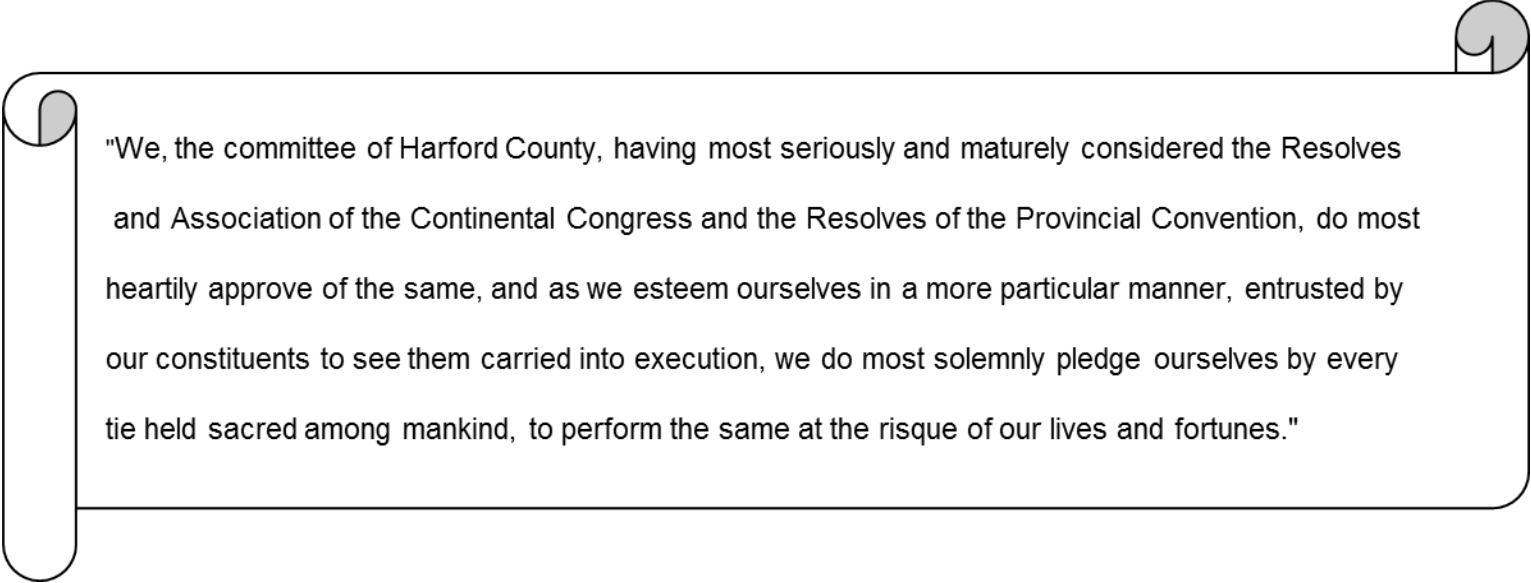
Adopted: This 1st day of June, 2021.

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.



"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 risque of our lives and fortunes."



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Harford County

Maryland

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

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, 2020.

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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BARRY GLASSMAN

HARFORD COUNTY EXECUTIVE

Throughout this year, Harford County has been resilient despite the pandemic and the state government shutdown of part of our local economy. My conservative budgeting and investment in digital platforms have allowed us to weather this storm. Our local revenue indicators remain stable. We must stay cautious, however, as these projections can change quickly from month to month.

During this crisis, we have administered over \$40 million in COVID-relief funding for expenses and grants to our restaurants, small businesses, board of education, the sheriff's office and first responders. As the American Rescue Plan funds make their way to us, I will continue to initially prioritize broadband expansion, public safety and our local road network. When additional funding comes later on, we will establish a grant program for our many outstanding community needs.

As you will see, this budget continues to fund my priorities. I have fully funded the board of education's budget request, representing just over 50% of our general fund revenue. I continue to fund public safety, law enforcement and first responders along with my dedicated county employees. In addition to their annual increases, eligible employees will be receiving a \$1,000 hazard pay bonus for their service on the front lines of today's crisis and for keeping local government open. This budget actually reduces the property tax burden on our homeowners and businesses by adopting the constant yield rate, while it preserves fiscal responsibility and puts our available fund balance around the \$23 million level, which I prefer.

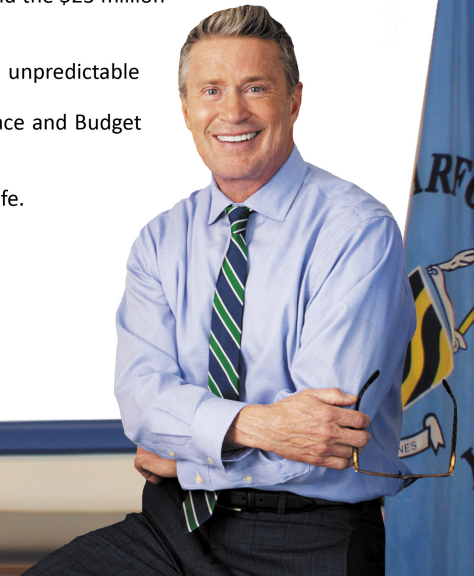
The bottom line is that this budget continues to move Harford County forward, even in these stormy seas and unpredictable times.

Special thanks to my Director of Administration Ben Lloyd, Treasurer Robbie Sandlass, Chief Advisor Billy Boniface and Budget Chief Kim Spence and her staff for their dedication in getting this budget completed.

A brief outline of some of the major items in the FY22 budget appears on the following page. God bless and be safe.

A handwritten signature in blue ink, appearing to read "Barry Glassman".

Barry Glassman
County Executive



Budget Highlights

Total Budget All Funds	\$1,055,606,000
General Fund Operating Budget	\$ 658,625,000
Capital Budget	\$ 218,809,000

Restoring Fiscal Balance & Efficiency

- Property tax rate lowered by adopting constant yield
- Conservative budgeting while keeping a resilient local economy safely open
- County government efficiencies continue to help fund other operations
- AAA bond rating brings lowest borrowing costs in county history; highest possible rating maintained due to strong management and realistic CIP

Reinvesting in our Workforce

- \$3,000 merit-based increase plus 3% COLA per qualifying county employee; equivalent increases for State's Attorney's Office and Circuit Court employees
- Full funding for Sheriff's requested wage enhancements for law enforcement, corrections and civilian personnel; as well as pension enhancements for correctional officers
- \$1,000 COVID hazard bonus for all eligible employees

Investing in Education

Record level funding:

- **Full funding for Harford County Public Schools:** \$293,812,984 in FY 22 operating funds for HCPS; total increase of \$16.9 million over FY 21; exceeds the required Maintenance of Effort
- **3% increase for Harford Community College**
- **3% increase for Harford County Public Libraries**

Strengthening Communities

- \$1 million for preventing and treating opioid addiction & behavioral health services and County support for the 24 hour Harford Crisis Center for Mental Health & Addiction continues with \$250,000 contribution
- Support for community organizations: Harford County Humane Society, Harford Center & The ARC

Historic level funding for our First Responders

- \$7,688,408 - Volunteer Fire Companies; representing a 3% increase over FY 21 plus \$300,000 for NEXT GEN Responder student loan repayment program for volunteer recruitment and retention
- \$5,497,069 - Harford County Volunteer Fire and EMS Foundation; represents a 3% increase

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 2022 Budget. It describes issues used to formulate the Fiscal Year 2022 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 2022 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.

DOCUMENT GUIDE

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 2022 is listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2022 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 2022 is provided in this section.

DOCUMENT GUIDE

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 2022 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 Capital Budget and Capital Improvement Program Fiscal Year 2021 - 2022*.

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 2022, 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 Fireman'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.

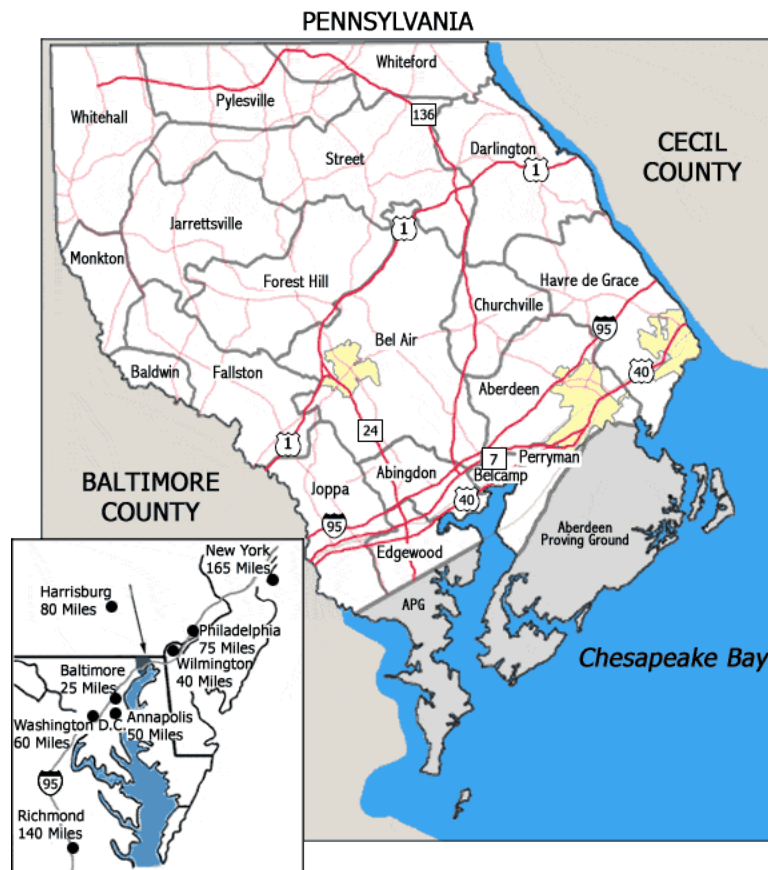
AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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



AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

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.

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

Settlements were established along the Gunpowder and Bush Rivers.

Old Baltimore was authorized as the first Baltimore County Seat.

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

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

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

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.

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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 risque 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

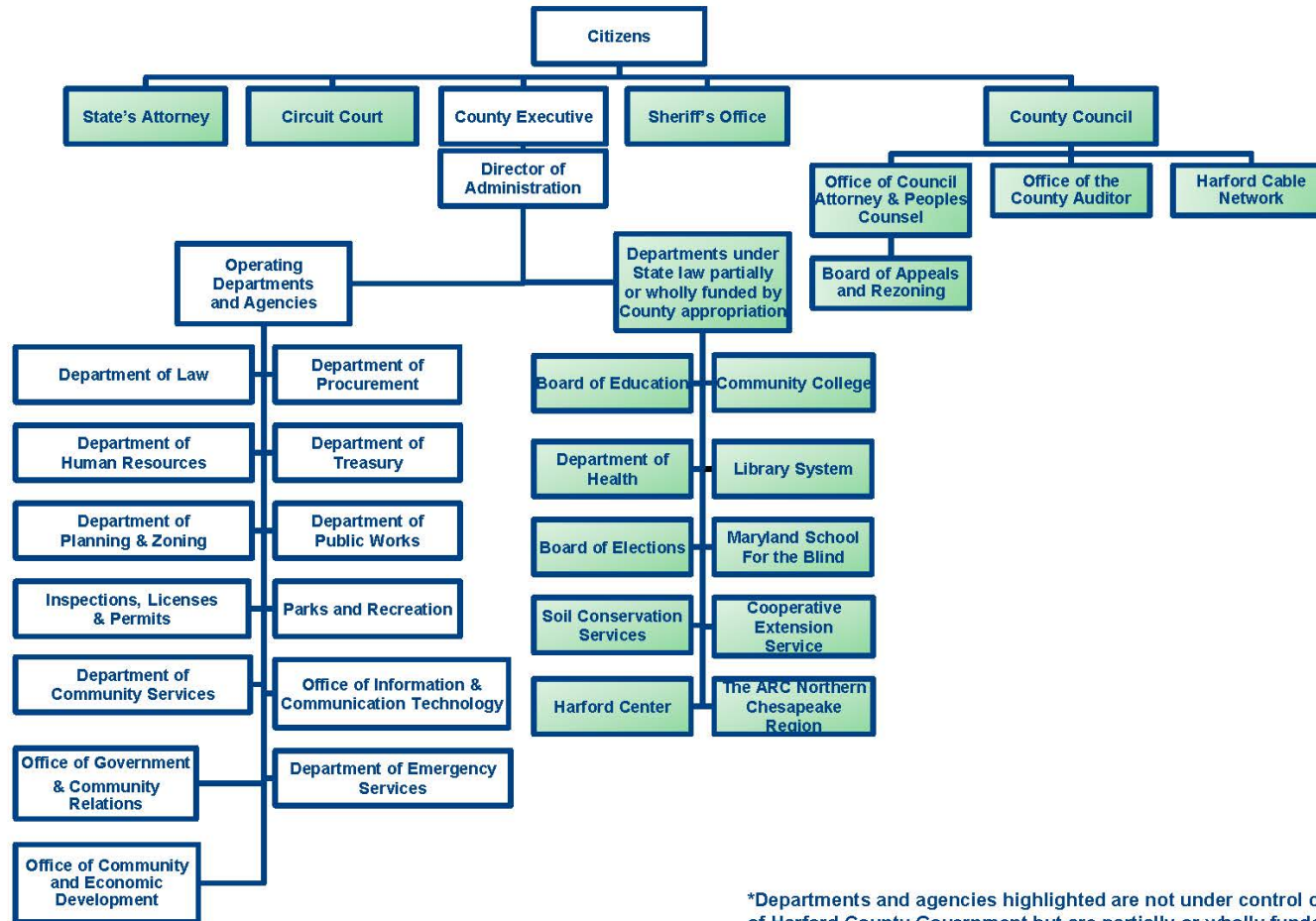
The following page depicts an overall organization chart for the County.

THE HARFORD COUNTY SEAL



AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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 & Operations, Central Services, and Budget & Efficiency 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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. There is a 245 acre Harford Glen Outdoor Education Center.

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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 approximately 350 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.

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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 differing abilities 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 differing abilities 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 differing abilities 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.

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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 2021 for a \$55,000,000 in Consolidated Public Improvement Bonds. 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 2, 2021.

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.

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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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

TAX RATES		
	<u>Harford County</u>	<u>Maryland</u>
Corporate Income Tax (2020)	none	8.25%
Personal Income Tax (2020) *Graduated rate peaking at 5.75% on taxable income over \$300,000	3.06%	2.0%-5.75%*
Sales and Use Tax (2020) 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 (FY 22) 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.	1.0279	\$0.112
Business Personal Property Tax (FY 22) 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.	\$2.57	none
Major Tax Credits Include the Enterprise Zone, Job Creation, More Jobs for Marylanders, 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 on September 30, 2020 was 37,362 students.

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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 almost 7,500 full-time students in the Fall of 2020. The current in-county cost is \$133 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.

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HARFORD COUNTY BRIEF ECONOMIC FACTS

Population					
	Households	Population	Population Distribution	Age	Percent
2015*	96,013	250,025		Under 18	22.2%
2019*	93,955	255,441		18-64	61.2%
2025**	101,689	264,870		65+	16.6%
*Estimated		**Projected			100.0%

Major Employers		
Employer	Product/Service	Employment
Aberdeen Proving Ground	Military Installation/R&D	21,000
Upper Chesapeake Health	Medical Services	3,305
Kohl's E-Fulfillment Center	Consumer Goods Distribution/Retail	1,200
Harford Community College	Higher Education	1,011
Amazon Sorting Center MTN2	Consumer Goods Distribution/Retail	1,000
Rite Aid Mid Atlantic Customer Support	Pharmaceuticals/Consumer Goods	900
Jacobs Technology Inc.	R & D	874
Frito Lay	Food Processing	800
Jones Junction	Auto Sales & Service	675
CACI	IT/Defense	500

Income			
Distribution	Harford County	Maryland	U.S.
Under \$25,000	11.8%	13.1%	19.2%
\$25,000-\$49,999	14.6%	16%	21.2%
\$50,000-\$74,999	15.2%	15.5%	17.3%
\$75,000-\$99,999	13.8%	13.2%	12.7%
\$100,000-\$149,999	21.7%	19%	15.1%
\$150,000-\$199,999	12%	10.5%	6.8%
\$200,000 and over	10.9%	12.7%	7.7%
<i>Median Household Income</i>	<i>\$89,147</i>	<i>\$84,805</i>	<i>\$62,853</i>

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.

COUNTY BUDGET POLICIES AND 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.
 - 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;

COUNTY BUDGET POLICIES AND PROCESS

- 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.

COUNTY BUDGET POLICIES AND PROCESS

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.

COUNTY BUDGET POLICIES AND PROCESS

“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,

COUNTY BUDGET POLICIES AND PROCESS

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.

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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 with funding support from the

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State built an agricultural research and exposition facility (The Grove) that provides federal, state and local agricultural agencies to be housed in one location.

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.

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

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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

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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

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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.

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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

The Risk Management Office, a division of the Law Department pursuant to Executive Order 14-08, is responsible for the oversight of all risk management and countywide safety programs, in addition to managing property damage, vehicle damage, general liability, and workers' compensation claims.

Harford County has been self insured for property damage, vehicle damage, general liability, auto liability, and workers' compensation claims since July 1, 1982. The Self Insurance Program, which is administered by the Risk Management Office and 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 excess property, vehicle, general liability, auto liability, and workers' compensation insurance policies, that can be triggered and the financial obligation is then transferred and paid by that entity.

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.

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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.

“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.

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“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 Watershed 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

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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.

Basis of Budgeting

Annual budgets are adopted for the General Fund, Highways Fund, Agricultural Preservation Fund, Watershed 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

COUNTY BUDGET POLICIES AND PROCESS

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, Watershed 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 Watershed 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

COUNTY BUDGET POLICIES AND PROCESS

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

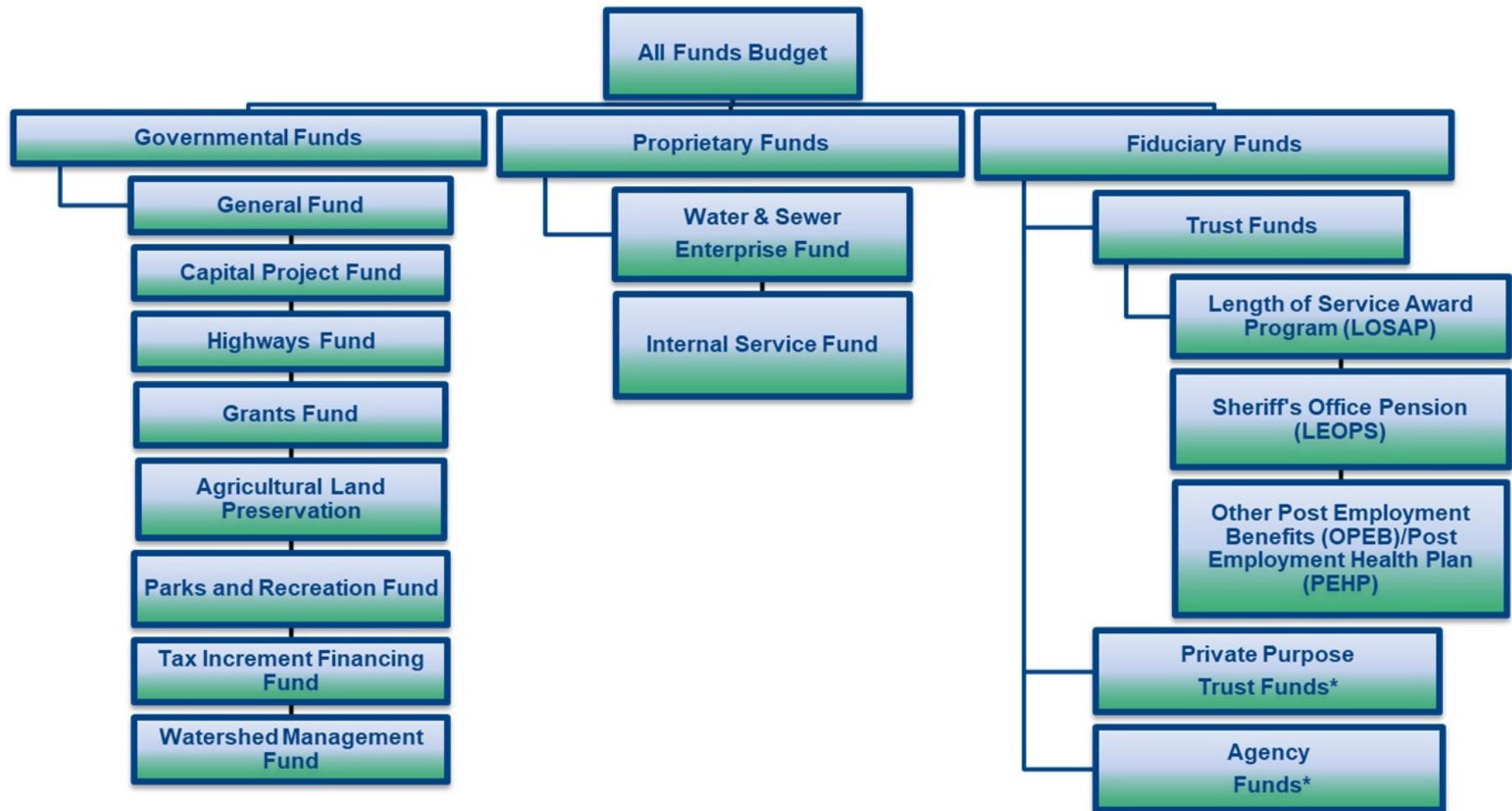
Enterprise funds include the Water and Sewer Fund and Water and Sewer Debt Service Fund.

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 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, equipment purchases, and space/real estate and other leases per GASB 87.

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. County Recordation Tax is collected by the Harford County Government, Revenue Collections Office.

COUNTY BUDGET POLICIES AND PROCESS

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 \$2.5698 per \$100 of assessed value of properties outside of the towns (\$2.2283 plus a \$0.3415 "differential" that is dedicated to the Highways Fund). For Real Property the tax rate is \$1.0279 per \$100 of assessed value for properties outside of the towns (\$0.8913 plus a \$0.1366 "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.

COUNTY BUDGET POLICIES AND PROCESS

- 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.
- Senior Citizens and Veterans Tax Credit Program - provides a property tax credit of 20% of County property tax imposed on the dwelling for certain elderly individuals and veterans.
- 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.

COUNTY BUDGET POLICIES AND PROCESS

- **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 \$0.3415 per \$100 of assessed value for properties outside the towns. The Property Tax Differential for Real Property is \$0.1366 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

COUNTY BUDGET POLICIES AND PROCESS

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

COUNTY BUDGET POLICIES AND PROCESS

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.

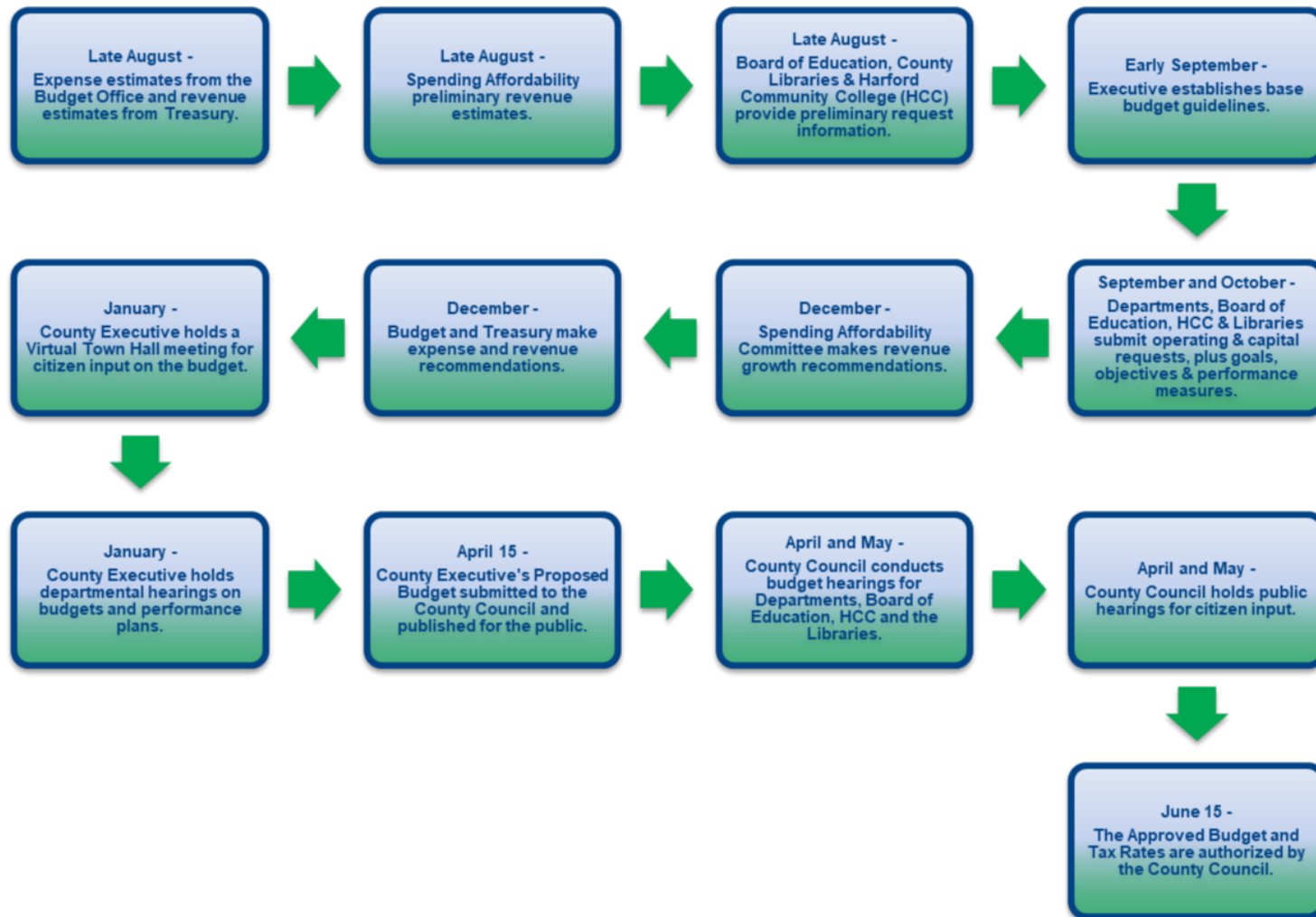
Three-Year Expenditure Plan - Operating and Capital expenditure projections (in three year increments) are updated annually. Projections also cover the estimated operating impact of future capital improvements that are scheduled in the Capital Improvement Program. These estimates include the applicable 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.

COUNTY BUDGET POLICIES AND 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

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.”



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 22 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	X	X	Emergency Services	X	X	X		
Procurement	X					Inspections, Licenses & Permits	X		X		
Treasury	X					DPW - Highways			X		X
Law	X					DPW - Water & Sewer	X		X		
Planning & Zoning	X		X		X	State's Attorney	X		X		
Human Resources		X				Parks & Recreation			X		
Handicapped Care Centers			X			Community and Economic Development		X	X		X
Information & Comm Technology	X										
Community Services	X		X		X						

HARFORD COUNTY
TOTAL FY 22 APPROVED BUDGET ALL FUNDS
\$1,055,606,000

OPERATING BUDGET
\$836,797,000

GENERAL FUND
\$658,625,000

HIGHWAYS FUND
\$56,900,000

WATER & SEWER FUND
\$67,135,000

WATER & SEWER DEBT SERVICE
\$21,464,000

**PARKS & RECREATION SPECIAL
REVENUE FUND**
\$771,500

AG PRESERVATION - COUNTY
\$25,479,000

AG PRESERVATION - STATE
\$501,000

TAX INCREMENT FINANCING
\$1,641,000

WATERSHED MANAGEMENT FUND
\$4,280,500

CAPITAL BUDGET
\$218,809,000

GENERAL CAPITAL
\$55,060,912

WATERSHED MANAGEMENT
\$12,472,850

PUBLIC SAFETY
\$18,110,000

HARFORD COMMUNITY COLLEGE
\$6,505,000

HARFORD COUNTY PUBLIC LIBRARIES
\$250,000

BOARD OF EDUCATION
\$52,853,260

SOLID WASTE SERVICES
\$84,088

PARKS & RECREATION
\$20,128,500

HIGHWAYS FUND
\$34,910,000

WATER & SEWER FUND
\$18,434,390

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

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 2022 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 and reinvest 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. The County fully funded the Harford County Public Schools operating budget request an increase of \$16,885,206 which is \$23,446,2004 over the required Maintenance of Effort level. Funding for all county employees as well as employees of the State's Attorney's Office and Circuit Court systems provides for a \$3,000 merit-based increase plus a 3% COLA for those eligible. In addition, sufficient funds were provided to fully fund the Sheriff's Office wage enhancement request for law enforcement deputies, corrections officers, and civilian employees. Additional operating funds equivalent to a 3% increase is provided to the Harford County Public Library and Harford Community College. Historic level funding continues for our first responders to include the volunteer fire companies and EMS, plus \$300,000 for the NEXT GEN Responder student loan repayment program.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

REVENUES

ALL FUNDS

FY 22 Approved Budget	836,797,000
FY 21 Approved Budget	803,168,800
\$ increase	33,628,200
% increase	4.19 %

FUNDING SOURCE

GENERAL	658,625,000
HIGHWAYS	56,900,000
PARKS AND RECREATION	771,500
AG PRESERVATION - COUNTY	25,479,000
AG PRESERVATION - STATE	501,000
TAX INCREMENT FINANCING	1,641,000
WATER & SEWER OPERATING	67,135,000
WATER & SEWER DEBT SERVICE	21,464,000
WATERSHED MANAGEMENT FUND	4,280,500
FY 22 TOTAL ALL FUNDS	<u>836,797,000</u>

REVENUE SOURCE

PROPERTY TAXES	331,112,000
INCOME TAXES	268,250,000
W & S USER CHARGES	50,690,600
W & S CAPITAL CHARGES	14,620,000
INTERGOVERNMENTAL/STATE-SHARED	9,272,000
OTHER LOCAL TAXES & ASSESSMENTS	20,766,900
INVESTMENT INCOME	1,320,187
FUND BAL APPROP/UNRESTRICTED NET POSITION	78,439,400
OTHER REVENUE	62,325,913
FY 22 TOTAL ALL REVENUES	<u>836,797,000</u>

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

REVENUES

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

For Fiscal Year 2022, Property and Income tax revenues are estimated to generate 72% of the total of all revenue.

Property Taxes

FY 22 Approved Budget	331,112,000	39.57 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	328,859,000	40.95 % of the Total All Funds FY 21 Operating Budget
\$ increase	2,253,000	
% increase	0.69 %	

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.

In FY22, the County is adopting the constant yield tax rate of \$1.0279, of that the general fund portion is \$0.8913. The constant yield tax rate is the tax rate that a jurisdiction would have to impose in order to obtain the same amount of property tax revenue in Fiscal Year 2022 as it received in Fiscal Year 2021. The increase in property tax revenue is due to new construction for the general fund and an offsetting decrease in the property tax assigned to the Highway Fund. For FY 2022, "Group 3" reassessments increased by 8.1% statewide. In Harford County assessments in Group 3, which covers the Route 40 corridor, grew by 6.3% with residential and commercial assessments increasing by 8.0% and 2.4% respectively.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

Income Taxes

FY 22 Approved Budget	268,250,000	32.06 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	257,200,000	32.02 % of the Total All Funds FY 21 Operating Budget
\$ increase	11,050,000	
% increase	4.30 %	

Income tax is calculated in Maryland as a percentage of net taxable income, While the State sets a tax rate cap of 3.3% for local governments, the Harford County Council set our income tax rate at 3.06%. The State Comptroller's Office administers and collects the tax and distributes the receipts to the counties and municipalities. We receive approximately 90% of income tax in quarterly distributions of the withholdings and estimated payments.

The increase in quarterly revenue is largely due to an improving economy and lower unemployment. We estimate the FY 21 adjusted base to be what we have originally budgeted \$257,200,000. FY 2022 will be our eleventh year of positive growth in income tax for Harford County.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

Recordation Tax

FY 22 Approved Budget	14,850,000	1.77 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	14,816,667	1.85 % of the Total All Funds FY 21 Operating Budget
\$ increase	33,333	
% increase	0.22 %	

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 22 Approved Budget	78,439,400	9.373 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	56,851,300	7.078 % of the Total All Funds FY 21 Operating Budget
\$ increase	21,588,100	
% increase	37.97%	

Fund Balance has been appropriated in the General Fund at \$38,625,000. This funding will be utilized for Paygo for FY 22 capital projects. Highways Fund Balance of \$7,531,400 will be used for resurfacing and other road projects. Parks and Recreation Special Revenue Fund Balance of \$57,500 will be used to support improvements at our Swan Harbor Farm and the Emmorton Recreation and Tennis facility. The Watershed Management Fund will use \$1,260,500 of Fund Balance, and Ag Preservation- County will use \$17,000,000. Funded Depreciation-Contributed Capital for Water and Sewer Enterprise fund is appropriated at \$13,965,000..

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

EXPENDITURES

General Fund

FY 22 Approved Budget	658,625,000	78.71 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	632,435,000	78.74 % of the Total All Funds FY 21 Operating Budget
\$ increase	26,190,000	
% increase	4.14 %	

This increase is the net result of the following: a 3% COLA and \$3,000 merit increase for all general government employees to include State's Attorney's Office and Circuit Court; full funding of Sheriff's Office requested salary enhancements averaging 6% for law enforcement deputies, corrections officers and civilian employees; and record level funding for the Libraries and Harford Community College to support their operations with an increase of 3%. Historic-level funding for our first responders include a 3% increase in allocation to each Volunteer Fire Company, plus \$300,000 for the NEXT GEN Responder student loan repayment program and a 3% increase for the Harford County Volunteer Fire & EMS Foundation. Fully funded the Board of Education's FY 22 Operating Budget request at an increase of \$16,885,206 which exceeds the Maintenance of Effort level; debt service adjusted for principal and interest payments on outstanding debt; and paygo funds in support of the FY 22 Approved Capital.

Highways Fund

FY 22 Approved Budget	56,900,000	6.8 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	57,185,000	7.1 % of the Total All Funds FY 21 Operating Budget
\$ decrease	(285,000)	
% decrease	(0.50)%	

The decrease in the Highways Fund is the net result of: a \$3,000 merit increase and COLA of 3% for all eligible employees; adjustments for the new Fleet Management contract based on actual spending for fleet maintenance; maintained level funding for Snow Removal; Paygo funds decreased but still supports the FY 22 Approved Highways Capital Budget; and adjustment funds for Pro Rata charges provided to the General Fund.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

Water & Sewer Fund

FY 22 Approved Budget	67,135,000	8.02 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	63,970,000	7.96 % of the Total All Funds FY 21 Operating Budget
\$ increase	3,165,000	
% increase	4.95 %	

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 provide for the merit increase of \$3,000 and COLA of 3% for all eligible employees; additional funds for electricity, heating fuel, equipment repair parts and water modeling software; funds to purchase much needed generators, additional pumps and a load bank tester; increase funds for Paygo to support the FY 22 Approved Water & Sewer Capital Budget; and adjustments to Depreciation and Pro Rata charges provided to the General Fund increase for FY 22.

Water & Sewer Debt Service

FY 22 Approved Budget	21,464,000	2.57 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	19,326,000	2.14 % of the Total All Funds FY 21 Operating Budget
\$ increase	2,138,000	
% increase	11.06 %	

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 22 is a result of the principal and interest payments adjusted to amounts due on outstanding debt.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

Parks and Recreation Special Revenue Fund

FY 22 Approved Budget	771,500	0.009 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	961,000	0.012 % of the Total All Funds FY 21 Operating Budget
\$ decrease	(189,500)	
% decrease	(19.72%)	

The Parks and Recreation Special Fund decrease as a result of the following: turnover and adjustments to salaries and benefits; reduction in facility repairs, supplies and materials, as well as a decrease in Paygo appropriation in the FY 22 Capital Budget for Swan Harbor Farm and Emmorton Recreation and Tennis Center.

Ag Preservation - County

FY 22 Approved Budget	25,479,000	3.04 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	24,200,000	3.01 % of the Total All Funds FY 21 Operating Budget
\$ increase	1,279,000	
% increase	5.29 %	

Harford County is committed to Agricultural Land Preservation. An allocation of \$20,000,000 is provided for purchases of Ag Preservation easements.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

Ag Preservation - State

FY 22 Approved Budget	501,000	0.06 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	481,800	0.06 % of the Total All Funds FY 21 Operating Budget
\$ increase	19,200	
% increase	3.99 %	

Harford County's Agricultural Program is Certified. Therefore, the Program can retain 75% of the Agricultural Transfer Tax collected. For FY 22, it is projected that the County's share of the State Agricultural Tax will be \$501,000.

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 \$471,000.

Tax Increment Financing

FY 22 Approved Budget	1,641,000	0.20% of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	1,165,000	0.15 % of the Total All Funds FY 21 Operating Budget
\$ increase	476,000	
% increase	40.86 %	

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.

HARFORD COUNTY MARYLAND FISCAL YEAR 2022 BUDGET SUMMARY

Watershed Management Fund

FY 22 Approved Budget	4,280,500	0.51 % of the Total All Funds FY 22 Operating Budget
FY 21 Approved Budget	3,445,000	0.43 % of the Total All Funds FY 21 Operating Budget
\$ increase	835,500	
% increase	24.25 %	

This fund formerly titled (Stormwater Management 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 2022 TAXABLE ASSESSABLE BASE						
GENERAL FUND						
	Fiscal Year 2019-2020		Fiscal Year 2020-2021		Fiscal Year 2021-2022	
	Taxable Assessable Base	Actual Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
REAL PROPERTY		@ \$0.8937		@ \$0.8937		@ \$0.8913
Full Year Levy	27,899,966,432	249,342,000	28,756,853,530	257,000,000	29,428,924,044	262,300,000
Partial Year Levy	55,947,186	500,000	100,704,935	900,000	78,536,968	700,000
Real Property Subtotal	27,955,913,618	249,842,000	28,857,558,465	257,900,000	29,507,461,012	263,000,000
PERSONAL PROPERTY		@ \$2.2342		@ \$2.2342		@ \$2.2283
Unincorporated Business	19,246,263	430,000	18,798,675	420,000	19,050,397	424,500
Railroads and Public Utilities	626,622,505	14,000,000	689,284,755	15,400,000	691,109,815	15,400,000
Corporate Property	698,236,505	15,600,000	707,188,255	15,800,000	691,109,815	15,400,000
Personal Property Subtotal	1,344,105,273	30,030,000	1,415,271,685	31,620,000	1,401,270,027	31,224,500
Grand Total	29,300,018,891	279,872,000	30,272,830,150	289,520,000	30,908,731,039	294,224,500
ADDITIONS AND SUBTRACTIONS						
Interest, Discounts and Other Credits		(2,586,000)		(1,948,500)		(2,760,500)
NET TAXES		277,286,000		287,571,500		291,464,000

HARFORD COUNTY, MARYLAND						
FY 2022 TAXABLE ASSESSABLE BASE						
HIGHWAYS FUND						
	Fiscal Year 2019-2020		Fiscal Year 2020-2021		Fiscal Year 2021-2022	
	Taxable Assessable Base	Actual Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
REAL PROPERTY		@ \$0.1483		@ \$0.1483		@ \$0.1366
Full Year Levy	23,499,662,846	34,850,000	24,275,118,004	36,000,000	24,963,396,779	34,100,000
Partial Year Levy	33,715,442	50,000	67,430,883	100,000	67,349,927	92,000
Real Property Subtotal	23,533,378,288	34,900,000	24,342,548,887	36,100,000	25,030,746,706	34,192,000
PERSONAL PROPERTY		@ \$0.3707		@ \$0.3707		@ \$0.3415
Unincorporated Business	16,185,595	60,000	16,185,595	60,000	15,695,461	53,600
Railroads and Public Utilities	553,007,823	2,050,000	609,657,405	2,260,000	607,027,818	2,073,000
Corporate Property	555,705,422	2,060,000	563,798,220	2,090,000	553,147,877	1,889,000
Personal Property Subtotal	1,124,898,840	4,170,000	1,189,641,220	4,410,000	1,175,871,156	4,015,600
Grand Total	24,658,277,128	39,070,000	25,532,190,107	40,510,000	26,206,617,862	38,207,600
ADDITIONS AND SUBTRACTIONS						
Interest, Discounts and Other Credits		(233,000)		(172,500)		(199,600)
NET TAXES		38,837,000		40,337,500		38,008,000

**Fiscal Year 2021-2022
HARFORD COUNTY, MARYLAND**

LONG TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Obligation Bonds	11,995,554	5,415,250	17,410,804
Public School Bonds	23,610,688	10,437,138	34,047,826
Community College Bonds	2,204,013	745,364	2,949,377
Highway Bonds	1,352,642	859,432	2,212,074
Agricultural Preservation Loans	791,000	1,170,000	1,961,000
Water & Sewer Bonds	8,518,835	3,722,340	12,241,175
Leases	3,657,500	651,000	4,308,500
TIF	310,000	411,727	721,727
Watershed Management	813,268	624,829	1,438,097
TOTALS	<u><u>53,253,500</u></u>	<u><u>24,037,080</u></u>	<u><u>77,290,580</u></u>

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.

ESTIMATED VALUE OF NET ASSESSED PROPERTY	REAL PROPERTY 29,507,461,012	PERSONAL PROPERTY 1,401,270,027	TOTAL LEGAL
APPLICABLE GENERAL OBLIGATION DEBT % RATE	6%	15%	DEBIT LIMIT
ESTIMATED LEGAL DEBT LIMIT	1,770,447,661	210,190,504	1,980,638,165

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF June 30, 2021

ESTIMATED LONG TERM DEBT:

General Obligation	144,533,988
Solid Waste	8,169,518
Community College	22,024,324
Public Schools	258,608,512
Highways	22,282,843
Watershed	14,949,371
<u>TOTAL ESTIMATED LONG TERM DEBT</u>	<u>470,568,556</u>

ESTIMATED SELF SUSTAINING DEBT:

Water & Sewer Bonds and Loans Plus Premium	102,387,444
Tax Increment Financing	11,365,000
Agricultural Preservation Debt	33,603,283
<u>TOTAL ESTIMATED SELF SUSTAINING DEBT</u>	<u>147,355,727</u>

ESTIMATED TOTAL BONDED DEBT

617,924,283

LESS: Estimated Self Sustaining Debt

147,355,727

ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT

470,568,556

ESTIMATED TOTAL LEGAL DEBT LIMIT

1,980,638,165

LESS: Estimated Total Debt Applicable to Legal Debt Limit

470,568,556

ESTIMATED LEGAL DEBT MARGIN

1,510,069,609

BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2020-2027

	Actual 2020	Original Budget 2021	Approved Budget 2022	Projection 2023	Projection 2024	Projection 2025	Projection 2026	Projection 2027
Expenditures (1) (2)								
County Council	3,066,264	3,528,526	3,705,655	3,816,825	3,931,329	4,049,269	4,170,747	4,295,870
General Government	56,405,573	59,779,411	56,911,578	58,618,925	60,377,493	62,188,818	64,054,482	65,976,117
Education	273,613,489	294,475,709	311,887,353	321,243,974	330,881,293	340,807,732	351,031,964	361,562,922
Harford Center	588,303	604,012	620,193	638,799	657,963	677,702	698,033	718,974
Judicial	9,601,022	10,574,851	11,733,885	12,085,902	12,448,479	12,821,933	13,206,591	13,602,789
Libraries	17,804,908	18,339,690	18,890,693	19,457,414	20,041,136	20,642,370	21,261,641	21,899,491
Parks and Recreation	10,077,113	12,121,381	12,721,443	13,103,086	13,496,179	13,901,064	14,318,096	14,747,639
Public Safety	112,442,562	123,271,281	129,853,009	133,748,599	137,761,057	141,893,889	146,150,706	150,535,227
Public Works	55,772,364	64,116,756	68,595,796	70,653,670	72,773,280	74,956,478	77,205,173	79,521,328
Social Services	11,031,077	13,429,847	13,628,920	14,037,788	14,458,921	14,892,689	15,339,470	15,799,654
Other Financing Uses	26,519,923	29,485,895	28,488,306	29,342,955	30,223,244	31,129,941	32,063,839	33,025,755
Debt Service (3)								
General Obligation Debt	135,742,094	62,667,641	62,098,671	62,413,369	63,678,588	64,978,186	64,520,986	64,051,523
Other Debt Expenses	670,000	670,000	670,000	670,000	670,000	670,000	670,000	670,000
Total Expenditures	\$713,334,692	\$693,065,000	\$719,805,502	\$739,831,303	\$761,398,961	\$783,610,070	\$804,691,726	\$826,407,286
Capital Plan								
General Fund Bonds	55,621,000	40,345,000	43,590,000	47,065,137	34,968,757	6,600,000	5,300,000	9,800,000
Stormwater Bonds			6,750,000	6,850,000	6,950,000	7,050,000	7,150,000	7,250,000
Highway Fund Bonds	2,889,000	15,355,000	4,270,000	10,180,000	2,065,000	1,605,000	360,000	1,025,000
Water and Sewer Bonds	17,610,000	5,850,000	11,555,000	12,150,000	7,000,000	9,950,000	8,550,000	6,000,000
Pay-as-you-go								
General Fund	12,140,972	12,255,905	8,172,000	5,780,557	4,780,557	4,780,557	4,780,557	4,175,000
Stormwater Fund			850,000	450,000	450,000	450,000	450,000	450,000
Highway Fund	10,845,966	12,975,968	10,021,179	11,505,000	12,685,000	12,760,000	15,440,000	13,355,000
Water and Sewer Fund	6,540,000	4,350,000	5,650,000	4,075,000	8,575,000	3,125,000	2,975,000	5,275,000
Other Sources (All Funds)	61,583,062	53,959,127	127,950,821	68,880,708	68,951,701	41,605,000	46,965,000	47,975,000
Total Capital Plan	\$167,230,000	\$145,091,000	\$218,809,000	\$166,936,402	\$146,426,015	\$87,925,557	\$91,970,557	\$95,305,000

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2020-2027**

	Actual 2020	Original Budget 2021	Approved Budget 2022	Projection 2023	Projection 2024	Projection 2025	Projection 2026	Projection 2027
General Obligation Outstanding July 1	496,928,176	497,089,673	503,948,133	501,971,968	499,579,864	495,908,433	491,062,687	485,201,650
Additions	119,535,997	52,215,000	40,000,000	40,000,000	40,000,000	40,000,000	40,000,000	40,000,000
Less Principal Repayments & Reductions	119,374,500	45,356,540	41,976,165	42,392,104	43,671,431	44,845,746	45,861,037	44,339,719
General Obligation Outstanding June 30	\$497,089,673	\$503,948,133	\$501,971,968	\$499,579,864	\$495,908,433	\$491,062,687	\$485,201,650	\$480,861,931
Population (4)	257,679	260,256	262,858	265,487	268,142	270,823	273,531	276,267
Per Capita Income	61,522	62,137	62,759	63,386	64,020	64,660	65,307	65,960
Taxable Property Value (5)								
Taxable Assessed Valuation (000 omitted)	\$29,848,931	\$30,272,830	\$30,904,160	\$31,522,243	\$32,152,688	\$32,795,742	\$33,451,657	\$34,120,690
Debt Ratios								
General Obligation Debt Service as % of Expenditures	19.0 %	9.0 %	8.6 %	8.4 %	8.4 %	8.3 %	8.0 %	7.8 %
General Obligation Debt Per Capita	\$1,929	\$1,936	\$1,910	\$1,882	\$1,849	\$1,813	\$1,774	\$1,741
General Obligation Debt as % of Assessed Valuation	1.7 %	1.7 %	1.6 %	1.6 %	1.5 %	1.5 %	1.5 %	1.4 %
General Obligation Debt Per Capita Debt Level	3.14 %	3.12 %	3.04 %	2.97 %	2.89 %	2.80 %	2.72 %	2.64 %
Policy Ratios								
General Obligation Debt Service as % of Expenditures	10.0 %	10.0 %	10.0 %	10.0 %	10.0 %	10.0 %	10.0 %	10.0 %
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 %
General Obligation Debt Per Capita Debt Level	10 %	10 %	10 %	10 %	10 %	10 %	10 %	10 %

(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
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	147,521,246
2021 Revenue - Estimated	624,600,000
2021 Expenditures - Estimated	(618,530,000)
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	<u>153,591,246</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT June 30, 2021	
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	153,591,246
LESS: Nonspendable Fund Balance	
Loan Receivables	(890,000)
LESS: Restricted Fund Balance	
Bond Proceeds	(5,940,000)
Dedicated Revenues - Public Safety	(160,000)
LESS: Assigned Fund Balance	
Reserve for Fiscal Stabilization Fund ⁽¹⁾	(32,931,250)
Encumbrances	(2,550,000)
OPEB	(2,000,000)
Designated for Landfill Closure	(9,300,000)
WTE Plant Closure	(3,800,000)
Income Tax	(1,800,000)
Health Care Consortium	(2,800,000)
Watershed Management	(30,000,000)
<u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	<u>61,419,996</u>
Fiscal Year 2022 Estimated Revenues	620,000,000
Less Fiscal Year 2022 Estimated Expenditures	(658,625,000)

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

	GENERAL FUND
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	<u>22,794,996</u>
Reserve for Fiscal Stabilization Fund ⁽¹⁾	32,931,250
<u>Estimated Reserve for Fiscal Stabilization Fund as a Percentage of Total Estimated Expenditures</u>	<u>5 %</u>

(1) The 5% Reserve for Fiscal Stabilization Fund 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
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	22,343,941
Fiscal Year 2021 Estimated Revenues	51,625,000
Less Fiscal Year 2021 Estimated Expenditures	(53,185,000)
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	<u>20,783,941</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT June 30, 2021	
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	20,783,941
LESS: Nonspendable Fund Balance	
Inventory	(1,850,000)
LESS: Restricted Fund Balance	
Bond Proceeds	(1,015,000)
Highways-PILOT	(260,000)
Less: Assigned Fund Balance	
Reserve for Fiscal Stabilization Fund	(2,845,000)
Encumbrances	(1,400,000)
OPEB	(200,000)
Health Care Consortium	(300,000)
<u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	<u>12,913,941</u>
Fiscal Year 2022 Estimated Revenues	49,368,600
Less Fiscal Year 2022 Estimated Expenditures	(56,900,000)
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	<u>5,382,541</u>
Reserve for Fiscal Stabilization Fund	2,845,000
Estimated Reserve for Fiscal Stabilization Fund as a Percentage of Total Expenditures	5 %

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

	PARKS AND RECREATION FUND
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	142,750
Fiscal Year 2021 Estimated Revenues	401,345
Less Fiscal Year 2021 Estimated Expenditures	(475,857)
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	68,238
FUND BALANCE AVAILABLE FOR APPROPRIATION AT June 30, 2021	
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	68,238
LESS: Assigned Fund Balance	
Encumbrances	(1,000)
OPEB	(1,500)
Health Care Consortium	(6,000)
<u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	59,738
Fiscal Year 2022 Estimated Revenues	714,000
Less Fiscal Year 2022 Estimated Expenditures	(771,500)
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	2,238

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

	AGRICULTURAL LAND PRESERVATION COUNTY
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	46,929,141
Fiscal Year 2021 Estimated Revenues	21,155,000
Less Fiscal Year 2021 Estimated Expenditures	<u>(16,200,000)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	<u>51,884,141</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT June 30, 2021	
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	51,884,141
LESS: Unreserved Fund Balance	
Designated for Other Purposes	<u>(33,000,000)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	18,884,141
Fiscal Year 2022 Estimated Revenues	8,479,000
Less Fiscal Year 2022 Estimated Expenditures	<u>(25,479,000)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	<u>1,884,141</u>

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

	AGRICULTURAL LAND PRESERVATION STATE
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	0
Fiscal Year 2021 Estimated Revenues	201,900
Less Fiscal Year 2021 Estimated Expenditures	<u>(201,900)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	<u>0</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT June 30, 2021	
LESS: Unreserved Fund Balance	
Designated for Other Purposes	
<u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	0
Fiscal Year 2022 Estimated Revenues	501,000
Less Fiscal Year 2022 Estimated Expenditures	<u>(501,000)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	<u>0</u>

**HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNASSIGNED FUND BALANCE
WATERSHED MANAGEMENT FUND**

	WATERSHED MANAGEMENT FUND
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	10,139,874
Fiscal Year 2021 Estimated Revenues	3,100,000
Less Fiscal Year 2021 Estimated Expenditures	(3,445,000)
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	<u>9,794,874</u>
Less: Restricted Fund Balance	
Bond Proceeds	(800,000)
<u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	8,994,874
Fiscal Year 2022 Estimated Revenues	3,020,000
Less Fiscal Year 2022 Estimated Expenditures	(4,280,500)
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	<u>7,734,374</u>

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

	TIF DEBT SERVICE FUND
<u>TOTAL FUND BALANCE AT June 30, 2020</u>	2,560,799
Fiscal Year 2021 Estimated Revenues	985,000
Less Fiscal Year 2021 Estimated Expenditures	<u>(1,165,000)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT June 30, 2021</u>	<u>2,380,799</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT June 30, 2021	
 <u>ESTIMATED UNASSIGNED FUND BALANCE AT June 30, 2021</u>	 2,380,799
Fiscal Year 2022 Estimated Revenues	1,641,000
Less Fiscal Year 2022 Estimated Expenditures	<u>(1,641,000)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2023 & FUTURE YEARS</u>	<u>2,380,799</u>

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⁾
<u>TOTAL NET ASSETS AT June 30, 2020</u>	483,208,834	0
Less Invested in Capital Assets, Net of Related Debt Restricted - Capital Project/Debt Service	(318,681,176) <u>(80,305,995)</u>	0
Net Assets Available for Appropriation at June 30, 2020 Unrestricted Net Position	84,221,663	0
2021 Estimated Revenues	50,924,017	18,146,125
Less 2021 Estimated Expenditures	<u>(52,410,879)</u>	<u>(18,146,125)</u>
Net Assets Available for Appropriation at June 30, 2021 Unrestricted Net Position	82,734,801	0
Fiscal Year 2022 Estimated Revenues	65,224,087	21,464,000
Less Fiscal Year 2022 Estimated Expenditures	<u>(67,135,000)</u>	<u>(21,464,000)</u>
Net Assets Available for Appropriation at June 30, 2022 Unrestricted Net Position	<u>80,823,888</u>	<u>0</u>

(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 0.0002 percent of the General Fund and 0.035 percent of the Highways Fund, have been included in the Approved Fiscal Year 2021-2022 Operating Budget.

GENERAL FUND	\$100,000

HIGHWAYS FUND	\$200,000

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 20				ENACTED FY 21				ENACTED FY 22			
	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	364,413			4.00	375,453			4.00	438,993		
Administration	50.00	3,006,634			50.00	3,163,327			50.00	3,345,328		
Procurement	8.00	521,640			8.00	551,492			8.00	587,193		
Treasury	32.00	2,124,338			32.00	2,126,705			31.00	2,239,867		
Law	15.00	1,536,081			15.00	1,524,642			15.00	1,616,541		
Planning & Zoning	37.00	2,490,706			37.00	2,586,712			37.00	2,653,798		
Human Resources	9.00	675,960			9.00	704,999			9.00	660,921		
Community Services	25.00	1,744,033			25.00	1,733,638			25.00	1,843,314		
Office of Gov't & Community Relations	6.00	497,033			7.00	578,692			7.00	601,935		
Information & Communication Tech	23.00	1,807,716			25.00	1,942,402			25.00	2,061,614		
Sheriff's Office	537.00	37,369,265	6.35	236,677	536.00	39,632,684	6.75	272,188	538.00	41,459,763	6.75	271,789
Emergency Services	106.00	5,866,470			114.00	6,384,078			114.00	6,775,760		
Inspections, Licenses & Permits	31.00	2,013,431			31.00	2,102,435			31.00	2,215,487		
Public Works	18.00	1,528,042			14.00	1,268,644			13.00	1,243,318		
County Council	28.00	1,736,892			28.00	1,815,348			28.00	1,940,826		
Judicial	32.00	1,987,181			33.00	2,138,324			33.00	2,312,671		
State's Attorney	59.00	4,069,493			59.00	4,205,003			63.00	4,755,135		
Parks & Recreation	83.00	4,436,438			76.00	4,501,154			77.00	4,497,261		
Conservation of Natural Resources	5.00	336,252			5.00	343,286			5.00	376,105		
Economic Development	21.00	1,110,083			17.00	987,282			17.00	1,086,263		
TOTAL GENERAL FUND	1,129.00	75,222,101	6.35	236,677	1,125.00	78,666,301	6.75	272,188	1,130.00	82,712,093	6.75	271,789

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 20				ENACTED FY 21				ENACTED FY 22			
	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	152,868			2.00	160,005			2.00	170,986		
Public Works	177.00	10,081,212			177.00	10,366,800			177.00	11,053,875		
TOTAL HIGHWAYS FUND	179.00	10,234,080	0	0	179.00	10,526,805	0	0	179.00	11,224,861	0	0
WATER & SEWER FUND												
Treasury	9.00	550,039			9.00	566,315			10.00	692,281		
Public Works	169.00	10,566,604			168.00	10,992,664			168.00	11,614,334		
TOTAL WATER & SEWER FUND	178.00	11,116,643	0	0	177.00	11,558,979	0	0	178.00	12,306,615	0	0
PARKS & RECREATION SPECIAL REVENUE FUND												
Parks and Recreation	2.00	131,513			2.00	89,054			1.00	55,851		
FUND	2.00	131,513	0	0	2.00	89,054	0	0	1.00	55,851	0	0
WATERSHED FUND												
BUREAU OF WATERSHED MANAGEMENT	0	0			4.00	337,280			5.00	406,527		
TOTAL STORMWATER FUND	0	0	0	0	4.00	337,280	0	0	5.00	406,527	0	0
AG PRESERVATION FUNDS												
Ag Preservation - State	0	30,000				30,000				30,000		
Ag Preservation - County	0	0			0	0						
FUNDS	0	30,000	0	0	0	30,000	0	0	0	30,000	0	0
TOTAL ALL FUNDS	1,488.00	96,734,337	6.35	236,677	1,487.00	101,208,419	6.75	272,188	1,493.00	106,735,947	6.75	271,789

HARFORD COUNTY
SPENDING AFFORDABILITY ADVISORY COMMITTEE REPORT TO THE
COUNTY EXECUTIVE
FOR FISCAL YEAR 2022

Members of the Committee

Brian Kelly, Chair

Charles Bankert

Susie Comer

C. Joseph Kelly, Jr.

Patrice Ricciardi
(Chamber of Commerce)

Glenn E. Ross

Steven Wiseman

Harford County Government Staff

Robert Sandlass, Treasurer

Rick Pernas, Deputy Treasurer

Kimberly Spence, Chief, Budget & Efficiency

Sharon Ballweg, Administrative Specialist

Executive Summary

The Spending Affordability Advisory Committee (“Committee”) has concluded that the local economy continues to improve and we expect this will have a positive impact on the revenues of the County. The County should expect a positive change in the Net Adjusted General Fund Budget from FY 2021 to FY 2022 as the Committee projects growth of 2.6%. The Committee has projected Income Tax revenue to increase 4.3% from FY 2021 budgeted estimate, which is 4% over the FY 2020 actual. As property values are continuing to rise in the County, the Committee believes Property Tax revenues should increase 1.6% from FY 2021 budget to FY 2022. 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:

- **Falling Interest Rates-** The Federal Reserve, in reaction to the unprecedented global pandemic, Coronavirus, has cut rates to levels not seen since the Great Recession of 2008 (a range of 0% - 0.25%). These actions will of course have impacts on expected future bond issues, including income. However, at the writing of this report, the economic impacts from the Coronavirus will continue to unfold long after the submission of this report and this Committee, and the County, should monitor future events carefully to monitor long term impacts on future County revenues.

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 shall contain fiscal goal recommendations for the next fiscal year in the following areas:
 - i) Recommended level of County spending for operating fund
 - 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 and one new member, 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, 2021, provided by the Harford County Treasurer.
- Property tax collections, and estimates, for Harford County, through FY 2021 and 2022, 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 2020-2026 as prepared by the Treasurer's office.
- The County FY 2020 Comprehensive Annual Financial Report.
- 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 2021 and FY 2022 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 noted the influx of federal and state assistance related to Covid-19; however, as the County has placed those revenues in its Grant Fund, there is no impact on the General Fund. The Committee specifically cites the existence of \$27.4 million in appropriated fund balance from the FY 2020 audit. The Committee understands the County utilizes this non-recurring source 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 2021 General Fund Budget as a necessary step in carrying out its charge to recommend a FY 2021 spending level. It was necessary to adjust the FY 2021 General Fund Budget to reflect the reduction of the appropriated fund balance and other one-time revenues equal to \$27.8 million. 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 2021 General Fund Budget of \$604.6 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 2021 Budgeted level and FY 2022 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 Comprehensive Annual Financial Report for FY 2020 personal per capita income was estimated to be \$61,522. Using this figure and the projected debt level for FY 2021 and FY 2022, this ratio would be 3.15% for FY 2021 and 3.10 % for 2022. 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 2021 level is expected to be \$1,936 and \$1,910 for FY 2022.

- 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 2021 is 1.7% and 1.6% for FY 2022.

- The County aims to have debt service not exceed 10% of budgeted general fund expenditures. Projected FY 2021 level is 8.9% and 8.6% for FY 2022.

The Committee believes the proposed level of debt for Fiscal Year 2022 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 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. The County has taken 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 supports the County in its efforts to 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. This reserve holds funds that could be used by the County to fund revenue shortfalls or other emergencies. This fund balance is considered critical in maintaining an acceptable level of financial strength.

In discussions with the County, 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 restricted, assigned, and/or unassigned. 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 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 lowering the County's borrowing costs. 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 2022 General Fund

Budget increase the FY 2021 Net Adjusted General Fund Budget, of \$604.6 million, by 2.6%. This represents approximately \$620 million in ongoing revenues for FY 2022. Note, based on the current state of the economy, the Committee was concerned over the impact to property tax revenues, particularly commercial properties, 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 and a projected increase in property taxes of 1.6% for FY 2022. The Committee noted a projected rise in the income tax revenue of 4.7% for FY 2021 and 4.3% rise for FY 2022. 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, 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 2020, through FY 2026, 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.

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 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 2021 and throughout FY 2022 as it prepares its recommendations for FY 2023. 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 current decrease in market interest rates will have a significant negative impact on the County's investment portfolio in the future. 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 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:

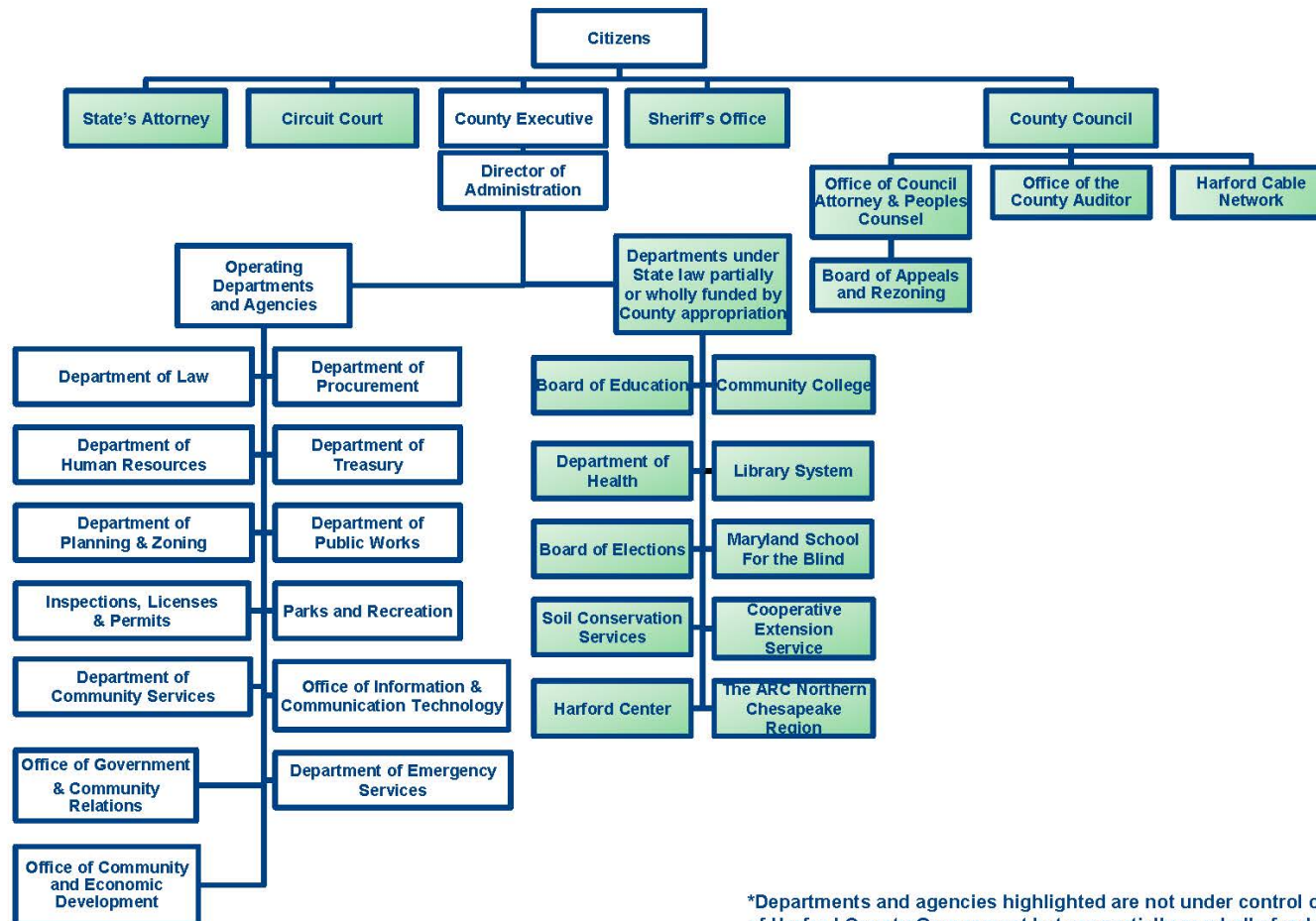
1. The County should continue to review its Enterprise funds to ensure the underlying enterprise is self supporting and not at risk of becoming dependent on funding from the General Fund.
2. The County should review its debt guidelines to assure they are set at appropriate levels and the criteria are 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 Efficiency 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, Jenny Jarkowski, Director of Planning and Zoning, Len Parrish, Director of Community and Economic Development. 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 25, 2021

HARFORD COUNTY GOVERNMENT ORGANIZATION CHART

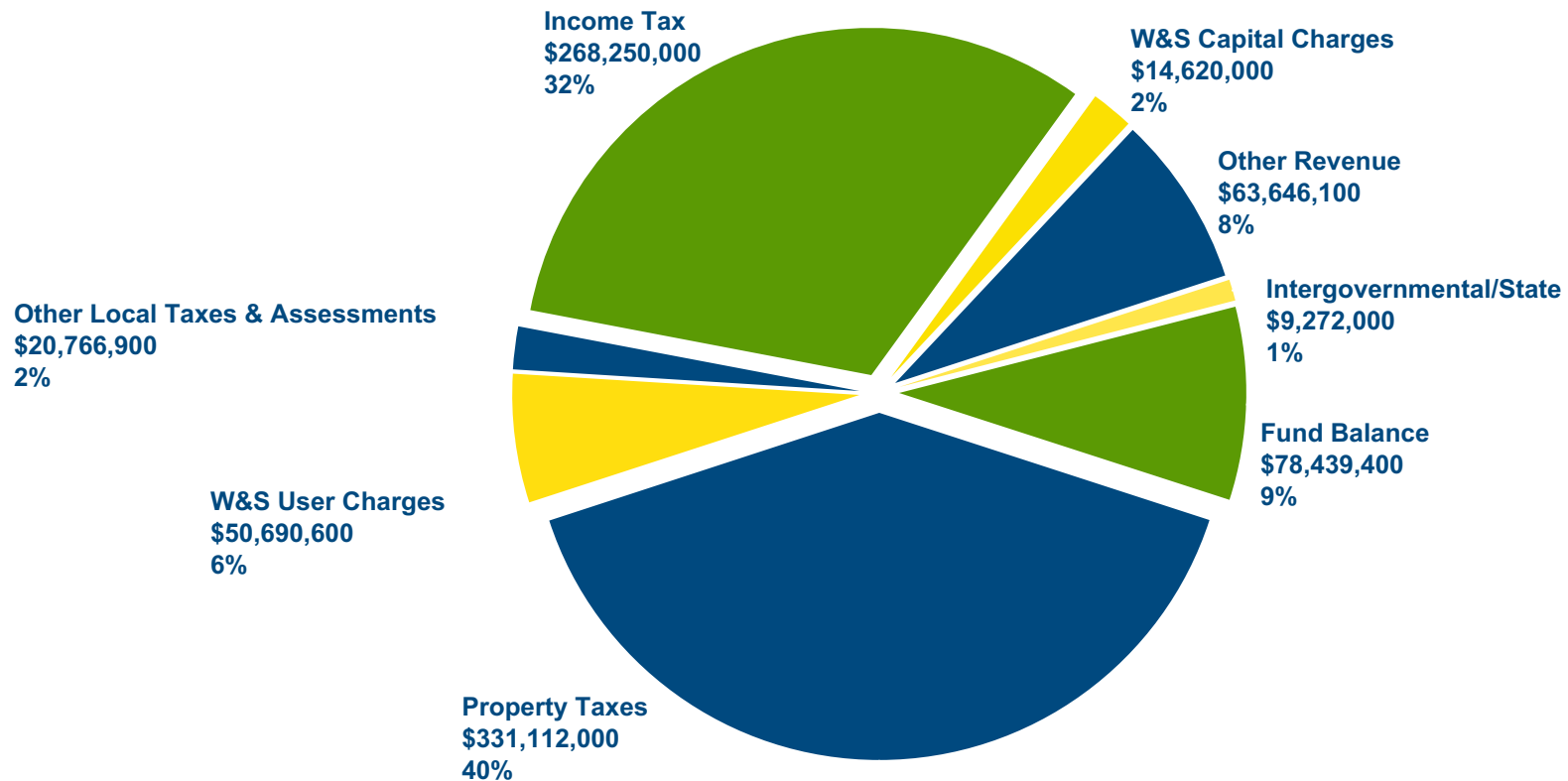


*Departments and agencies highlighted are not under control or supervision of Harford County Government but are partially or wholly funded by County appropriations under State law.

**FY 22 APPROVED ALL FUNDS
REVENUE BREAKDOWN
\$836,797,000**

PROPERTY TAXES:	40%	331,112,000	INCOME TAX:	32%	268,250,000
Real & Personal	336,967,100				
Deductions	(5,855,100)		W & S USER CHARGES:	6%	50,690,600
INTERGOVERNMENTAL/ STATE:	1%	9,272,000	W & S CAPITAL CHARGES:	2%	14,620,000
OTHER LOCAL TAXES & ASSESSMENTS:	2%	20,766,900			
FUND BALANCE/ UNRESTRICTED NET ASSETS:	9%	78,439,400	OTHER REVENUE:	8%	63,646,100
General Fund Balance	38,625,000		Licenses/Permits	4,081,700	
Highways Fund	7,531,400		Service Charges	18,841,600	
Watershed Fund	1,260,500		Fines & Forfeitures	121,000	
P&R Special Revenue	57,500		Miscellaneous	3,390,465	
Contributed Capital	13,965,000		Intra County	35,891,148	
Ag Preservation-County	17,000,000		Investment Income	1,320,187	

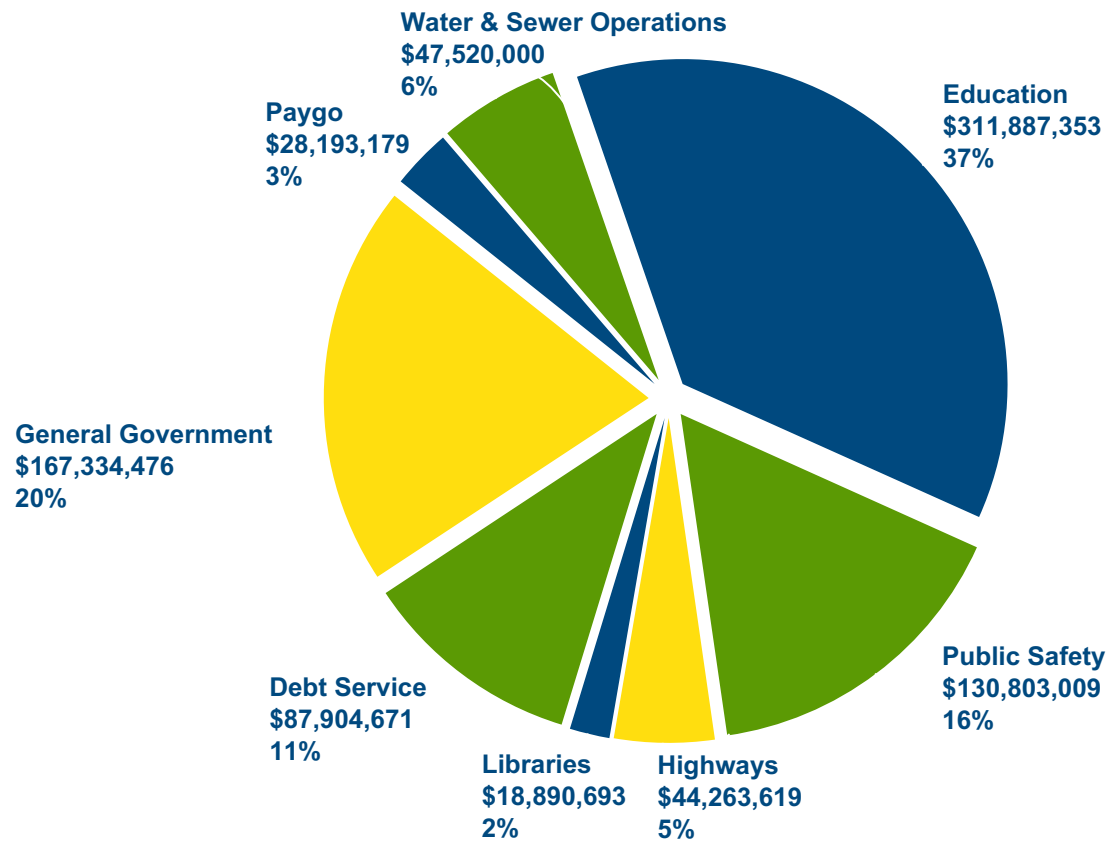
**ALL FUNDS
REVENUES**
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$836,797,000



**FY 22 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN
\$836,797,000**

GENERAL GOVERNMENT:	20%	167,334,476	EDUCATION:	37%	311,887,353
County Executive	879,620		Board of Education	35%	293,812,984
Administration	9,101,872		Harford Community College	2%	18,074,369
Procurement	991,007				
Treasury	4,003,070		PUBLIC SAFETY:	16%	130,803,009
Law	2,505,937		Sheriff		95,817,793
Planning & Zoning	28,138,003		Emergency Services		17,115,770
Human Resources	2,373,377		Volunteer Fire Companies		7,688,408
Community Services	6,222,850		EMS Foundation		5,497,069
Handicapped Care Centers	2,597,993		Inspections, Licenses & Permits		3,733,969
Office of Gov't. & Comm. Relations	1,414,779		Humane Society		950,000
Health	4,018,168				
Info & Communication Technology	12,828,256		HIGHWAYS:	5%	44,263,619
Public Works	38,497,178		Fleet Management		10,212,328
Council	3,705,655		Personnel Matters		316,126
Judicial	4,242,220		Public Works		32,309,307
State's Attorney	7,491,665		Insurance		302,525
Elections	2,909,344		Benefits		923,333
Parks & Recreation	12,608,333		Contingency Reserve		200,000
Natural Resources	884,610				
Community & Economic Development	5,796,363		LIBRARIES	2%	18,890,693
Insurance	595,579				
Benefits	10,433,470		PAYGO:	3%	28,193,179
Appropriation to Towns	3,775,127		General		8,172,000
Appropriation to State	1,170,000		Highways		10,021,179
Rural Legacy Program	50,000		Water & Sewer		5,650,000
Contingency Reserve	100,000		Watershed Management		850,000
			Grant Matches		3,500,000
WATER & SEWER OPERATIONS:	6%	47,520,000			
Treasury	1,602,909		DEBT SERVICE:	11%	87,904,671
Personnel Matters	294,307		General		59,050,000
Public Works	44,442,273		AG Preservation - County		2,031,000
Insurance	308,583		Highways		2,250,574
Benefits	871,928		Water & Sewer Debt Service		21,464,000
			TIF Debt Service		1,641,000
			Watershed Management		1,468,097

**ALL FUNDS
APPROPRIATIONS
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$836,797,000**



ALL FUNDS SUMMARY

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	164,363,010	167,230,564	182,664,897	191,327,208	191,327,208
20 CONTRACTUAL SERVICES	65,279,107	69,005,108	82,909,683	88,796,743	88,796,743
30 SUPPLIES & MATERIALS	14,189,393	13,584,597	18,814,134	19,279,740	19,279,740
40 BUSINESS & TRAVEL	9,168,048	9,008,251	11,236,052	12,312,696	12,312,696
50 CAPITAL OUTLAY	17,838,399	8,660,910	23,120,400	23,517,565	23,517,565
60 DEBT SERVICE	77,318,239	153,629,299	80,253,865	78,351,398	78,351,398
70 MISCELLANEOUS	361,542,759	356,646,589	404,139,684	423,179,690	423,179,690
80 INTER-GOVERNMENTAL/INTER-FUND	3,172	1,707	30,085	31,960	31,960
GRAND TOTAL	<u>709,702,127</u>	<u>777,767,025</u>	<u>803,168,800</u>	<u>836,797,000</u>	<u>836,797,000</u>
<u>SUMMARY BY FUND:</u>					
11 GENERAL	564,172,974	661,601,935	632,435,000	658,625,000	658,625,000
25 HIGHWAYS	51,286,394	49,422,449	57,185,000	56,900,000	56,900,000
26 PARKS AND RECREATION	701,350	688,385	961,000	771,500	771,500
27 AG PRESERVATION - COUNTY	21,655,500	8,885,048	24,200,000	25,479,000	25,479,000
28 AG PRESERVATION - STATE	810,889	83,461	481,800	501,000	501,000
29 WATERSHED MANAGEMENT	831,978	2,310,311	3,445,000	4,280,500	4,280,500
31 TAX INCREMENT FINANCING	1,107,448	1,129,246	1,165,000	1,641,000	1,641,000
51 WATER & SEWER OPERATING	56182852+1	40,185,124	63,970,000	67,135,000	67,135,000
53 WATER & SEWER DEBT SERVICE	12,952,741	13,461,066	19,326,000	21,464,000	21,464,000
GRAND TOTAL	<u>653,519,274</u>	<u>777,767,025</u>	<u>803,168,800</u>	<u>836,797,000</u>	<u>836,797,000</u>

ALL FUNDS SUMMARY

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY DEPARTMENT:					
1 COUNTY EXECUTIVE	643,540	686,346	799,972	879,620	879,620
2 ADMINISTRATION	9,576,836	9,941,079	8,566,872	9,101,872	9,101,872
3 PROCUREMENT	9,243,818	7,310,786	10,433,417	11,203,335	11,203,335
4 TREASURY	4,532,281	4,492,217	5,237,062	5,605,979	5,605,979
5 LAW	2,042,616	2,142,608	2,334,301	2,505,937	2,505,937
6 PLANNING AND ZONING	20,061,498	9,952,282	26,641,712	28,138,003	28,138,003
8 HUMAN RESOURCES	3,423,030	3,634,052	2,996,372	2,983,810	2,983,810
9 COMMUNITY SERVICES	4,573,680	4,378,668	6,054,180	6,222,850	6,222,850
14 HANDICAPPED CARE CENTERS	2,408,730	2,454,825	2,525,351	2,597,993	2,597,993
15 OFFICE OF GOV'T. AND COMMUNITY RELATIONS	962,142	1,003,372	1,371,357	1,414,779	1,414,779
16 HEALTH	3,774,330	3,796,963	4,018,168	4,018,168	4,018,168
18 INFORMATION & COMMUNICATION TECHNOLOGY	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256
21 SHERIFF'S OFFICE	82,156,857	84,067,536	90,364,541	95,817,793	95,817,793
22 EMERGENCY SERVICES	23,540,992	25,076,395	29,349,285	30,301,247	30,301,247
26 INSPECTIONS, LICENSES & PERMITS	3,200,048	3,298,630	3,557,455	3,733,969	3,733,969
30 PUBLIC WORKS	91,306,985	80,418,908	109,838,114	115,248,758	115,248,758
40 COUNTY COUNCIL	2,989,135	3,066,264	3,528,526	3,705,655	3,705,655
41 JUDICIAL	3,448,638	3,545,052	3,915,726	4,242,220	4,242,220
43 STATE'S ATTORNEY	5,812,048	6,055,970	6,659,125	7,491,665	7,491,665
48 ELECTIONS	2,543,013	1,795,374	2,675,445	2,909,344	2,909,344
54 BOARD OF EDUCATION	245,815,645	256,465,645	276,927,778	293,812,984	293,812,984
56 HARFORD COMMUNITY COLLEGE	16,811,612	17,147,844	17,547,931	18,074,369	18,074,369
58 LIBRARIES	17,472,912	17,804,908	18,339,690	18,890,693	18,890,693
59 PARKS AND RECREATION	9,803,380	9,877,596	12,124,619	12,608,333	12,608,333
63 CONSERVATION OF NATURAL RESOURCES	743,016	787,903	832,763	884,610	884,610
65 COMMUNITY & ECONOMIC DEVELOPMENT	4,798,740	4,926,406	5,856,998	5,796,363	5,796,363
66 DEBT SERVICE	77,577,230	153,717,270	85,997,741	87,015,398	87,015,398
67 INSURANCE	1,037,172	1,117,345	896,148	1,206,687	1,206,687
68 BENEFITS	10,005,829	11,959,094	12,490,202	12,228,731	12,228,731
70 PAYGO/APPROPRIATION TO TOWNS	39,651,829	36,337,654	40,045,688	35,027,579	35,027,579
90 RESERVE FOR CONTINGENCIES	0	0	300,000	300,000	300,000
GRAND TOTAL	709,702,127	777,767,025	803,168,800	836,797,000	836,797,000

ALL FUNDS SUMMARY

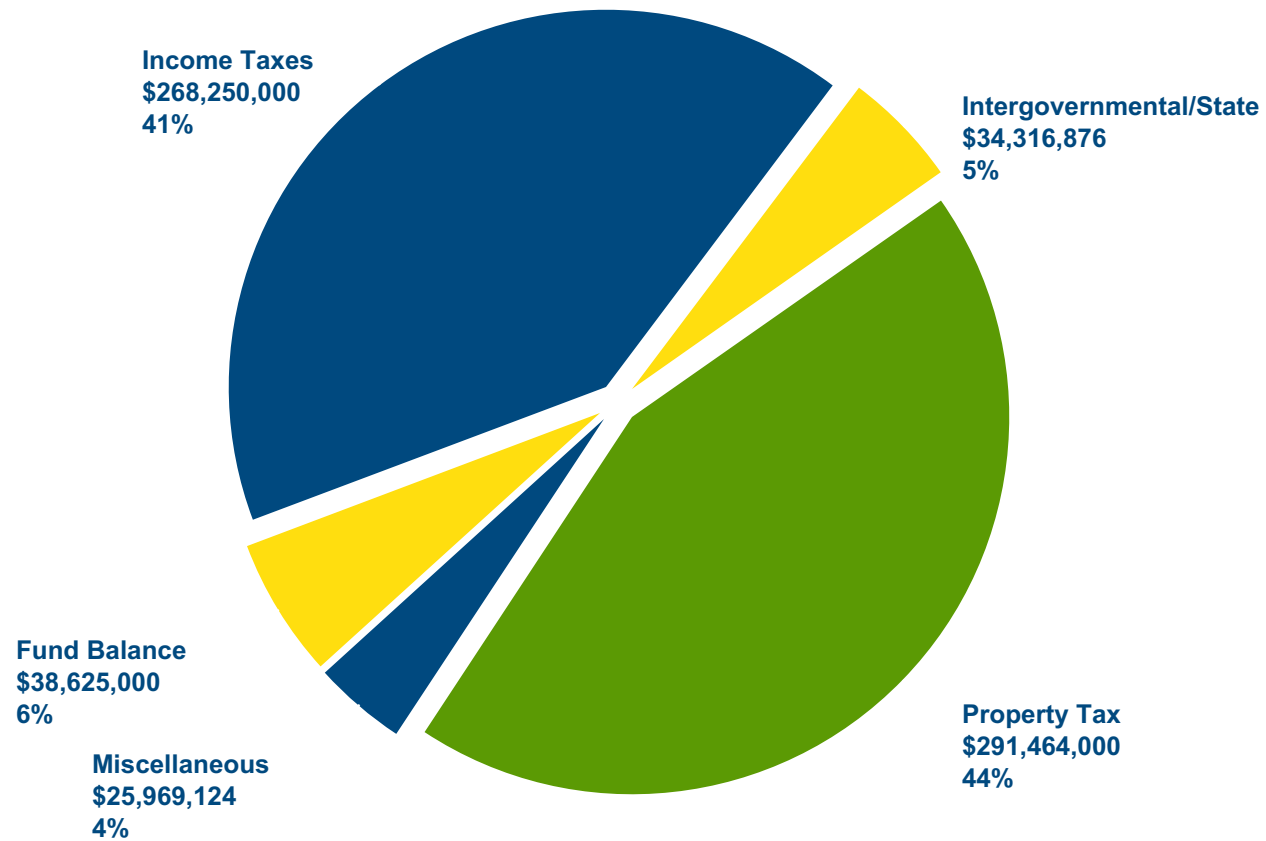
	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	313,412,824	319,975,006	328,859,000	331,112,000	331,112,000
INCOME TAXES	241,492,775	245,726,334	257,200,000	268,250,000	268,250,000
OTHER LOCAL TAXES AND ASSESSMENTS	21,161,613	23,297,651	19,502,533	20,766,900	20,766,900
W & S USER CHARGES	46,052,380	48,299,279	49,708,000	50,690,600	50,690,600
W & S CAPITAL CHARGES	13,998,753	15,134,780	12,054,615	14,260,000	14,260,000
INTERGOVERNMENTAL/STATE-SHARED	10,144,790	4,511,570	10,251,000	3,192,000	3,192,000
INVESTMENT INCOME	22,129,697	8,604,424	3,283,152	1,320,187	1,320,187
FUND BALANCE APPROP/UNRESTRICTED NET POSITION	0	0	56,851,300	78,439,400	78,439,400
OTHER REVENUE	92,375,633	169,165,723	65,459,200	68,765,913	68,765,913
GRAND TOTAL	<u>760,768,465</u>	<u>834,714,767</u>	<u>803,168,800</u>	<u>836,797,000</u>	<u>836,797,000</u>

GENERAL

**FY 22 APPROVED GENERAL FUND
REVENUE BREAKDOWN
\$658,625,000**

PROPERTY TAX:	44%	291,464,000	INCOME TAX	41%	268,250,000
Real & Personal	296,599,500				
Deductions	(5,135,500)		FUND BALANCE	6%	38,625,000
MISCELLANEOUS:	4%	25,969,124	INTERGOVERNMENTAL/ STATE:	5%	34,316,876
Other Taxes	6,030,000		Intergovernmental	5,430,000	
Service Charges	14,714,200		Intra-County	1,867,337	
Fines & Forfeitures	99,000		Pro Rata	7,139,539	
Miscellaneous Revenues	541,824		Recordation	11,880,000	
Investment Income	506,000		Transfer	8,000,000	
Licenses & Permits	4,078,100				

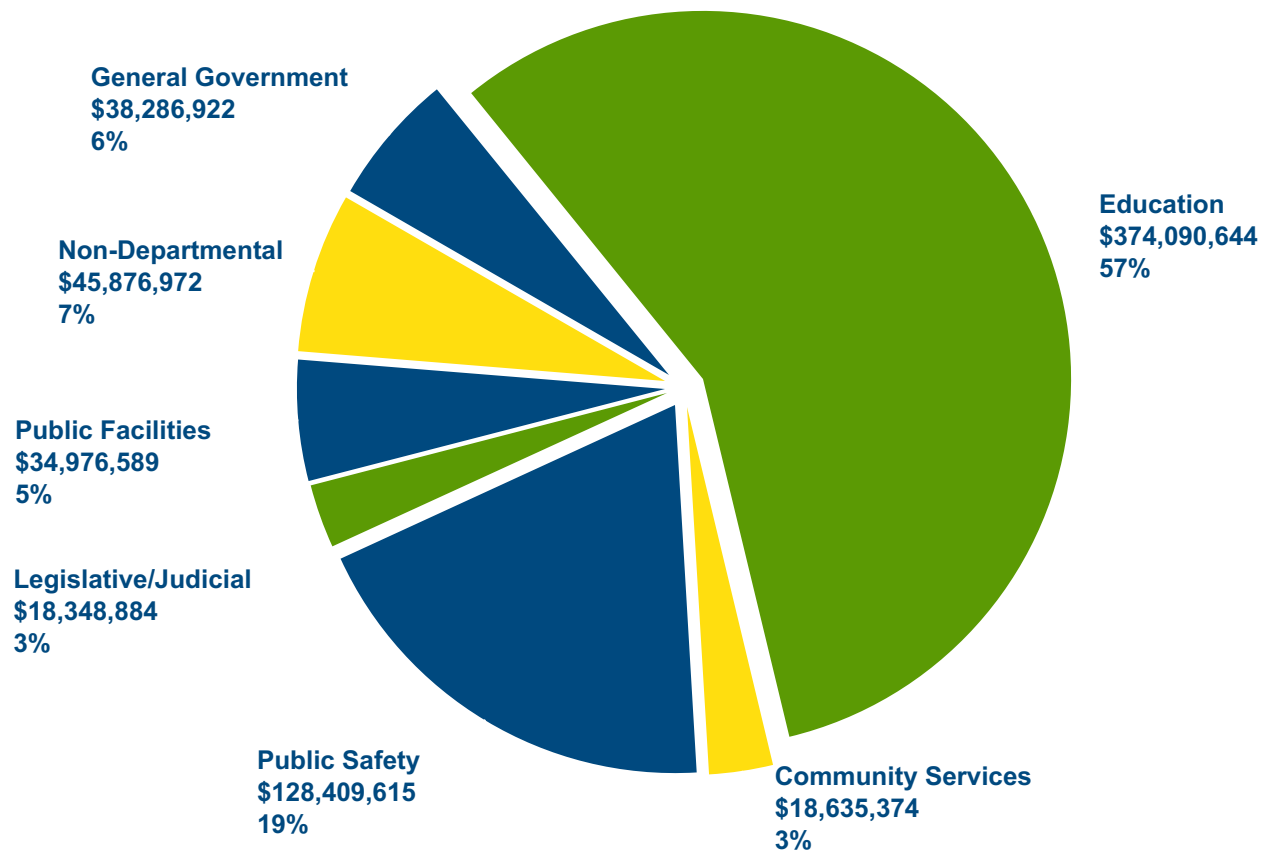
GENERAL FUND REVENUES
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$658,625,000



**FY 22 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN
\$658,625,000**

GENERAL GOVERNMENT:	5.8%	38,286,922	EDUCATION:	56.8%	374,090,644
County Executive	879,620				
Administration	9,101,872		Public Schools:	50.7 %	333,926,204
Procurement	991,007		Board of Ed. Operating		293,812,984
Treasury	4,003,070		Board of Ed. Debt Service		34,047,826
Law	2,505,937		Board of Ed. PAYGO		2,862,000
Human Resources	2,373,377		HCSO School Safety Division		3,203,394
Office of Gov't & Comm. Rel.	1,414,779				
Info. & Comm. Technology	12,828,256		Harford Community College:	3.2 %	21,023,747
Planning & Zoning	4,189,004		HCC Operating		18,074,369
			HCC Debt Service		2,949,378
PUBLIC FACILITIES:	5.3%	34,976,589			
Public Works	22,205,146		Harford County Public Library:	2.9 %	19,140,693
Natural Resources	884,610		HCPL Operating		18,890,693
Rural Legacy Program	50,000		HCPL PAYGO		250,000
Parks & Recreation	11,836,833				
			LEGISLATIVE/JUDICIAL:	2.8%	18,348,884
PUBLIC SAFETY:	19.5%	128,409,615	County Council		3,705,655
Sheriff	92,614,399		Judicial		4,242,220
Emergency Services	17,115,770		State's Attorney		7,491,665
Volunteer Fire Companies	7,688,408		Elections		2,909,344
EMS Foundation	5,497,069				
Inspections, Licenses & Permits	3,733,969		NON-DEPARTMENTAL:	7.0%	45,876,972
Humane Society	950,000		Insurance		595,579
PAYGO (Public Safety)	810,000		Benefits		10,433,470
			Contingency Reserve		100,000
COMMUNITY SERVICES:	2.8%	18,635,374	Capital Improvements (General)		4,250,000
Community Services	6,222,850		Grant Matches		3,500,000
Health	4,018,168		Debt Service (General)		22,052,796
Handicapped Centers	2,597,993		Appropriation to Towns		3,775,127
Community & Economic Dev.	5,796,363		Appropriation to State		1,170,000

GENERAL FUND APPROPRIATIONS
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$658,625,000



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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	129,889,454	133,574,308	144,703,523	151,377,938	151,377,938
20	CONTRACTUAL SERVICES	49,773,823	54,116,740	60,068,697	65,573,004	65,573,004
30	SUPPLIES & MATERIALS	4,643,176	4,940,734	5,859,050	6,136,146	6,136,146
40	BUSINESS & TRAVEL	3,231,032	3,237,375	3,853,555	4,198,221	4,198,221
50	CAPITAL OUTLAY	2,087,607	2,400,272	1,540,850	1,461,345	1,461,345
60	DEBT SERVICE	55,880,697	134,458,793	60,429,990	59,010,000	59,010,000
70	MISCELLANEOUS	318,664,129	328,872,124	355,953,700	370,840,836	370,840,836
80	INTER-GOVERNMENTAL/INTER-FUND	3,056	1,589	25,635	27,510	27,510
	GRAND TOTAL	564,172,974	661,601,935	632,435,000	658,625,000	658,625,000

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY DEPARTMENT:</u>						
1	COUNTY EXECUTIVE	643,540	686,346	799,972	879,620	879,620
2	ADMINISTRATION	9,576,836	9,941,079	8,566,872	9,101,872	9,101,872
3	PROCUREMENT	878,039	856,531	931,261	991,007	991,007
4	TREASURY	3,464,611	3,424,918	3,820,392	4,003,070	4,003,070
5	LAW	2,042,616	2,142,608	2,334,301	2,505,937	2,505,937
6	PLANNING & ZONING	3,721,816	3,698,635	4,129,012	4,189,004	4,189,004
8	HUMAN RESOURCES	2,444,444	2,658,589	2,399,836	2,373,377	2,373,377
9	COMMUNITY SERVICES	4,573,680	4,378,668	6,054,180	6,222,850	6,222,850
14	HANDICAPPED CARE CENTERS	2,408,730	2,454,825	2,525,351	2,597,993	2,597,993
15	OFFICE OF GOV'T. & COMM. RELATIONS	962,142	1,003,372	1,371,357	1,414,779	1,414,779
16	HEALTH	3,774,330	3,796,963	4,018,168	4,018,168	4,018,168
18	INFORMATION & COMM TECHNOLOGY	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256
21	SHERIFF'S OFFICE	82,156,857	84,067,536	90,364,541	95,817,793	95,817,793
22	EMERGENCY SERVICES	23,540,992	25,076,395	29,349,285	30,301,247	30,301,247
26	INSPECTIONS, LICENSES & PERMITS	3,200,048	3,298,630	3,557,455	3,733,969	3,733,969
30	PUBLIC WORKS	17,053,535	19,870,078	20,830,375	22,205,146	22,205,146
40	COUNTY COUNCIL	2,989,135	3,066,264	3,528,526	3,705,655	3,705,655
41	JUDICIAL	3,448,638	3,545,052	3,915,726	4,242,220	4,242,220
43	STATE'S ATTORNEY	5,812,048	6,055,970	6,659,125	7,491,665	7,491,665
48	ELECTIONS	2,543,013	1,795,374	2,675,445	2,909,344	2,909,344
54	BOARD OF EDUCATION	245,815,645	256,465,645	276,927,778	293,812,984	293,812,984
56	HARFORD COMMUNITY COLLEGE	16,811,612	17,147,844	17,547,931	18,074,369	18,074,369
58	LIBRARIES	17,472,912	17,804,908	18,339,690	18,890,693	18,890,693
59	PARKS & RECREATION	9,127,030	9,289,211	11,288,619	11,836,833	11,836,833
63	CONSERVATION OF NAT'L RESOURCES	743,016	787,903	832,763	884,610	884,610
65	COMMUNITY & ECONOMIC DEVELOPMENT	4,798,740	4,926,406	5,856,998	5,796,363	5,796,363

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY DEPARTMENT (CONT'D):</u>						
66	DEBT SERVICE	55,920,494	134,500,601	60,469,990	59,050,000	59,050,000
67	INSURANCE	714,176	697,088	553,498	595,579	595,579
68	BENEFITS	8,023,891	9,512,787	10,449,572	10,433,470	10,433,470
70	MISCELLANEOUS	19,765,863	18,143,676	21,294,720	17,617,127	17,617,127
90	RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
	GRAND TOTAL	564,172,974	661,601,935	632,435,000	658,625,000	658,625,000
<u>SUMMARY BY REVENUE SOURCE:</u>						
	PROPERTY TAXES	274,081,325	279,739,185	287,571,500	291,464,000	291,464,000
	INCOME TAXES	241,492,775	245,726,334	257,200,000	268,250,000	268,250,000
	LICENSES & PERMITS	4,634,873	4,586,479	4,635,700	4,078,100	4,078,100
	INTERGOVERNMENTAL	5,646,999	6,395,873	5,987,000	5,430,000	5,430,000
	SERVICE CHARGES	14,153,131	15,137,284	14,891,000	14,714,200	14,714,200
	FINES & FORFEITURES	149,266	42,783	149,100	99,000	99,000
	MISCELLANEOUS REVENUES	13,896,017	90,062,708	4,272,458	7,077,824	7,077,824
	RECORDATION/TRANSFER TAX	20,206,700	23,216,000	21,433,334	19,880,000	19,880,000
	INTRA-COUNTY TRANSFERS	8,169,686	8,648,807	8,859,908	9,006,876	9,006,876
	FUND BALANCE APPROPRIATION	0	0	27,435,000	38,625,000	38,625,000
	GRAND TOTAL	582,430,772	673,555,453	632,435,000	658,625,000	658,625,000

GENERAL FUND

FINANCIAL NOTES:

FY 22 Approved Budget	658,625,000
FY 21 Approved Budget	632,435,000
\$ increase	26,190,000
% increase	4.14 %

FY 21	FY 22	CHANGE

EXPLANATION OF INCREASE/DECREASE - REVENUES

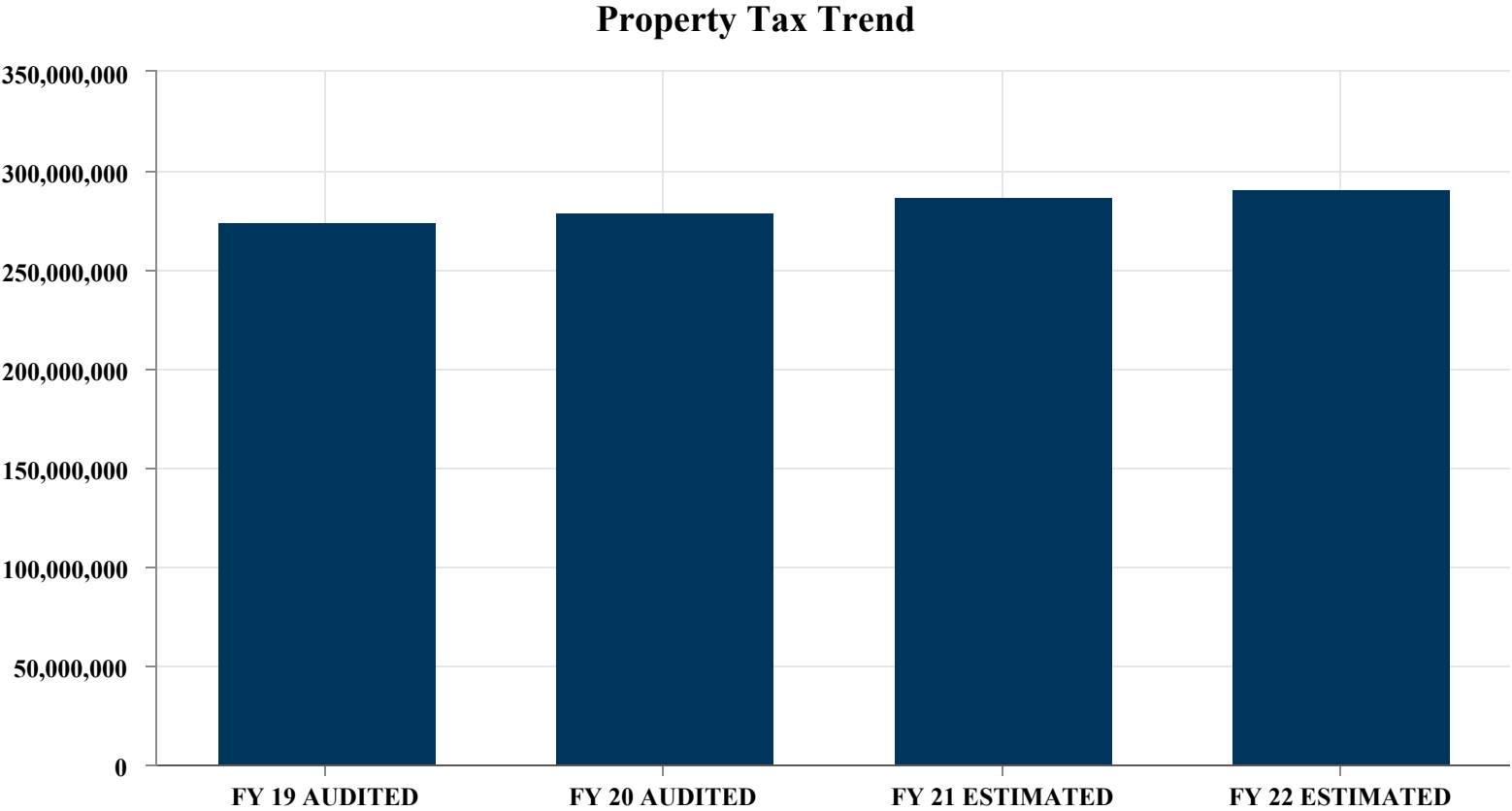
PROPERTY TAXES:

287,571,500	291,464,000	3,892,500

FY 22 Approved Budget	291,464,000	44.25 %	of the FY 22 General Fund
FY 21 Approved Budget	287,571,500	45.47 %	of the FY 21 General Fund
\$ increase	3,892,500		
% increase	1.35 %		

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. For FY 22, the County adopted the constant yield tax rate of \$1.0279, of that the general fund portion is \$0.8913. The constant yield tax rate is the rate that a jurisdiction would have to impose in order to obtain the same amount of property tax revenue in fiscal year 2022 as it is received in fiscal year 2021. The increase in property tax revenue of 1.35% or \$3,892,500 is due to new construction and an offsetting decrease in the property tax assigned to the Highway Fund. For FY 22 "Group 3" reassessments increased by 8.1% statewide. In Harford County assessments in Group 3 which covers the Route 40 corridor, grew by 6.3% with residential and commercial assessments increasing by 8.00% and 2.4% respectively.

GENERAL FUND



GENERAL FUND

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
257,200,000	268,250,000	11,050,000	<u>INCOME TAXES</u> FY 22 Approved Budget 268,250,000 40.73 % of the FY 22 General Fund FY 21 Approved Budget 257,200,000 40.67 % of the FY 21 General Fund \$ increase 11,050,000 % increase 4.30 %

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.

The increase in quarterly revenue is largely due to an improving economy and lower unemployment. We estimate the FY 21 adjusted base to be what we had originally budgeted \$257,200,000. FY 22 will be our eleventh year of positive growth in income tax for Harford County.

GENERAL FUND

Income Tax Trend



GENERAL FUND

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
87,663,500	98,911,000	11,247,500	<u>OTHER REVENUES</u>
			FY 22 Approved Budget 98,911,000 15.02 % of the FY 21 General Fun2
			FY 21 Approved Budget 87,663,500 13.86 % of the FY 21 General Fund
			\$ increase 11,247,500
			% increase 12.83 %

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

<u>Fund Balance Appropriated</u>	FY 21	FY 22	Change
	27,435,000	38,625,000	11,190,000

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.

<u>PSDS Recordation/Transfer Taxes</u>	FY 21	FY 22	Change
	21,433,334	19,880,000	(1,553,334)

FY 22 includes New Recordation and Transfer Tax estimated at \$19,880,000. 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 pay School Debt Service.

GENERAL FUND

FINANCIAL NOTES:

EXPLANATION OF INCREASE/DECREASE - REVENUES

FY 21	FY 22		FY 21	FY 22	Change
		<u>All "Other" Revenues combined</u>	38,795,166	40,406,000	1,610,834

These include: Other taxes, charges for current services, revenues from other agencies, fines and forfeitures, licenses and permits and investment income.

GENERAL FUND

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
144,703,523	151,377,938	6,674,415	<u>PERSONAL SERVICES</u> The increase is the result of the FY 22 salary enhancements consisting of a 3% COLA and \$3,000 merit for all eligible county employees; full funding of the Sheriff's Office wage enhancement request for law enforcement deputies, corrections officers and civilian employees; increased costs for health benefits, pension expenses, overtime and temporary salaries; and the addition of two (2) positions within the Sheriff's Office and four (4) positions for the State's Attorney's Office for the new body worn camera program.
60,068,697	65,573,004	5,504,307	<u>CONTRACTUAL SERVICES</u> The increase is the net result of funds appropriated to the Emergency Medical Service Foundation to provide for a 3% increase; additional funds are provided for data processing software renewals and licenses; increase in the payment to Baltimore County for the Transfer Station agreement; and based on actual expense history additional funds are provided for custodial services, grounds maintenance and repairs/renovations to county facilities. The annual cost for Retiree's Health Insurance also requires additional funds based on the increased number of retiree's and general, auto and property damage costs also increased for FY 22. These increases are offset slightly by a decrease in Electricity based on actual expense history.
5,859,050	6,136,146	277,096	<u>SUPPLIES AND MATERIALS</u> Increase is the result of additional funds provided for sheriff's safety equipment - vests, evidence collection, etc.; additional funds are provided for weapons and ammunition for the Sheriff's Office as well as an increase for the inmate meals. Additional funds are provided for uniforms for the Sheriff's Office and Parks & Recreation employees.

GENERAL FUND

FINANCIAL NOTES:

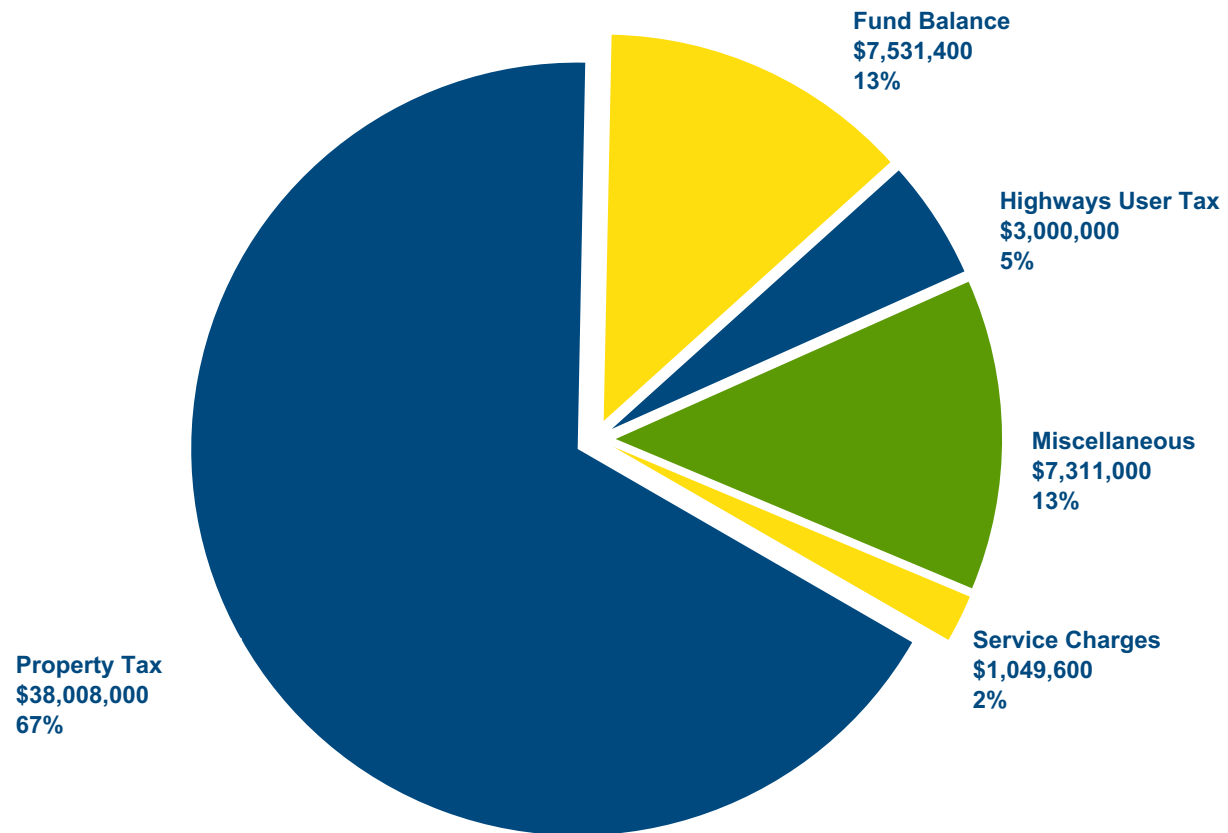
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
3,853,555	4,198,221	344,666	<u>BUSINESS AND TRAVEL</u> Increase is mainly the result of the additional funds required for the vehicle maintenance contract and additional funds for lodging, training, conferences and tuition reimburse to provide for our continued commitment to reinvest in the County workforce.
1,540,850	1,461,345	(79,505)	<u>CAPITAL OUTLAY</u> Although the funds for capital outlay decreased, there are sufficient funds that still provide for police car packages for Sheriff's Office vehicles, replacement of equipment for the landfill and voting equipment for Elections.
60,429,990	59,010,000	(1,419,990)	<u>DEBT SERVICE</u> Principal and Interest payments on existing debt, and new debt to be issued in accordance with the FY 22 Approved Capital Budget.
355,953,700	370,840,836	14,887,136	<u>MISCELLANEOUS</u> Increase is mainly the result of fully funding the Board of Education's FY 22 Operating Budget request; record level funding for the Harford Community College and Harford County Public Library for an increase of 3% to both; additional funds for our Volunteer Fire Companies; and police aid to our municipalities. These are offset slightly by a reduction in Paygo for FY 22 capital projects.

HIGHWAYS

**FY 22 APPROVED HIGHWAYS FUND
REVENUE BREAKDOWN
\$56,900,000**

PROPERTY TAX:	67%	38,008,000	HIGHWAYS USERS TAX	5%	3,000,000
Real & Personal	38,727,600				
Deductions	(719,600)				
			SERVICE CHARGES	2%	1,049,600
MISCELLANEOUS:	13%	7,311,000	FUND BALANCE	13%	7,531,400
Pro Rata	219,172				
Capital Recovery	840,000				
Miscellaneous	6,201,228				
Investment Income	50,600				

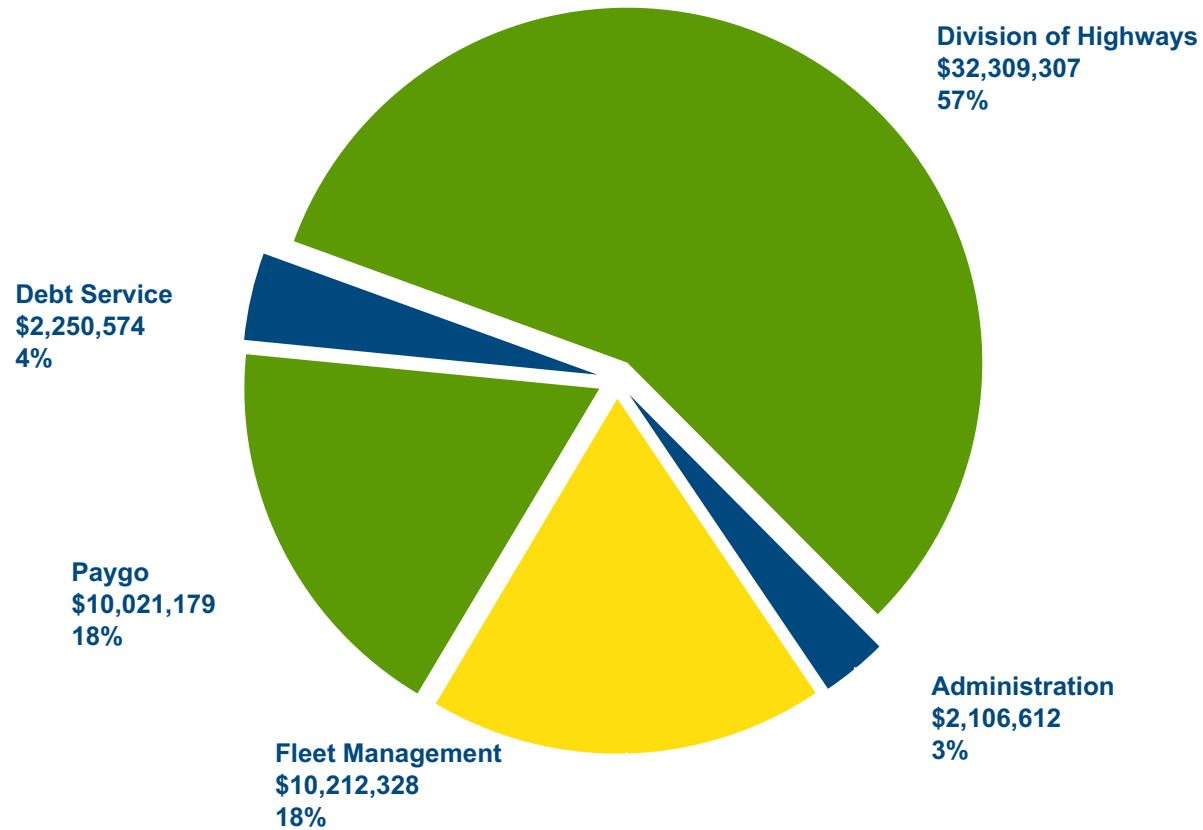
HIGHWAYS FUND REVENUES
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$56,900,000



**FY 22 APPROVED HIGHWAYS FUND
APPROPRIATIONS BREAKDOWN
\$56,900,000**

ADMINISTRATION:		3%	2,106,612	PUBLIC WORKS	57%	32,309,307
Personnel Matters	316,126			Bureau of Highways Engineering	2,715,951	
Director	364,628			Bureau of Construction Inspections	2,484,385	
Benefits	923,333			Bureau of Highways Maintenance	24,544,473	
Insurance	302,525			Snow Removal	2,564,498	
Contingency Reserve	200,000					
FLEET MANAGEMENT		18%	10,212,328	PAYGO	18%	10,021,179
DEBT SERVICE		4%	2,250,574			

HIGHWAYS FUND APPROPRIATION
Fiscal Year 2021 - 2022
TOTAL APPROVED \$56,900,000



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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	16,875,423	16,200,797	18,034,513	18,847,125	18,847,125
20	CONTRACTUAL SERVICES	4,991,268	5,828,168	6,687,881	7,030,144	7,030,144
30	SUPPLIES & MATERIALS	5,634,012	4,317,051	7,813,304	7,910,558	7,910,558
40	BUSINESS & TRAVEL	5,382,730	5,210,607	6,487,450	7,162,450	7,162,450
50	CAPITAL OUTLAY	1,582,070	144,419	17,000	17,000	17,000
60	DEBT SERVICE	1,037,531	1,194,373	1,843,588	2,248,574	2,248,574
70	MISCELLANEOUS	15,783,245	16,526,913	16,296,864	13,679,749	13,679,749
80	INTER-GOVERNMENTAL/INTER-FUND	115	118	4,400	4,400	4,400
	GRAND TOTAL	51,286,394	49,422,446	57,185,000	56,900,000	56,900,000

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY DEPARTMENT:</u>						
3	PROCUREMENT	8,365,779	6,454,255	9,502,156	10,212,328	10,212,328
8	HUMAN RESOURCES	498,132	452,646	305,186	316,126	316,126
30	PUBLIC WORKS	27,349,312	26,448,523	31,033,434	32,673,935	32,673,935
66	DEBT SERVICE	1,037,861	1,195,116	1,845,588	2,250,574	2,250,574
67	INSURANCE	162,776	233,966	196,452	302,525	302,525
68	BENEFITS	951,568	1,168,962	1,126,216	923,333	923,333
70	MISCELLANEOUS	12,920,966	13,468,978	12,975,968	10,021,179	10,021,179
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
	GRAND TOTAL	51,286,394	49,422,446	57,185,000	56,900,000	56,900,000
<u>SUMMARY BY REVENUE SOURCE:</u>						
	PROPERTY TAXES	38,391,604	39,201,586	40,337,500	38,008,000	38,008,000
	INTERGOVERNMENTAL/STATE SHARED	2,943,560	2,562,176	3,009,000	3,012,000	3,012,000
	SERVICE CHARGES	1,041,299	903,991	1,041,600	1,049,600	1,049,600
	FUND BALANCE APPROPRIATION	0	0	6,085,000	7,531,400	7,531,400
	MISCELLANEOUS REVENUES	7,369,114	8,527,383	6,711,900	7,299,000	7,299,000
	GRAND TOTAL	49,745,577	51,195,136	57,185,000	56,900,000	56,900,000

HIGHWAYS FUND

FINANCIAL NOTES:

FY 22 Approved Budget	56,900,000
FY 21 Approved Budget	57,185,000
\$ decrease	(285,000)
% decrease	(0.50)%

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
40,337,500	38,008,000	(2,329,500)	<u>PROPERTY TAXES</u> 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: - o Maintenance, care, repair and construction of roads and bridges outside of the incorporated towns - o All expenses of the County Department of Public Works concerning County highways - o All expenses of the County and/or Sheriff's Office regarding traffic patrol and highways safety - o 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. For FY 22, the county adopted the constant yield tax rate. Effective July 1, 2021 the tax rate for this differential is: \$0.1366 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.

HIGHWAYS FUND

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES

PROPERTY TAXES (CONT'D)

The \$2,329,500 decrease in highways fund property tax revenue is due to the reduction in the tax rate based on constant yield.

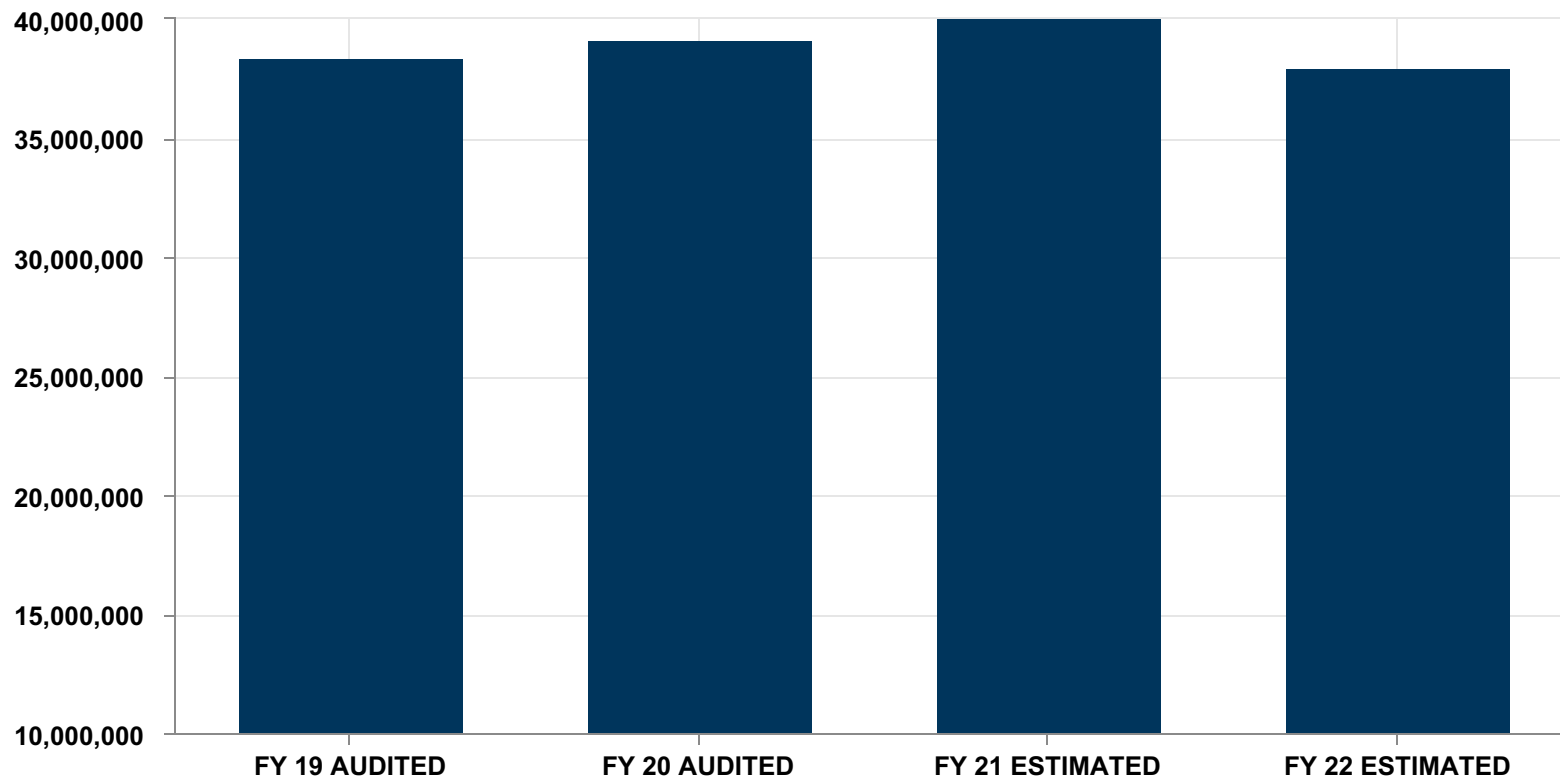
We consider various sources of information to make property tax revenue projections.

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.

HIGHWAYS FUND

Property Tax Trend

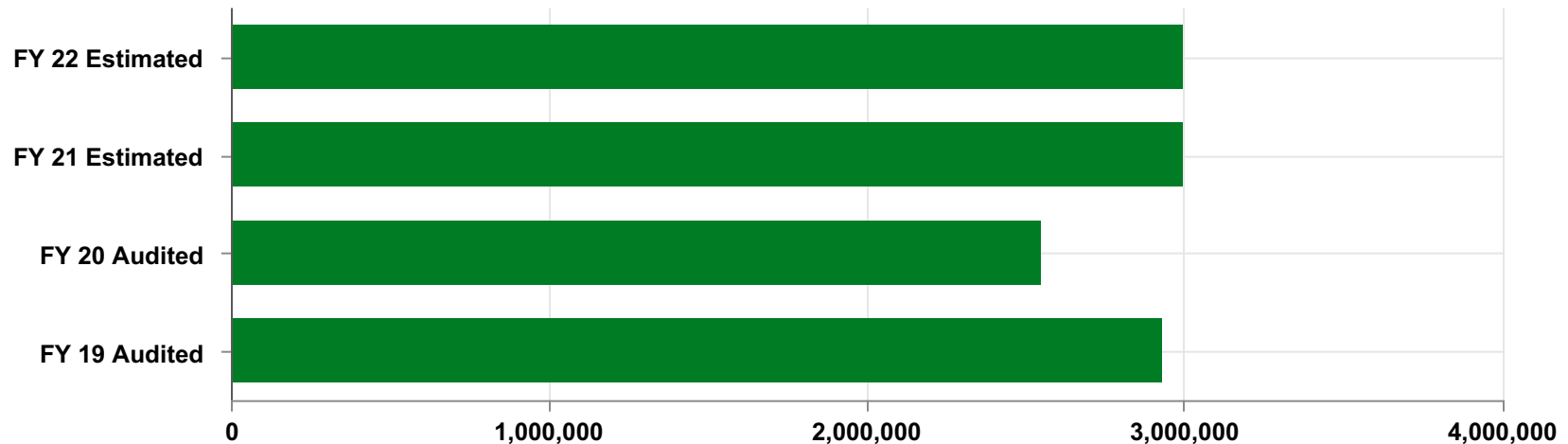


HIGHWAYS FUND

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
3,000,000	3,000,000	0	<u>STATE HIGHWAYS USERS TAX</u> 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 2022 there is no adjustment to our estimate from FY 21 of \$3,000,000.

State Highways Users Tax Trend



HIGHWAYS FUND

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES																				
1,041,600	1,049,600	8,000	<u>CHARGES FOR GOVERNMENT SERVICES</u> Governmental services charges such as inspections, plans review and fuel for county agencies. Based on actual revenues, we have reduced the amount anticipated from Harford County Public Schools for Fuel.																				
52,100	50,600	(1,500)	<u>INVESTMENT INCOME</u> Revenues from investments are reflective of the size of the County's portfolio and the rate of return.																				
6,668,800	7,260,400	591,600	<u>OTHER REVENUE</u> The elements mainly responsible for the net increase in "Other" revenues are: <table> <tr> <th>FY 21</th><th>FY 22</th><th>Change</th><th></th></tr> <tr> <td>3,562,900</td><td>3,662,900</td><td>100,000</td><td>Vehicle Maintenance contract reimbursement</td></tr> <tr> <td>340,000</td><td>840,000</td><td>500,000</td><td>Recovery from capital projects</td></tr> <tr> <td>2,169,000</td><td>2,000,000</td><td>(169,000)</td><td>Fuel (Intra-County Charges)</td></tr> <tr> <td>66,000</td><td>246,000</td><td>180,000</td><td>Sale of Vehicles</td></tr> </table>	FY 21	FY 22	Change		3,562,900	3,662,900	100,000	Vehicle Maintenance contract reimbursement	340,000	840,000	500,000	Recovery from capital projects	2,169,000	2,000,000	(169,000)	Fuel (Intra-County Charges)	66,000	246,000	180,000	Sale of Vehicles
FY 21	FY 22	Change																					
3,562,900	3,662,900	100,000	Vehicle Maintenance contract reimbursement																				
340,000	840,000	500,000	Recovery from capital projects																				
2,169,000	2,000,000	(169,000)	Fuel (Intra-County Charges)																				
66,000	246,000	180,000	Sale of Vehicles																				
6,085,000	7,531,400	1,446,400	<u>FUND BALANCE APPROPRIATION</u> 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. Fund Balance of \$7,531,400 is appropriated for the FY 22 Budget.																				

HIGHWAYS FUND

FINANCIAL NOTES:

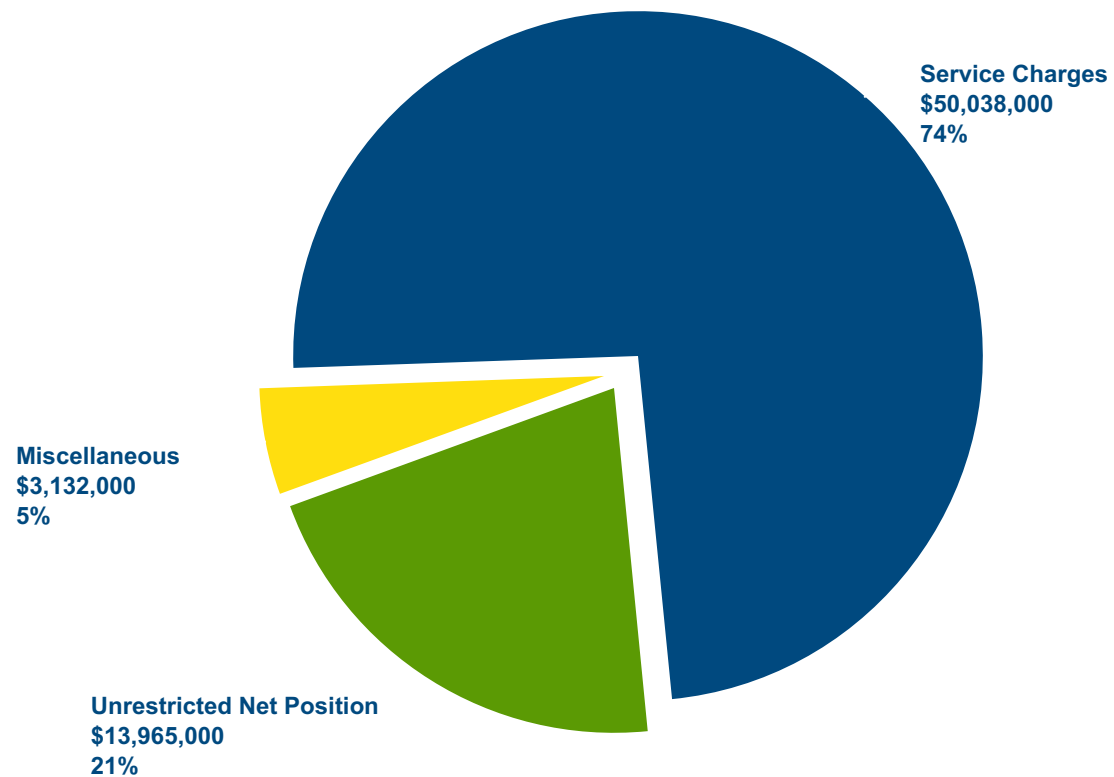
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
18,034,513	18,847,125	812,612	<u>PERSONAL SERVICES</u> Increase is the result of a COLA of 3% and a \$3,000 merit increase for all eligible employees; as well as increase in pension; workers' compensation and health benefit cost.
6,687,881	7,030,144	342,263	<u>CONTRACTUAL SERVICES</u> Increase is the result of a increased costs for grounds maintenance and tree removal services; additional funds provided for pipe repair and facility repairs based on actual expense history.
7,813,304	7,910,558	97,254	<u>SUPPLIES AND MATERIALS</u> Additional funds are provided for meals, uniform purchase, safety equipment and paint based on actual expenses; and increase cost for bituminous concrete.
6,487,450	7,162,400	674,950	<u>BUSINESS AND TRAVEL</u> Costs to maintain an aging fleet of county vehicles and equipment results in higher maintenance contract costs for Fleet Management as well as fuel costs
1,843,588	2,248,574	404,986	<u>DEBT SERVICE</u> Principal and Interest costs for Highways debt.
16,296,864	13,679,749	(2,617,115)	<u>MISCELLANEOUS</u> Decrease is based on the Paygo funds required in accordance with the FY 22 Approved Capital Budget.

WATER & SEWER

**FY 22 APPROVED WATER & SEWER FUND
REVENUE BREAKDOWN
\$67,135,000**

MISCELLANEOUS:	5%	3,132,000	UNRESTRICTED NET POSITION:	21%	13,965,000
Capital Recovery	50,000		Contributed Capital	13,965,000	
Miscellaneous	2,524,313				
Investment Income	227,687				
Intergovernmental	330,000				
SERVICE CHARGES	74%	50,038,000			

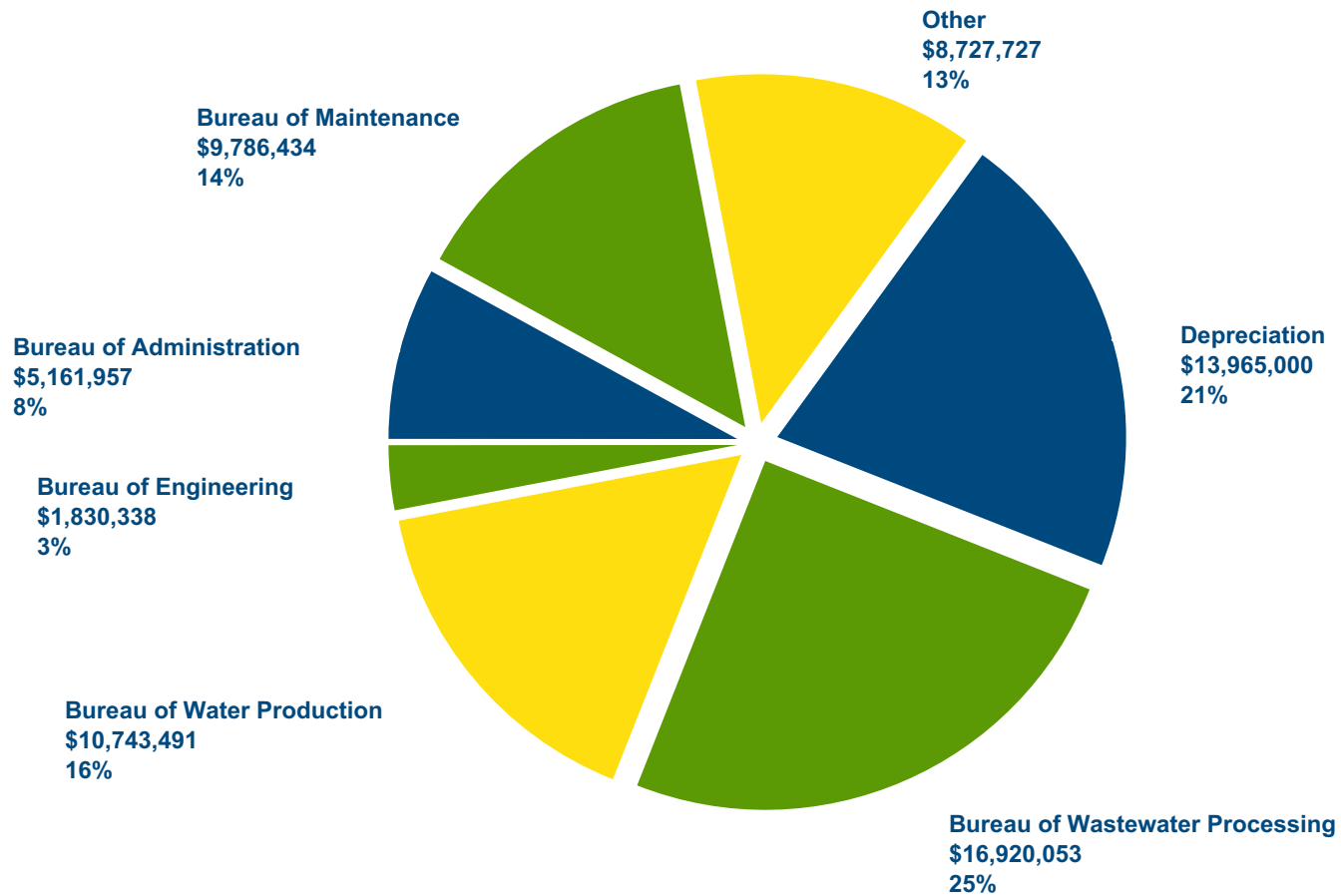
**WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$67,135,000**



**FY 22 APPROVED WATER & SEWER FUND
APPROPRIATIONS BREAKDOWN
\$67,135,000**

BUREAU OF W & S ADMINISTRATION:	8%	5,161,957	BUREAU OF W & S OPERATIONS:		
Administration	5,111,957		WASTEWATER PROCESSING:	25%	16,920,053
General Inventory	50,000		Industrial Waste Management	121,999	
			Sewer O&M Sod Run	11,943,623	
BUREAU OF W & S MAINTENANCE:	14%	9,786,434	Joppatowne Sewerage Treatment	1,124,053	
Water O&M Abingdon	5,649,232		Sewer O&M Pump/Meter Stations	3,586,788	
Sewer O&M Abingdon	3,974,552		Sewer O&M Spring Meadows	143,590	
Whiteford/Cardiff Service Community	162,650				
			WATER PRODUCTION:	16%	10,743,491
OTHER:	13%	8,727,727	Water O&M Perryman	1,241,205	
Accounting	1,602,909		Water O&M Long Booster Stations	996,468	
Personnel Matters	294,307		Water O&M Havre de Grace	939,679	
Insurance	308,583		Water O&M Abingdon-Big Inch	7,383,389	
Benefits	871,928		Water O&M Carbon Treatment Plant	57,500	
Paygo	5,650,000		Water O&M Solids Handling Facility	125,250	
			BUREAU OF ENGINEERING:	3%	1,830,338
DEPRECIATION	21%	13,965,000	Water Engineering	936,750	
			Sewer Engineering	893,588	

**WATER & SEWER OPERATING
FUND APPROPRIATIONS
Fiscal Year 2021- 2022
TOTAL APPROVED \$67,135,000**



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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:						
10	PERSONAL SERVICES	17,323,093	17,178,151	19,070,187	20,179,390	20,179,390
20	CONTRACTUAL SERVICES	9,996,695	8,771,887	15,069,066	15,142,606	15,142,606
30	SUPPLIES & MATERIALS	3,865,568	4,301,357	5,089,435	5,182,675	5,182,675
40	BUSINESS & TRAVEL	551,848	557,696	880,132	937,010	937,010
50	CAPITAL OUTLAY	562,091	1,579,508	1,557,550	2,034,220	2,034,220
70	MISCELLANEOUS	23,883,558	7,796,525	22,303,580	23,659,049	23,659,049
80	INTER-GOVERNMENTAL/INTER-FUND	0	0	50	50	50
	GRAND TOTAL	56,182,852	40,185,124	63,970,000	67,135,000	67,135,000
SUMMARY BY DEPARTMENT:						
4	TREASURY	1,067,671	1,067,299	1,416,669	1,602,909	1,602,909
8	HUMAN RESOURCES	480,454	522,817	291,350	294,307	294,307
30	PUBLIC WORKS	46,904,138	32,956,372	56,851,369	58,407,273	58,407,273
67	INSURANCE	160,220	186,291	146,198	308,583	308,583
68	BENEFITS	1,030,370	1,277,345	914,414	871,928	871,928
70	MISCELLANEOUS	6,540,000	4,175,000	4,350,000	5,650,000	5,650,000
	GRAND TOTAL	56,182,852	40,185,124	63,970,000	67,135,000	67,135,000
SUMMARY BY REVENUE SOURCE:						
	SERVICE CHARGES	45,666,471	47,962,140	49,322,700	50,282,800	50,282,800
	INVESTMENT INCOME	2,515,813	2,083,274	1,913,000	227,687	227,687
	MISCELLANEOUS REVENUE	666,164	765,000	791,500	2,609,513	2,609,513
	CONTRIBUTED CAPITAL	0	0	11,892,800	13,965,000	13,965,000
	RECOVERY FROM CAPITAL PROJECTS	10,105	0	50,000	50,000	50,000
	GRAND TOTAL	48,858,553	50,810,414	63,970,000	67,135,000	67,135,000

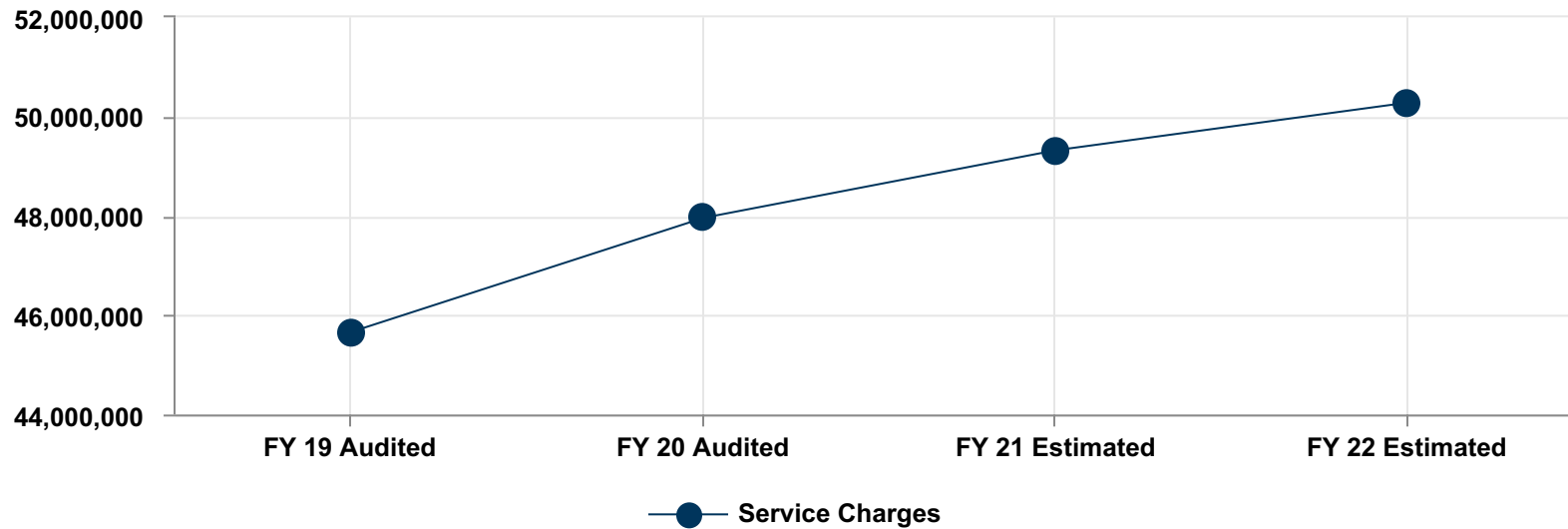
WATER & SEWER

FINANCIAL NOTES:

FY 22 Approved Budget	67,135,000
FY 21 Approved Budget	63,970,000
\$ increase	3,165,000
% increase	4.95 %

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
49,322,700	50,038,000	715,300	<u>SERVICE CHARGES</u> Adjusted based on actual receipts

Service Charges Trend



WATER & SEWER

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
1,913,000	227,687	(1,685,313)	<u>INVESTMENT INCOME:</u> FY 22 estimated revenue for investment income is based on the economy
791,500	2,609,513	1,818,013	<u>MISCELLANEOUS REVENUE:</u> 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. For FY 22 miscellaneous revenue includes Net Assets-Appropriated for a total of \$1,910,913
11,892,800	13,965,000	2,072,200	<u>FUNDED DEPRECIATION-CONTRIBUTED CAPITAL:</u> Annual depreciation charges increase for FY 22.
50,000	50,000	0	<u>RECOVERY FROM CAPITAL PROJECTS:</u> Cost of services billed to capital projects and recovered back to the operating budget. FY 22 estimated revenues are based on FY 21 actuals.

WATER & SEWER

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
19,070,187	20,179,390	1,109,203	<u>PERSONAL SERVICES</u> Increase is the net result of the FY 22 COLA of 3% and \$3,000 merit salary increase as well as additional funds required for pension, workers' compensation and health benefits.
15,069,066	15,142,606	73,540	<u>CONTRACTUAL SERVICES</u> Increase is the net result of electricity, heating fuel (gas & oil), other professional services, data software maintenance; offset by a decrease in Retiree's Insurance based on the number of retirees.
5,089,435	5,182,675	93,240	<u>SUPPLIES AND MATERIALS</u> Increase is the net result of chemicals and equipment repair parts based on actual expense history
880,132	937,010	56,878	<u>BUSINESS AND TRAVEL</u> Decrease in vehicle maintenance costs based on actual expense history; offset by slight adjustments to meals, lodging, professional books, and training seminars.

WATER & SEWER

FINANCIAL NOTES:

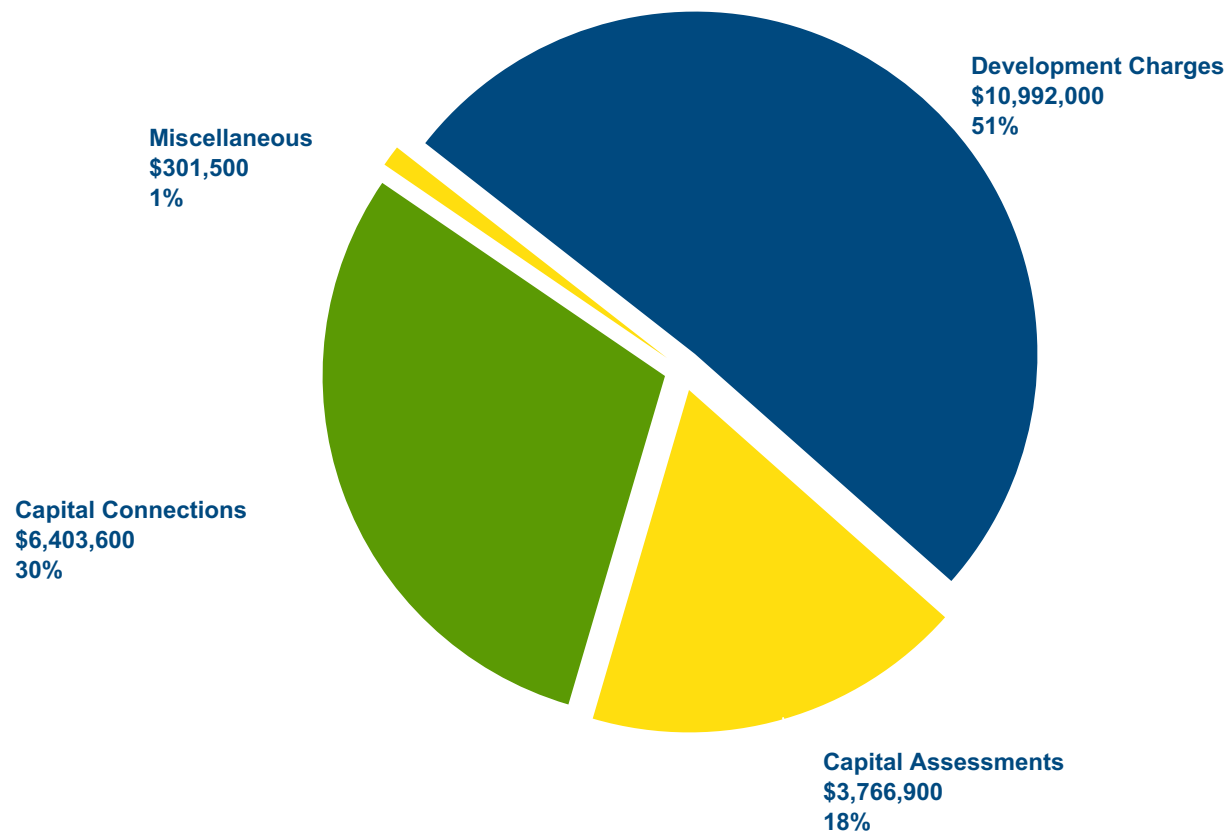
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
1,557,550	2,034,220	476,670	<u>CAPITAL OUTLAY</u> Increase is the result of additional funds provided for generators along with the normal annual replacement of pumps, saws, blowers, generators, lab equipment, etc.
22,303,580	23,659,049	1,355,469	<u>MISCELLANEOUS</u> 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 and Paygo funds to support the FY 22 Approved Capital budget

WATER & SEWER DEBT SERVICE

**FY 22 APPROVED WATER AND SEWER DEBT SERVICE
REVENUE BREAKDOWN
\$21,464,000**

DEVELOPMENT CHARGES	51%	10,992,000	CAPITAL CONNECTIONS	30%	6,403,600
CAPITAL ASSESSMENTS	18%	3,766,900	MISCELLANEOUS	1%	301,500

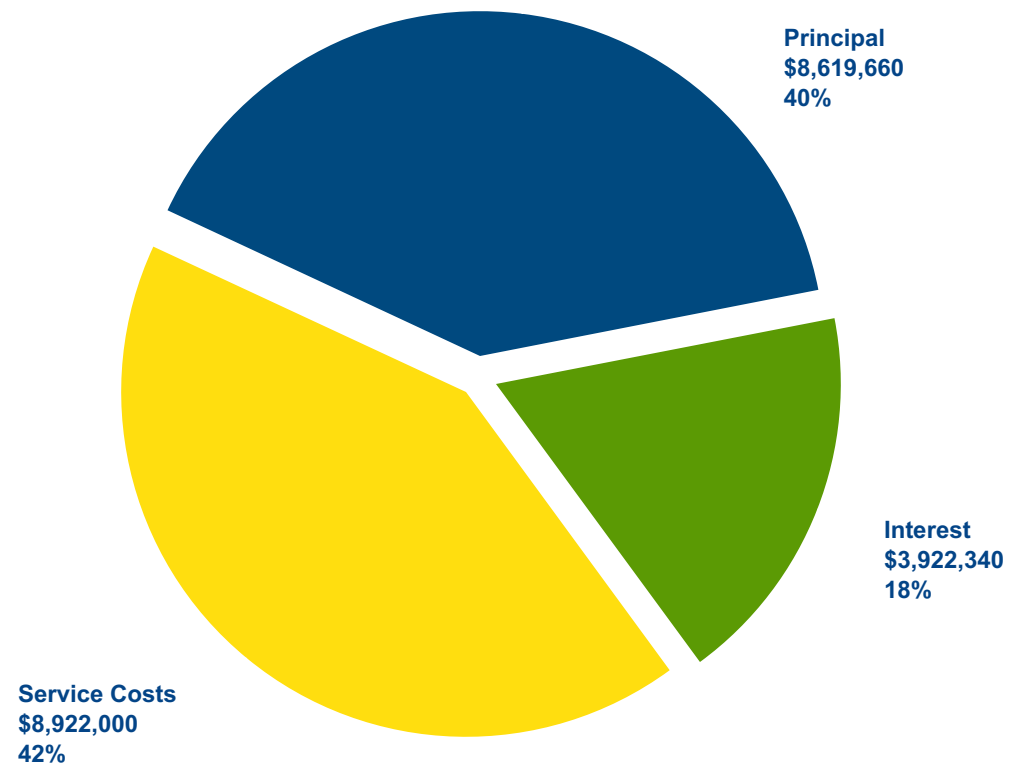
**WATER & SEWER DEBT
SERVICE FUND REVENUES
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$21,464,000**



**FY 22 APPROVED WATER & SEWER DEBT SERVICE
APPROPRIATIONS BREAKDOWN
\$21,464,000**

PRINCIPAL	40%	8,619,660	INTEREST	18%	3,922,340
			SERVICE COSTS	42%	8,922,000

**WATER & SEWER DEBT SERVICE
APPROPRIATIONS
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$21,464,000**



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 22 the water system fee is \$4,580 and the sewer system fee is \$9,467.

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.

WATER & SEWER DEBT SERVICE FUND

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	2,615	6,462	70,000	70,000	70,000
60	DEBT SERVICE	12,950,127	13,454,605	13,624,124	12,872,000	12,872,000
70	MISCELLANEOUS	0	0	5,631,876	8,522,000	8,522,000
	GRAND TOTAL	12,952,742	13,461,067	19,326,000	21,464,000	21,464,000

SUMMARY BY DEPARTMENT:

66	DEBT SERVICE	12,952,742	13,461,067	19,326,000	21,464,000	21,464,000
	GRAND TOTAL	12,952,742	13,461,067	19,326,000	21,464,000	21,464,000

SUMMARY BY REVENUE SOURCE:

CAPITAL ASSESSMENTS	4,043,212	3,899,335	3,856,200	3,766,900	3,766,900
CAPITAL CONNECTIONS	6,766,626	20,992,838	6,224,880	6,403,600	6,403,600
DEVELOPMENT CHARGES	9,692,583	10,991,874	8,589,135	10,992,000	10,992,000
MISCELLANEOUS	737,754	850,661	655,785	301,500	301,500
GRAND TOTAL	21,240,175	36,734,708	19,326,000	21,464,000	21,464,000

WATER & SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 22 Approved Budget	21,464,000
FY 21 Approved Budget	19,326,000
\$ increase	2,138,000
% increase	11.06 %

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
3,856,200	3,766,900	(89,300)	<u>CAPITAL ASSESSMENTS:</u> The decrease in capital assessments reflects a slight decrease in new petition projects and connections in the form of user benefit assessments
6,224,880	6,403,600	178,720	<u>CAPITAL CONNECTIONS:</u> FY 22 budget reflects estimated collections during FY 21
8,589,135	10,992,000	2,402,865	<u>DEVELOPMENT CHARGES:</u> Projected to reflect an increase in connection activity. FY 22 is based on FY 21 estimated receipts.
10,785	1,500	(9,285)	<u>INVESTMENT INCOME:</u> Investment income revenue is estimated to decrease for FY22
645,000	300,000	(345,000)	<u>MISCELLANEOUS:</u> FY 22 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 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES																												
			<u>DEBT SERVICE:</u>																												
8,867,839	8,619,660	(248,179)	Principal Payments - are adjusted to the amounts due on outstanding debt																												
4,426,285	3,922,340	(503,945)	Interest Payments - are adjusted to the amounts due on outstanding debt																												
6,031,876	8,922,000	2,890,124	Service Costs:																												
			<table> <tr> <th></th><th>FY 21</th><th>FY 22</th><th>Change</th></tr> <tr> <td>Legal Services</td><td>6,000</td><td>6,000</td><td>0</td></tr> <tr> <td>Management Services</td><td>60,000</td><td>60,000</td><td>0</td></tr> <tr> <td>Other Professional Services</td><td>4,000</td><td>4,000</td><td>0</td></tr> <tr> <td>Contingency</td><td>5,631,876</td><td>8,522,000</td><td>2,890,124</td></tr> <tr> <td>Cost of Issuance</td><td>330,000</td><td>330,000</td><td>0</td></tr> <tr> <td>Totals</td><td><u>6,031,876</u></td><td><u>8,922,000</u></td><td><u>2,890,124</u></td></tr> </table>		FY 21	FY 22	Change	Legal Services	6,000	6,000	0	Management Services	60,000	60,000	0	Other Professional Services	4,000	4,000	0	Contingency	5,631,876	8,522,000	2,890,124	Cost of Issuance	330,000	330,000	0	Totals	<u>6,031,876</u>	<u>8,922,000</u>	<u>2,890,124</u>
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PARKS & RECREATION SPECIAL REVENUE

**FY 22 APPROVED PARKS AND RECREATION SPECIAL REVENUE
REVENUE BREAKDOWN
\$771,500**

SERVICE CHARGES	92%	710,000	MISCELLANEOUS:	8%	61,500
			Fund Balance	57,500	
			Other	4,000	

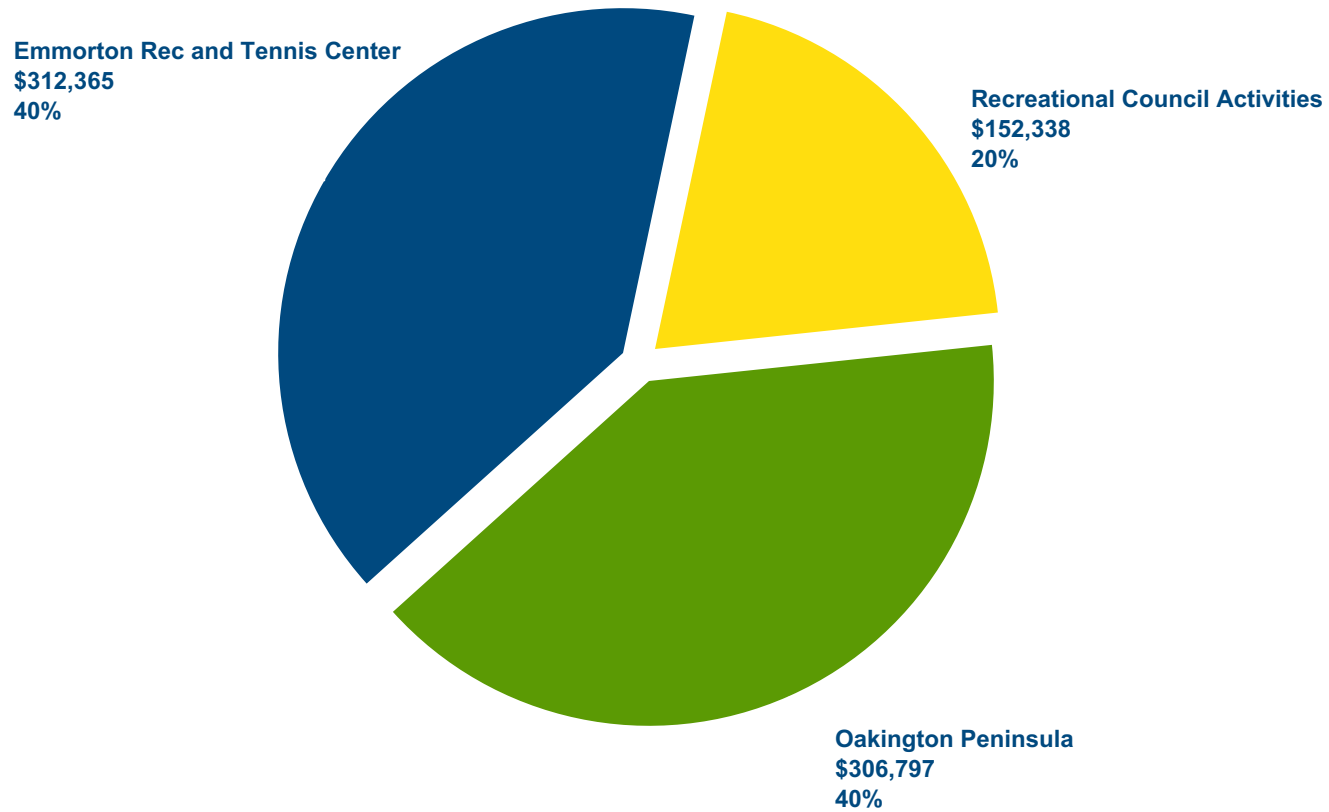
**PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$771,500**



**FY 22 APPROVED PARKS & RECREATION SPECIAL REVENUE
APPROPRIATIONS BREAKDOWN
\$771,500**

EMMORTON RECREATION AND TENNIS CENTER	40%	312,365	OAKINGTON PENINSULA	40%	306,797
RECREATIONAL COUNCIL ACTIVITIES	20%	152,338			

**PARKS & RECREATION SPECIAL REVENUE
APPROPRIATIONS
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$771,500**



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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	245,040	229,014	322,004	301,533	301,533
20	CONTRACTUAL SERVICES	297,110	242,892	385,948	351,898	351,898
30	SUPPLIES & MATERIALS	46,637	25,138	47,400	42,963	42,963
40	BUSINESS & TRAVEL	2,092	2,126	4,365	3,865	3,865
50	CAPITAL OUTLAY	10,997	5,736	5,000	5,000	5,000
70	MISCELLANEOUS	99,474	183,479	196,283	66,241	66,241
	GRAND TOTAL	701,350	688,385	961,000	771,500	771,500
<u>SUMMARY BY DEPARTMENT:</u>						
59	PARKS AND RECREATION	676,350	588,385	836,000	771,500	771,500
70	MISCELLANEOUS	25,000	100,000	125,000	0	0
	GRAND TOTAL	701,350	688,385	961,000	771,500	771,500
<u>SUMMARY BY REVENUE SOURCE:</u>						
	MISCELLANEOUS REVENUES	7,273	3,704	5,800	4,000	4,000
	FUND BALANCE APPROPRIATION	0	0	195,200	57,500	57,500
	SERVICE CHARGES	731,279	562,166	760,000	710,000	710,000
	GRAND TOTAL	738,552	565,870	961,000	771,500	771,500

PARKS AND RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 22 Approved Budget	771,500
FY 21 Approved Budget	961,000
\$ decrease	(189,500)
% decrease	(19.72)%

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES																								
760,000	710,000	(50,000)	<u>SERVICE CHARGES</u> 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. FY 22 estimated revenues adjusted based on actual receipt history: <table> <tr> <th></th><th>FY 21</th><th>FY 22</th><th>Change</th></tr> <tr> <td>Emmorton Rec & Tennis Center</td><td>300,000</td><td>250,000</td><td>(50,000)</td></tr> <tr> <td>Oakington Peninsula</td><td>260,000</td><td>290,000</td><td>30,000</td></tr> <tr> <td>Showmobile/Stage Rentals</td><td>25,000</td><td>20,000</td><td>(5,000)</td></tr> <tr> <td>Recreation Councils/Spec Activities</td><td>175,000</td><td>150,000</td><td>(25,000)</td></tr> <tr> <td></td><td><u>760,000</u></td><td><u>710,000</u></td><td><u>(50,000)</u></td></tr> </table>		FY 21	FY 22	Change	Emmorton Rec & Tennis Center	300,000	250,000	(50,000)	Oakington Peninsula	260,000	290,000	30,000	Showmobile/Stage Rentals	25,000	20,000	(5,000)	Recreation Councils/Spec Activities	175,000	150,000	(25,000)		<u>760,000</u>	<u>710,000</u>	<u>(50,000)</u>
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	<u>760,000</u>	<u>710,000</u>	<u>(50,000)</u>																								
5,800	4,000	(1,800)	<u>MISCELLANEOUS REVENUE</u> Includes investment income, rental income and other miscellaneous revenues.																								
195,200	57,500	(137,700)	<u>FUND BALANCE APPROPRIATED</u> This revenue source is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. FY 22 funds will continue to be used to support improvements at Swan Harbor Farm and Emmorton Recreation and Tennis Center.																								

PARKS AND RECREATION SPECIAL REVENUE FUND

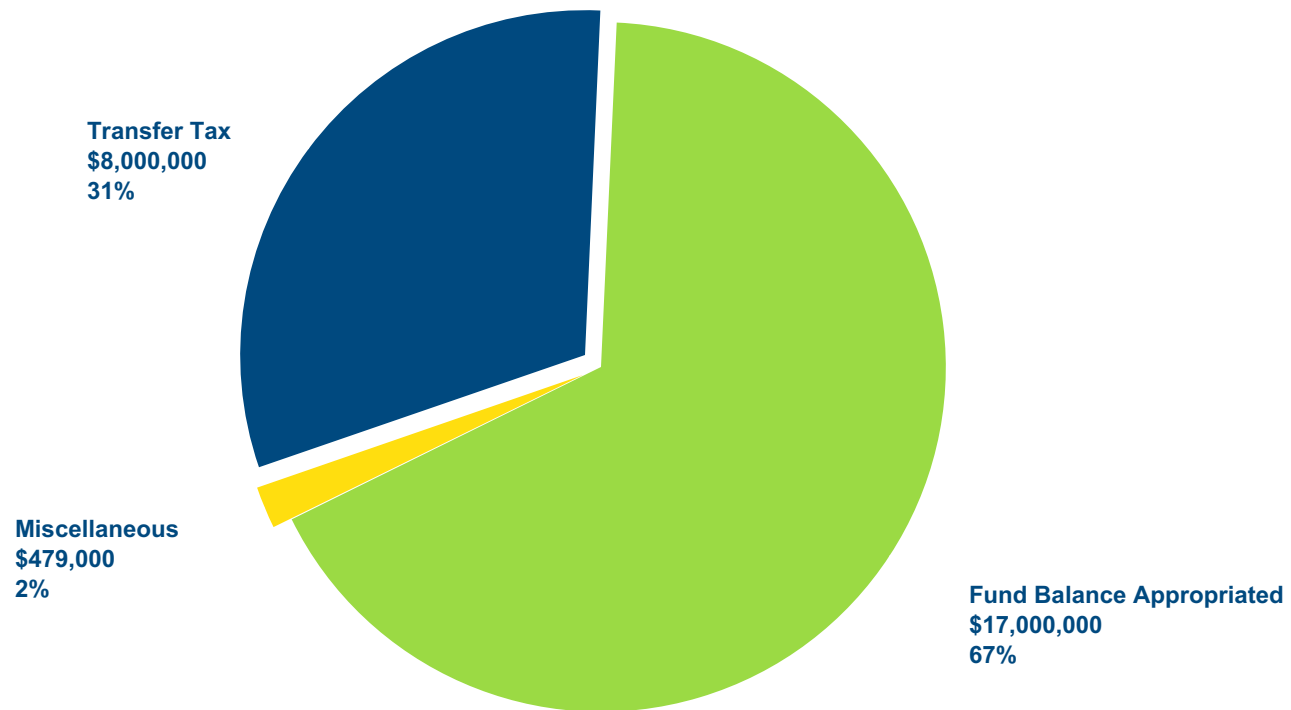
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
322,004	301,533	(20,471)	<u>PERSONAL SERVICES</u> Net decrease is a result of a 3% COLA and \$3,000 merit increase for employees as well as turnover adjustments to health benefits and pension.
385,948	351,898	(34,050)	<u>CONTRACTUAL SERVICES</u> Sufficient funds provided for landscaping contract, janitorial contract, etc. based on actual expense history.
47,400	42,963	(4,437)	<u>SUPPLIES AND MATERIALS</u> Sufficient funds are provided based on actual expenditures for general office supplies, small maintenance tools and janitorial supplies, etc.
4,365	3,865	(500)	<u>BUSINESS AND TRAVEL</u> Sufficient funds are provided for expenditures related to training seminars and courses for county employees
5,000	5,000	0	<u>CAPITAL OUTLAY</u> Sufficient funds are still provided for annual replacement of furniture, equipment, etc. for Swan Harbor and Emmorton Recreation and Tennis Center
196,283	66,241	(130,042)	<u>MISCELLANEOUS</u> Funds are appropriated for Pro Rata Shares for support of General Fund administrative services and no Paygo funding is appropriated for FY 22 capital projects

COUNTY-AG PRESERVATION

**FY 22 APPROVED COUNTY - AG PRESERVATION
REVENUE BREAKDOWN
\$25,479,000**

TRANSFER TAX:	31%	8,000,000	MISCELLANEOUS:	2%	479,000
			Investment Income		479,000
FUND BALANCE:	67%	17,000,000			

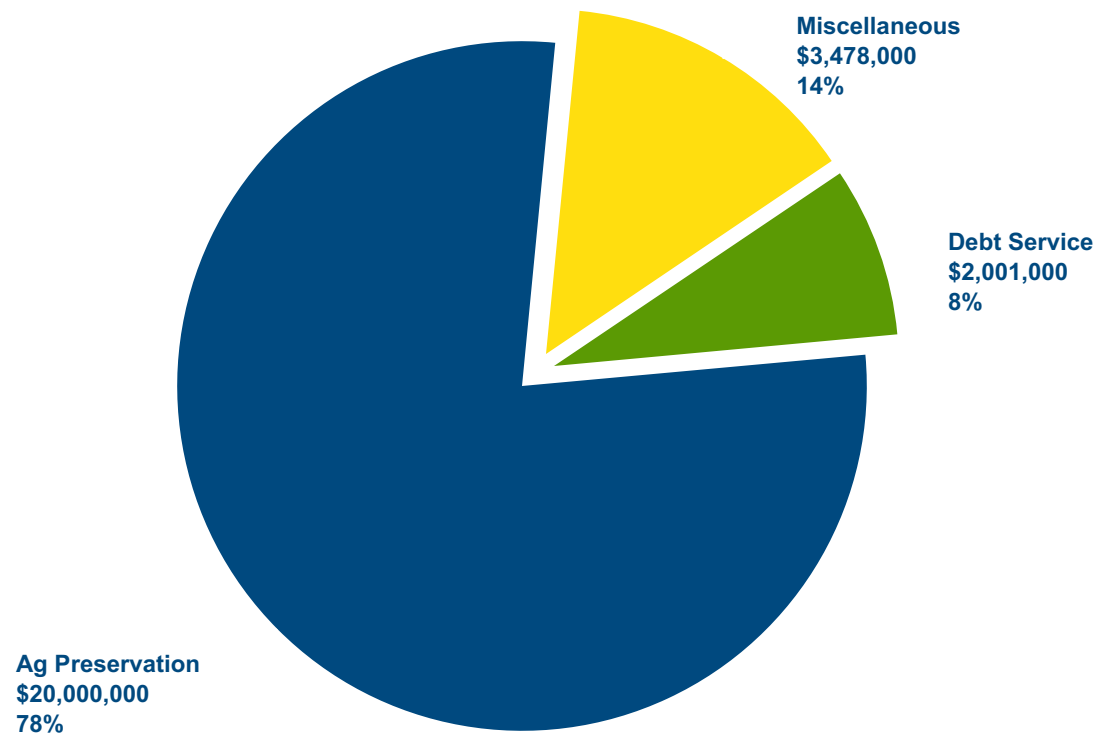
**COUNTY - AG PRESERVATION
REVENUES
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$25,479,000**



**FY 22 APPROVED COUNTY - AG PRESERVATION
APPROPRIATIONS BREAKDOWN
\$25,479,000**

AG PRESERVATION - COUNTY	78%	20,000,000	DEBT SERVICE	8%	2,001,000
			MISCELLANEOUS	14%	3,478,000

**COUNTY - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$25,479,000**



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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	217,208	38,571	30,000	30,000	30,000
30	SUPPLIES & MATERIALS	0	71	100	1,000	1,000
40	BUSINESS & TRAVEL	346	447	800	1,100	1,100
50	CAPITAL OUTLAY	13,595,634	4,530,974	20,000,000	20,000,000	20,000,000
60	DEBT SERVICE	5,910,847	2,676,292	2,169,100	2,001,000	2,001,000
70	MISCELLANEOUS	1,931,465	1,638,693	2,000,000	3,445,900	3,445,900
	GRAND TOTAL	21,655,500	8,885,048	24,200,000	25,479,000	25,479,000
<u>SUMMARY BY DEPARTMENT:</u>						
6	PLANNING AND ZONING	15,528,793	6,170,185	22,030,900	23,448,000	23,448,000
66	DEBT SERVICE	6,126,707	2,714,863	2,169,100	2,031,000	2,031,000
	GRAND TOTAL	21,655,500	8,885,048	24,200,000	25,479,000	25,479,000
<u>SUMMARY BY REVENUE SOURCE:</u>						
	TRANSFER TAX	8,017,824	10,217,062	9,500,000	8,000,000	8,000,000
	FUND BALANCE APPROPRIATION	0	0	10,606,000	17,000,000	17,000,000
	INVESTMENT INCOME	2,562,363	3,724,665	655,000	479,000	479,000
	MISCELLANEOUS REVENUES	9,441,435	3,148,709	3,439,000	0	0
	GRAND TOTAL	20,021,622	17,090,436	24,200,000	25,479,000	25,479,000

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 22 Approved Budget	25,479,000
FY 21 Approved Budget	24,200,000
\$ increase	1,279,000
% increase	5.29 %

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
9,500,000	8,000,000	(1,500,000)	<u>TRANSFER TAX</u> Transfer Tax is based on prior year actual collections and projected collections for current year.
655,000	479,000	(176,000)	<u>INVESTMENT INCOME</u> Interest income on investments purchased for agricultural preservation
3,439,000	0	(3,439,000)	<u>MISCELLANEOUS REVENUES</u> No revenue from proceeds from installment loans are anticipated for FY 22
10,606,000	17,000,000	6,394,000	<u>FUND BALANCE APPROPRIATED</u> 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.

AGRICULTURAL PRESERVATION - COUNTY

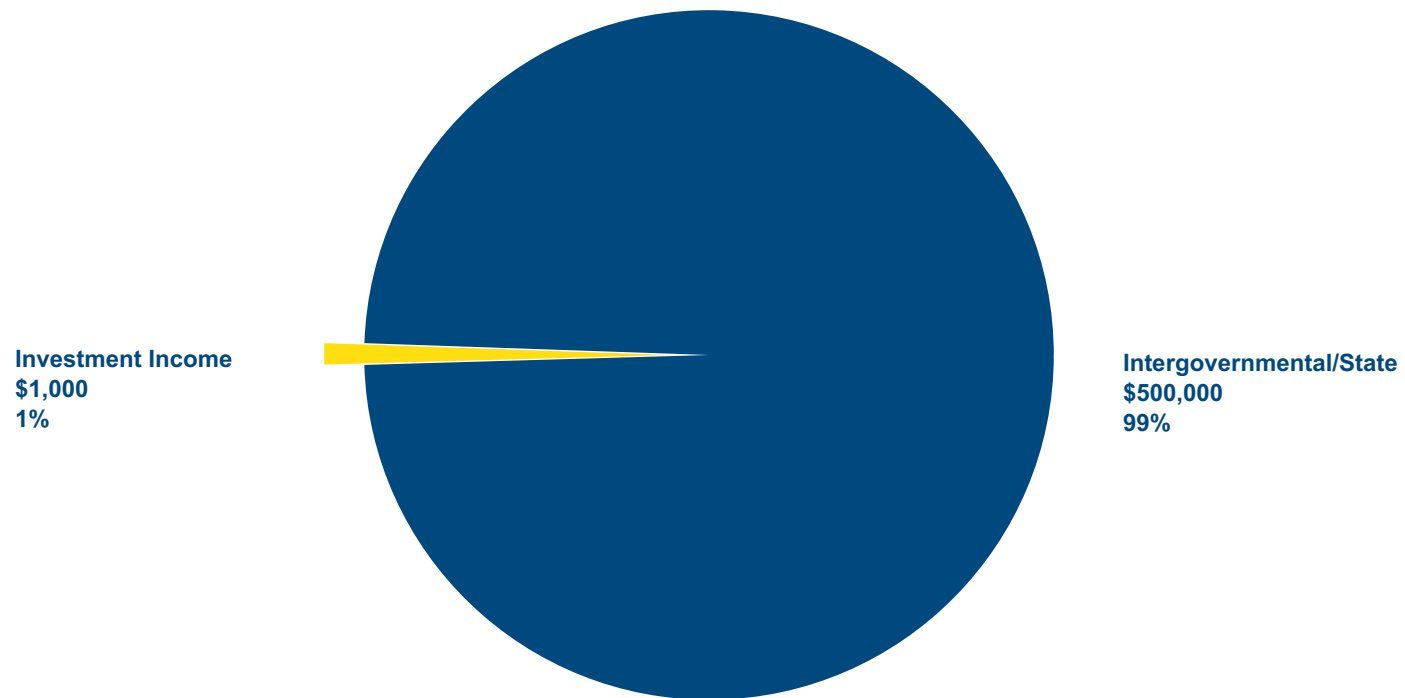
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
30,000	30,000	0	<u>CONTRACTUAL SERVICES</u> Contractual Services decreased based on actual expense history for ag preservation promotion
100	1,000	900	<u>SUPPLIES & MATERIALS</u> Delivery Costs adjusted based on actual expense history
800	1,100	300	<u>BUSINESS & TRAVEL</u> Mileage, parking/tolls, meals, training seminars, and meeting expenses based on actual expense history
20,000,000	20,000,000	0	<u>CAPITAL OUTLAY</u> Sufficient funds provided for anticipated easement purchases for FY 22
2,169,100	2,001,000	(168,100)	<u>DEBT SERVICE</u> Principal and Interest costs
2,000,000	3,445,900	1,445,900	<u>MISCELLANEOUS</u> Estimated purchase of land under the State Program

STATE-AG PRESERVATION

**FY 22 APPROVED STATE - AG PRESERVATION
REVENUE BREAKDOWN
\$501,000**

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

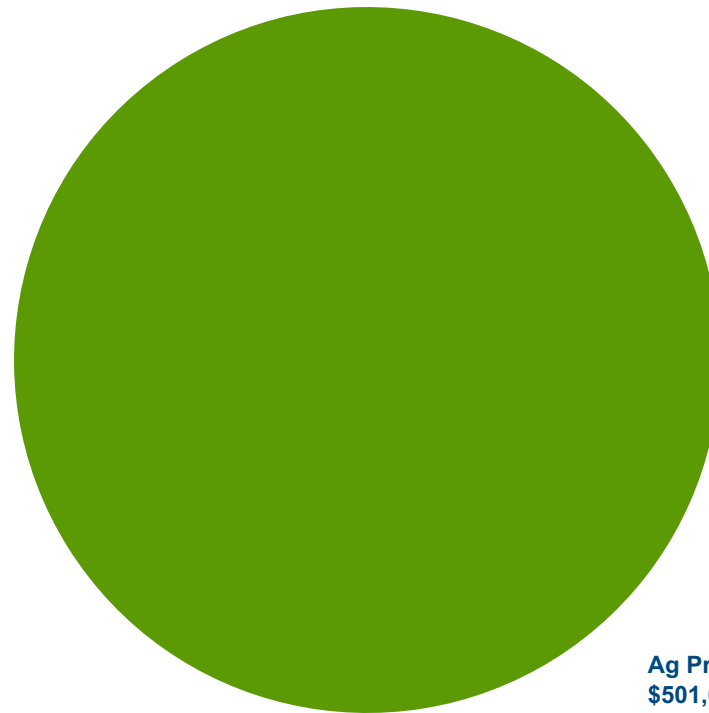
**STATE - AG PRESERVATION
REVENUES
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$501,000**



**FY 22 APPROVED STATE - AG PRESERVATION
APPROPRIATION BREAKDOWN
\$501,000**

AG PRESERVATION - STATE	100%	501,000

**STATE - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$501,000**



**Ag Preservation - State
\$501,000
100%**

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.

AG PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
70	MISCELLANEOUS	780,889	53,461	451,800	471,000	471,000
	GRAND TOTAL	810,889	83,461	481,800	501,000	501,000
<u>SUMMARY BY DEPARTMENT:</u>						
6	PLANNING AND ZONING	810,889	83,461	481,800	501,000	501,000
	GRAND TOTAL	810,889	83,461	481,800	501,000	501,000
<u>SUMMARY BY REVENUE SOURCE:</u>						
	TRANSFER TAX - STATE	775,296	83,086	480,000	500,000	500,000
	INVESTMENT INCOME	2,400	376	1,800	1,000	1,000
	GRAND TOTAL	777,696	83,462	481,800	501,000	501,000

AG PRESERVATION - STATE

FINANCIAL NOTES:

FY 22 Approved Budget	501,000
FY 21 Approved Budget	481,800
\$ increase	19,200
% increase	3.99 %

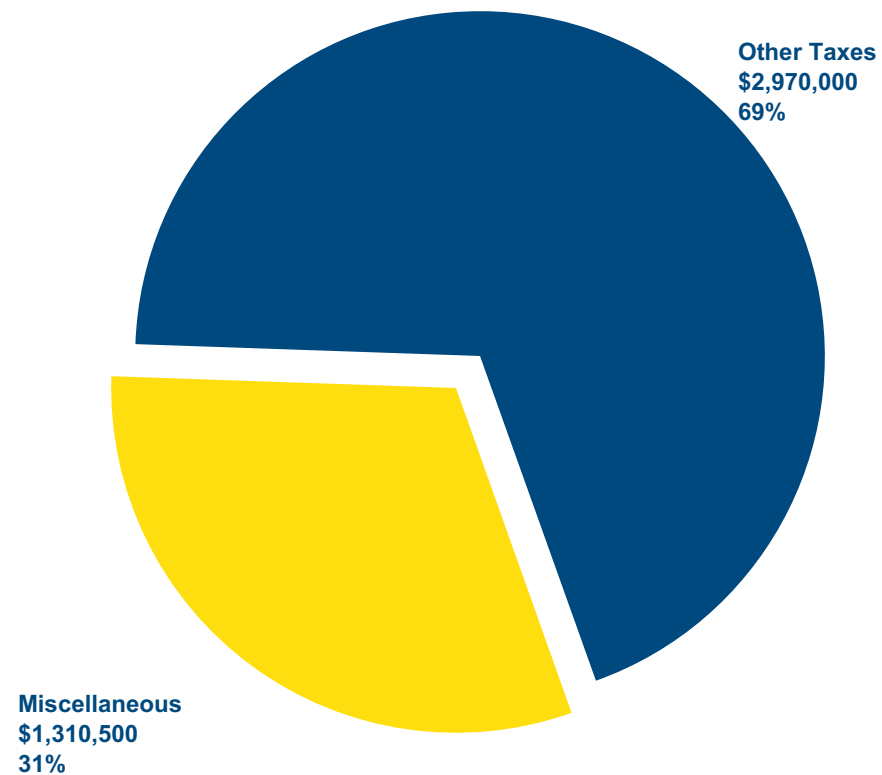
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
480,000	500,000	20,000	<u>TRANSFER TAX - STATE</u> FY 22 budget for Transfer Tax is estimated to decrease
1,800	1,000	(800)	<u>INVESTMENT INCOME</u> FY 22 estimated investment income
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
30,000	30,000	0	<u>PERSONAL SERVICES</u> A salary offset of \$30,000 is available to offset the salary of a Planner III in the Department of Planning & Zoning
451,800	471,000	19,200	<u>MISCELLANEOUS</u> Agricultural Land Preservation - increase for match available for easement purchases the Maryland Agricultural Land Preservation Foundation (MALPF) will make on the County's behalf

WATERSHED MANAGEMENT

**FY 22 APPROVED WATERSHED MANAGEMENT FUND
REVENUE BREAKDOWN
\$4,280,500**

OTHER TAXES:	69%	2,970,000	MISCELLANEOUS:	31%	1,310,500
Recordation Tax	2,970,000		Investment Income	50,000	
			Fund Balance	1,260,500	

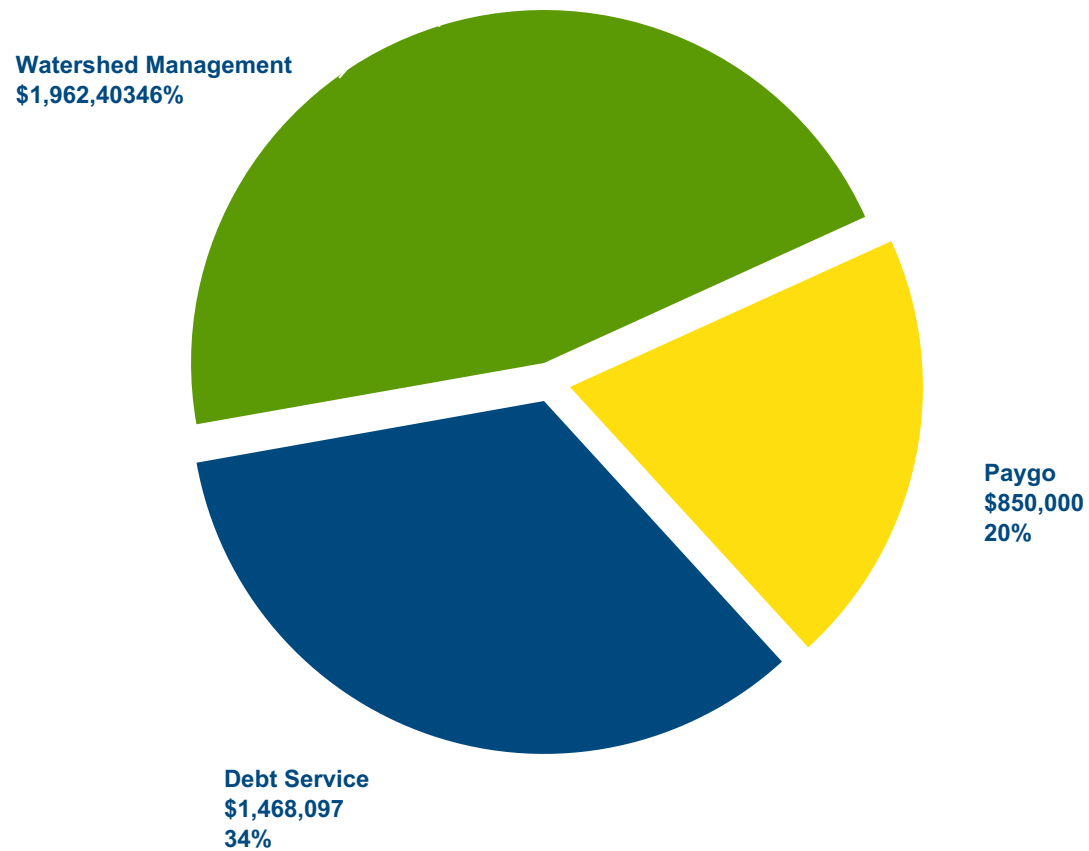
**WATERSHED MANAGEMENT FUND
REVENUES**
Fiscal Year 2021 - 2022
TOTAL APPROVED BUDGET \$4,280,500



**FY 22 APPROVED WATERSHED MANAGEMENT FUND
APPROPRIATIONS BREAKDOWN
\$4,280,500**

DEBT SERVICE:	34 %	1,468,097	PAYGO:	20 %	850,000
WATERSHED MANAGEMENT:	46 %	1,962,403			

**WATERSHED MANAGEMENT FUND
APPROPRIATIONS
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$4,280,500**



WATERSHED 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. 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.

WATERSHED MANAGEMENT

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	18,295	504,670	591,222	591,222
20	CONTRACTUAL SERVICES	388	387	598,091	599,091	599,091
30	SUPPLIES AND MATERIALS	0	245	4,845	6,398	6,398
40	BUSINESS AND TRAVEL	0	0	9,750	10,050	10,050
60	DEBT SERVICE	431,590	715,990	1,022,063	1,468,097	1,468,097
70	MISCELLANEOUS	400,000	1,575,394	1,305,581	1,605,642	1,605,642
	GRAND TOTAL	831,978	2,310,311	3,445,000	4,280,500	4,280,500
<u>SUMMARY BY DEPARTMENT:</u>						
30	PUBLIC WORKS	0	1,143,934	1,122,937	1,962,403	1,962,403
66	DEBT SERVICE	431,978	716,377	1,022,063	1,468,097	1,468,097
70	MISCELLANEOUS	400,000	450,000	1,300,000	850,000	850,000
	GRAND TOTAL	831,978	2,310,311	3,445,000	4,280,500	4,280,500
<u>SUMMARY BY REVENUE SOURCE:</u>						
	OTHER TAXES	2,591,848	3,079,240	2,883,333	2,970,000	2,970,000
	INVESTMENT INCOME	168,177	143,795	104,367	50,000	50,000
	MISCELLANEOUS	302,576	389,378	457,300	1,260,500	1,260,500
	GRAND TOTAL	3,062,601	3,612,413	3,445,000	4,280,500	4,280,500

WATERSHED MANAGEMENT

FINANCIAL NOTES:

FY 22 Approved Budget	4,280,500
FY 21 Approved Budget	3,445,000
\$ increase	835,500
% increase	24.25 %

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
			<u>RECORDATION TAX</u>
2,883,333	2,970,000	86,667	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.
			<u>MISCELLANEOUS</u>
561,667	1,310,500	748,833	This includes investment income estimated at \$50,000 for FY 22 and fund balance appropriated of \$1,260,500.
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
			<u>PERSONAL SERVICES</u>
504,670	591,222	86,552	Increase funds provide for a 3% COLA and \$3,000 merit increase for eligible employees
			<u>CONTRACTUAL SERVICES</u>
598,091	599,091	1,000	Funds provide for contractual assistance on projects previously allocated under General Fund
			<u>SUPPLIES & MATERIALS</u>
4,845	6,398	1,553	Funds provide for general office supplies, lab supplies, etc. previously allocated under General Fund

WATERSHED MANAGEMENT

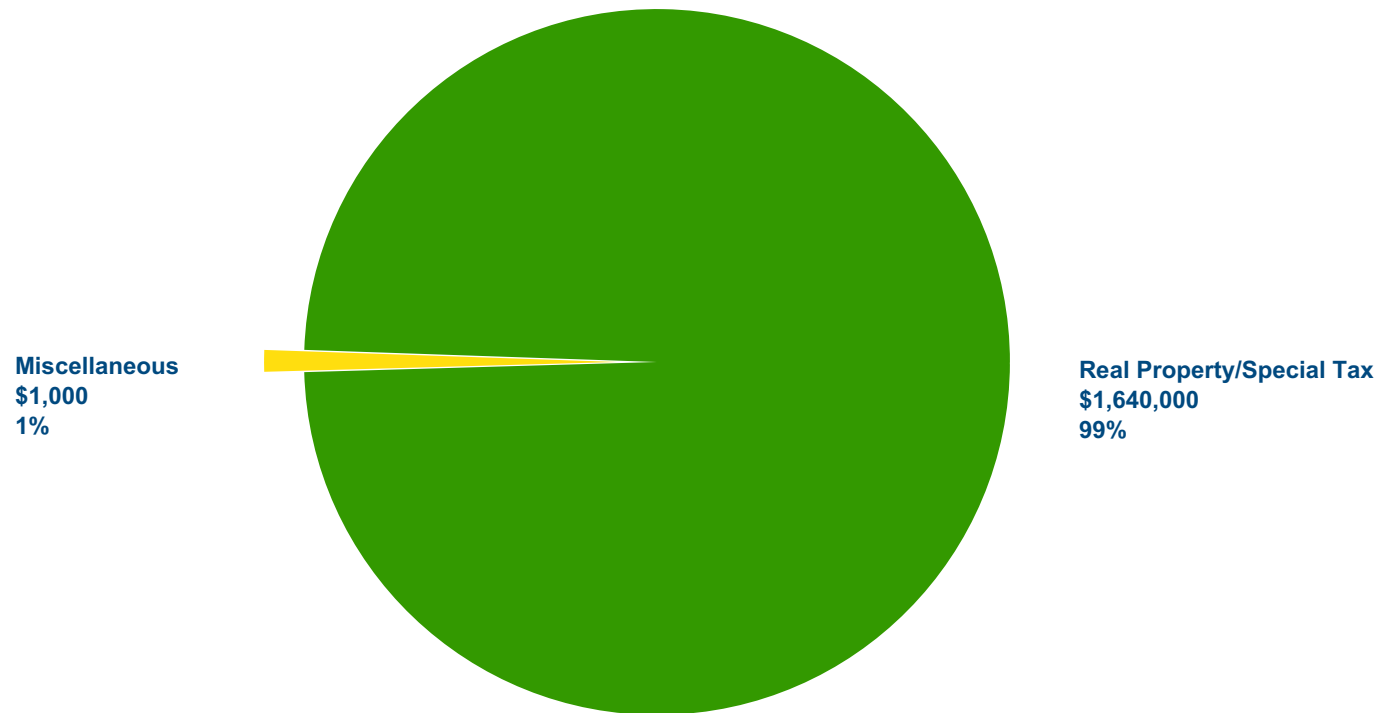
FY 21	FY 22	CHANGE	<u>EXPLANATION OF INCREASE/DECREASE - EXPENDITURES</u>
9,750	10,050	300	<u>BUSINESS & TRAVEL</u> Allocation provides sufficient funds for staff to attend training seminars and courses, fuel costs and vehicle maintenance
1,022,063	1,468,097	446,034	<u>DEBT SERVICE</u> This is the principal and interest costs on the bonds sold for Watershed Management capital projects.
1,305,581	1,605,642	300,061	<u>MISCELLANEOUS</u> Funds allocated for Watershed Management capital projects and other contingencies

TAX INCREMENT FINANCING

**FY 22 APPROVED TAX INCREMENT FINANCING
REVENUE BREAKDOWN
\$1,641,000**

REAL PROPERTY/SPECIAL TAX	99%	1,640,000	MISCELLANEOUS	1%	1,000
			Investment Income	1,000	

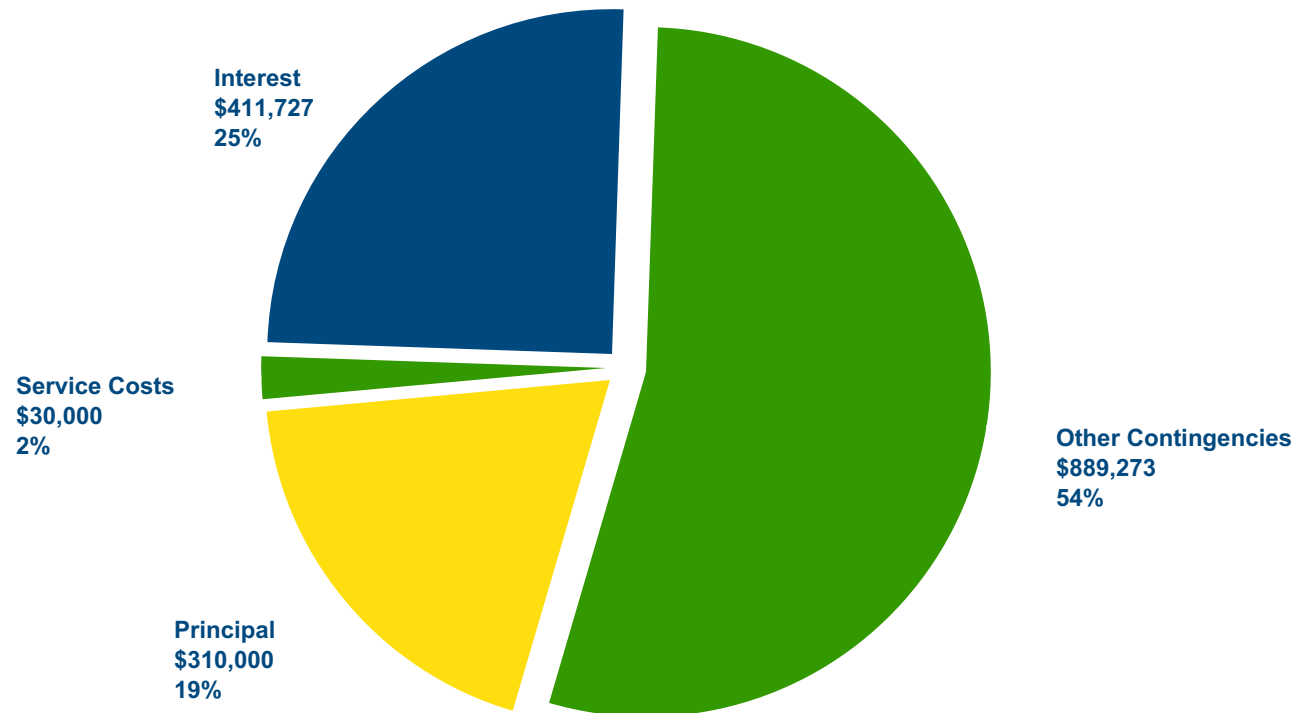
**TAX INCREMENT FINANCING
REVENUES**
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$1,641,000



**FY 22 APPROVED TAX INCREMENT FINANCING
APPROPRIATIONS BREAKDOWN
\$1,641,000**

SERVICE COSTS	2%	30,000	INTEREST	25%	411,727
OTHER CONTINGENCIES	54%	889,273	PRINCIPAL	19%	310,000

**TAX INCREMENT FINANCING
APPROPRIATIONS
Fiscal Year 2021- 2022
TOTAL APPROVED BUDGET \$1,641,000**



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 benefiting 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:						
60	DEBT SERVICE	1,107,448	1,129,246	1,165,000	751,727	751,727
70	MISCELLANEOUS	0	0	0	889,273	889,273
	GRAND TOTAL	1,107,448	1,129,246	1,165,000	1,641,000	1,641,000

SUMMARY BY DEPARTMENT:

66	DEBT SERVICE	1,107,448	1,129,246	1,165,000	751,727	751,727
70	MISCELLANEOUS	0	0	0	889,273	889,273
	GRAND TOTAL	1,107,448	1,129,246	1,165,000	1,641,000	1,641,000

SUMMARY BY REVENUE SOURCE:

REAL PROPERTY/SPECIAL TAX	939,895	1,034,236	950,000	1,640,000	1,640,000
FUND BALANCE APPROPRIATED	0	0	180,000	0	0
INVESTMENT INCOME	50,066	32,640	35,000	1,000	1,000
	989,961	1,066,876	1,165,000	1,641,000	1,641,000

TAX INCREMENT FINANCING FUND

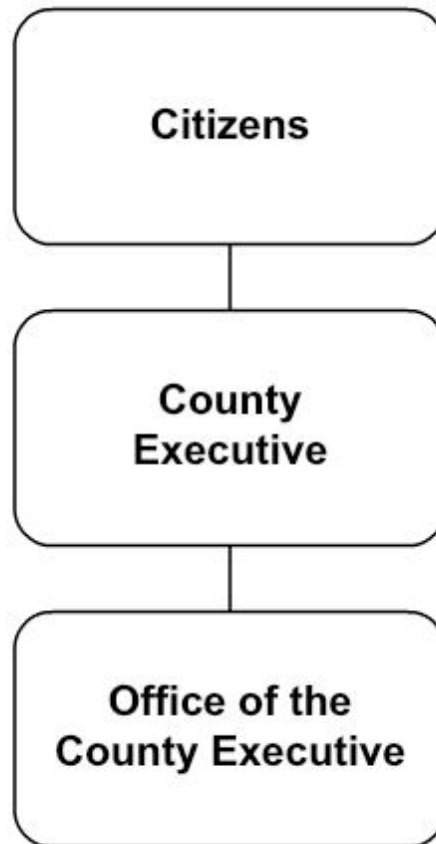
FINANCIAL NOTES:

FY 22 Approved Budget	1,641,000
FY 21 Approved Budget	1,165,000
\$ increase	476,000
% increase	40.86 %

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
950,000	1,640,000	690,000	<u>REAL PROPERTY/SPECIAL TAX</u> FY 22 will be the seventh year that Harford County will be assessing a Real Property/Special Tax for Beechcreek Estates Development.
35,000	1,000	(34,000)	<u>INVESTMENT INCOME</u> Estimated investment income anticipated for Beechcreek accumulated cash balance.
180,000	0	(180,000)	<u>FUND BALANCE</u> No excess unappropriated fund balance at the end of the fiscal year is appropriated into FY 22

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
1,035,000	411,727	(623,273)	Interest - Beechcreek
100,000	310,000	210,000	Principal - Beechcreek
30,000	30,000	0	Services Costs - Cost of Issuance Beechcreek
0	889,273	889,273	Other Contingencies

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.

COUNTY EXECUTIVE

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	459,044	535,964	567,872	647,520	647,520
20 CONTRACTUAL SERVICES	10,305	10,173	23,500	23,500	23,500
30 SUPPLIES AND MATERIALS	18,427	12,762	20,400	20,400	20,400
40 BUSINESS AND TRAVEL	18,096	15,397	28,200	28,200	28,200
50 CAPITAL OUTLAY	322	1,799	0	0	0
70 MISCELLANEOUS	137,321	110,022	160,000	160,000	160,000
80 INTER-GOVERNMENTAL/INTERFUND	25	230	0	0	0
GRAND TOTAL	643,540	686,347	799,972	879,620	879,620
<u>SUMMARY BY FUND:</u>					
11 GENERAL	643,540	686,347	799,972	879,620	879,620
GRAND TOTAL	643,540	686,347	799,972	879,620	879,620
<u>SUMMARY BY DIVISION:</u>					
11000 OFFICE OF THE COUNTY EXECUTIVE	643,540	686,347	799,972	879,620	879,620
GRAND TOTAL	643,540	686,347	799,972	879,620	879,620

COUNTY EXECUTIVE

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increases \$79,648</u>
375,453	431,849	56,396	Full-Time Salaries
			1,960 salary adjustment - Administrative Assistant
			54,436 turnover - Management Assistant
			<u>56,396</u>
	8,381	8,381	FY 22 merit increase of \$3,000 and a 3% COLA for all eligible employees and legislative CPI salary increase for County Executive
97,848	100,740	2,892	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
39,423	47,503	8,080	Pension adjustments
25,680	27,000	1,320	PEHP adjusted based on actual costs
27,182	29,888	2,706	FICA adjustments
23,500	23,500	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
20,400	20,400	0	<u>SUPPLIES & MATERIALS no change in funding over FY 21</u>
28,200	28,200	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u>
			<u>MISCELLANEOUS no change in funding over FY 21</u>
160,000	160,000	0	Contributions

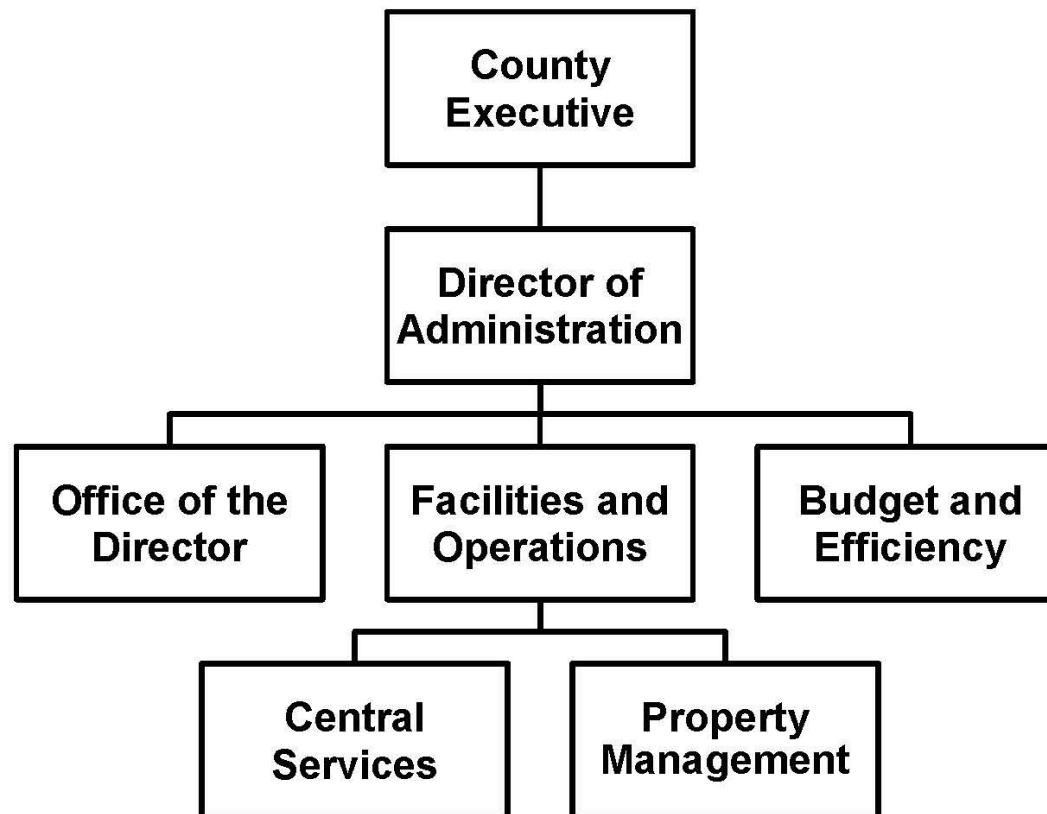
DEPARTMENT STAFF SUMMARY

County Executive

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	60,270	1.00	68,108	1.00	75,259
Administrative Secretary III	1.00	74,000	1.00	74,000	1.00	74,000
County Executive	1.00	140,143	1.00	143,345	1.00	145,297
Chief Advisor	1.00	90,000	1.00	90,000	1.00	144,437
SALARY TOTAL	4.00	364,413	4.00	375,453	4.00	438,993
OTHER PERSONAL SERVICES						
Pension & Retirement		34,619		39,423		48,289
Workers' Compensation		1,531		1,727		1,624
Health Benefits		96,033		97,848		100,740
PEHP		20,724		25,680		27,000
FICA		26,536		27,181		30,314
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		180,003		192,419		208,527
TOTAL PERSONAL SERVICES	4.00	544,416	4.00	567,872	4.00	647,520

*FY 20 Salaries and Other Personal Services are Enacted not Audited Amounts

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

MISSION STATEMENT:

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

ADMINISTRATION

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 21
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,403,589	4,580,397	4,994,547	5,208,497	5,208,497
20 CONTRACTUAL SERVICES	4,408,421	4,621,540	2,598,775	2,887,625	2,887,625
30 SUPPLIES AND MATERIALS	524,891	533,739	641,050	663,250	663,250
40 BUSINESS AND TRAVEL	103,591	110,831	112,100	122,100	122,100
50 CAPITAL OUTLAY	26,627	3,809	0	0	0
70 MISCELLANEOUS	109,650	90,762	220,000	220,000	220,000
80 INTER-GOVERNMENTAL/INTERFUND	67	0	400	400	400
GRAND TOTAL	<u>9,576,836</u>	<u>9,941,079</u>	<u>8,566,872</u>	<u>9,101,872</u>	<u>9,101,872</u>
<u>SUMMARY BY FUND:</u>					
11 GENERAL	9,576,836	9,941,079	10,339,406	9,101,872	9,101,872
GRAND TOTAL	<u>9,576,836</u>	<u>9,941,079</u>	<u>8,566,872</u>	<u>9,101,872</u>	<u>9,101,872</u>
<u>SUMMARY BY DIVISION:</u>					
21000 DIRECTOR OF ADMINISTRATION	459,131	445,647	647,397	634,444	634,444
21200 PROPERTY MANAGEMENT	3,433,629	3,625,819	1,187,826	1,285,335	1,285,335
21500 EFFICIENCY AND INNOVATION	150,195	0	0	0	0
22000 FACILITIES AND OPERATIONS	4,396,498	4,624,685	5,258,736	5,667,570	5,667,570
23100 CENTRAL SERVICES	565,755	540,260	636,159	662,371	662,371
24000 BUDGET & EFFICIENCY	571,629	704,667	836,753	852,151	852,151
GRAND TOTAL	<u>9,576,836</u>	<u>9,941,079</u>	<u>8,566,872</u>	<u>9,101,872</u>	<u>8,566,872</u>

ADMINISTRATION

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$213,950</u>
3,163,327	3,118,856	(44,471)	Full-time salaries
			17,175 Salary adjustments
			(61,646) Staff Turnover (1.95)%
			<u>(44,471) Budget Amendment</u>
125,458	75,800	(49,658)	Temporary Salaries - provides for a full time apprentice as well as summer interns and two part-time apprentice for facilities & operations
	271,597	271,597	FY 22 merit increase \$3,000 and COLA of 3% for all eligible employees
345,233	360,658	15,425	Pension adjustments
896,786	923,156	26,370	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
121,980	127,920	5,940	PEHP (Post Employment Health Plan)
50,707	40,527	(10,180)	Workers' Compensation adjustment

ADMINISTRATION

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES</u> increase \$288,850
540,000	600,050	60,050	Space and Real estate costs increase \$60,050 due to increase CAM charges and taxes
0	87,500	87,500	Operating Cost for new fleet maintenance facility estimated for 6 months - utilities, janitorial, trash/recycling and HVAC services
260,000	320,000	60,000	County Facility & Renovations increase based on actual expense history
295,900	368,900	73,000	Security Systems, Operating Equipment Service and Other Professional Services increase based on actual expenses
			<u>MATERIALS AND SUPPLIES</u> increase \$22,200
190,000	175,000	(15,000)	Equipment Repair Parts decrease based on actual expense history in Facilities & Operations
32,000	40,000	8,000	Janitorial Supplies and Equipment increase based on actual expense history in Facilities & Operations
34,100	64,600	30,500	Other Supplies and Materials increase based on actual expense history in Facilities & Operations
112,100	122,100	10,000	<u>BUSINESS AND TRAVEL</u> increase \$10,000
			Vehicle Maintenance and Training Seminars and Courses increase based on actual expense
220,000	220,000	0	<u>MISCELLANEOUS</u> no change in funding over FY 21
			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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	120,123	2.00	126,605	1.00	68,608
Administrative Secretary III	1.00	78,276	1.00	81,882	1.00	87,428
Administrative Specialist I	2.00	124,044	1.00	58,140	3.00	204,713
Administrative Specialist II	1.00	44,698	1.00	77,610	0.00	0
Asset Manager	1.00	84,403	1.00	88,131	1.00	93,865
Assistant Supervisor Custodial Workers	1.00	61,282	1.00	64,548	1.00	69,574
Central Services Operator	1.00	37,099	1.00	39,881	1.00	44,167
Central Services Specialist	2.00	97,038	2.00	103,059	2.00	112,330
Chief, Budget & Management Research	1.00	125,178	1.00	129,722	1.00	140,669
Chief, Facilities & Operations	1.00	101,724	1.00	105,798	1.00	112,062
Custodial Worker II	6.00	229,653	6.00	246,485	6.00	275,619
Director of Administration	1.00	142,447	1.00	144,437	1.00	125,000
Lead Maintenance Mechanic	2.00	110,791	2.00	117,087	2.00	126,779
Lead Maintenance Worker	2.00	106,632	2.00	112,845	2.00	126,036
Maintenance Mechanic II	4.00	214,975	4.00	227,435	4.00	246,618
Maintenance Worker I	1.00	40,179	1.00	43,023	1.00	47,403
Maintenance Worker II	9.00	393,753	9.00	412,019	9.00	438,544
Management Assistant II	1.00	101,343	1.00	105,410	1.00	111,662
Project Coordinator	1.00	60,194	2.00	114,793	2.00	126,334
Real Property Agent III	2.00	152,799	2.00	159,935	2.00	170,913

**DEPARTMENT STAFF SUMMARY
ADMINISTRATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Senior Budget Analyst	4.00	328,584	4.00	339,876	4.00	332,097
Superintendent of Facilities & Operations	1.00	81,714	1.00	85,388	1.00	91,040
Supervisor, Central Services	1.00	53,906	1.00	57,024	1.00	61,825
Supervisor, Warehouse	1.00	47,267	1.00	50,252	1.00	54,850
Supervisor of Custodial Workers	1.00	68,532	1.00	71,943	1.00	77,191
TOTAL FULL-TIME SALARIES	50.00	3,006,634	50.00	3,163,328	50.00	3,345,328
TEMPORARY SALARIES		83,058		125,458		75,800
SALARY TOTAL	50.00	3,089,692	50.00	3,288,786	50.00	3,421,128

**DEPARTMENT STAFF SUMMARY
ADMINISTRATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		294,554		345,233		385,570
Workers' Compensation		41,252		50,707		43,855
Health Benefits		875,876		896,786		923,156
PEHP		88,077		121,980		127,920
Overtime & Shift Differential		35,200		35,200		35,200
FICA		234,310		243,316		259,128
Miscellaneous		7,140		12,540		12,540
TOTAL OTHER PERSONAL SERVICES		1,576,409		1,705,762		1,787,369
TOTAL PERSONAL SERVICES	50.00	4,666,101	50.00	4,994,548	50.00	5,208,497

* FY 20 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, Property Management, Central Services, and Budget and Efficiency provide support services to all County government departments and agencies. Each Chief reports directly to the Director of Administration.

FY 22 GOAL:

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	309,882	315,504	322,297	309,344	309,344
20 CONTRACTUAL SERVICES	4,182	654	63,000	63,000	63,000
30 SUPPLIES AND MATERIALS	2,439	5,564	4,750	4,750	4,750
40 BUSINESS AND TRAVEL	35,913	32,545	37,350	37,350	37,350
70 MISCELLANEOUS	106,650	90,762	220,000	220,000	220,000
80 INTER-GOVERNMENTAL/INTERFUND	64	0	0	0	0
GRAND TOTAL	459,131	445,030	647,397	634,444	634,444
<u>FUNDING SOURCE:</u>					
11 GENERAL	459,131	445,030	647,397	634,444	634,444

ADMINISTRATION Director of Administration Index #021000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
226,319	206,882	(19,437)	<u>PERSONAL SERVICES decrease (\$12,953)</u> Full-time salaries (19,437) Turnover - Director of Administration
	6,602	6,602	FY 22 - merit increase \$3,000 and COLA of 3% for all eligible employees
6,420	6,420	0	PEHP (Post Employment Health Benefits)
23,763	22,757	(1,006)	Pension adjusted per actuarial
15,705	15,423	(282)	FICA adjusted
48,769	50,215	1,446	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage.
63,000	63,000	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
4,750	4,750	0	<u>SUPPLIES AND MATERIALS no change in funding over FY 21</u>
37,350	37,350	0	<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
220,000	220,000	0	<u>MISCELLANEOUS no change in funding over FY 21</u> 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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	78,276	1.00	81,882	1.00	87,428
Director of Administration	1.00	142,447	1.00	144,437	1.00	125,000
SALARY TOTAL	2.00	220,723	2.00	226,319	2.00	212,428
OTHER PERSONAL SERVICES						
Pension & Retirement		20,969		23,763		23,367
Workers' Compensation		927		1,041		786
Health Benefits		47,943		48,769		50,215
PEHP		5,181		6,420		6,420
FICA		15,400		15,706		15,848
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		90,700		95,979		96,916
TOTAL PERSONAL SERVICES	2.00	311,423	2.00	322,298	2.00	309,344

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION Property Management Index #021200

ORIGIN/PURPOSE:

The division is administered by the Chief of Facilities and Operations who reports directly to 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.

FY 22 GOAL

TO BALANCE THE GOALS AND BUDGET OF COUNTY GOVERNMENT WHEN ACQUIRING AND MANAGING REAL PROPERTY WHILE BEING EQUITABLE TO HARFORD COUNTY CITIZENS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	326,536	332,237	340,951	362,910	362,910
20 CONTRACTUAL SERVICES	3,086,491	3,291,163	843,200	918,250	918,250
30 SUPPLIES AND MATERIALS	879	2,071	2,050	2,550	2,550
40 BUSINESS AND TRAVEL	613	347	1,225	1,225	1,225
80 INTER-GOVERNMENTAL/INTERFUND	0	0	400	400	400
GRAND TOTAL	3,433,629	3,625,819	1,187,826	1,285,335	1,285,335

FUNDING SOURCE:

11 GENERAL	3,433,629	3,625,819	1,187,826	1,285,335	1,285,335

ADMINISTRATION Property Management Index #021200

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$21,959</u>
	19,629	19,629	FY 22 merit increase of \$3,000 plus COLA of 3% for all eligible employees
56,828	58,489	1,661	Health benefits adjusted for anticipated increase and change in coverage
24,942	26,130	1,188	Pension Adjustments
3,044	2,526	(518)	Workers' Compensation adjustment
843,200	918,250	75,050	<u>CONTRACTUAL SERVICES increase \$75,050</u> CAM and taxes increase for space and real estate rental as well as contractual service for repairs and renovations of leased properties
2,050	2,550	500	<u>SUPPLIES & MATERIALS increase \$500</u> Funding for various supplies and materials increase based on actual expense history
1,225	1,225	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u> Funding provides for mileage, professional books and membership fees
400	400	0	<u>INTER-GOVERNMENTAL/INTERFUND no change in funding over FY 21</u> Provides for fleet carpool rentals

DIVISION STAFF SUMMARY
Property Management
Index #021200

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	72,044	1.00	77,610	1.00	83,028
Real Property Agent III	2.00	152,799	2.00	159,935	2.00	170,913
SALARY TOTAL	3.00	224,843	3.00	237,545	3.00	253,941
OTHER PERSONAL SERVICES						
Pension & Retirement		21,360		24,942		27,934
Workers' Compensation		2,488		3,044		2,700
Health Benefits		55,901		56,828		58,489
FICA		17,200		18,172		19,426
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		97,369		103,406		108,969
TOTAL PERSONAL SERVICES	3.00	322,212	3.00	340,951	3.00	362,910

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 the Division of Property Management; the Chief of Facilities and Operations 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 22 GOALS:

TO ENHANCE OPERATIONAL EFFECTIVENESS & EFFICIENCY OF COUNTY FACILITIES AND INFRASTRUCTURE

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

ADMINISTRATION Facilities and Operations Index #022000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22

SUMMARY BY CHARACTER:

10 PERSONAL SERVICES	2,822,812	2,965,192	3,252,661	3,415,995	3,415,995
20 CONTRACTUAL SERVICES	1,194,543	1,267,602	1,581,075	1,793,075	1,793,075
30 SUPPLIES AND MATERIALS	304,812	312,216	354,350	377,850	377,850
40 BUSINESS AND TRAVEL	66,815	76,485	70,650	80,650	80,650
50 CAPITAL OUTLAY	7,517	3,190	0	0	0
GRAND TOTAL	<u>4,396,498</u>	<u>4,624,685</u>	<u>5,258,736</u>	<u>5,667,570</u>	<u>5,667,570</u>

FUNDING SOURCE:

11 GENERAL	<u>4,396,498</u>	<u>4,624,685</u>	<u>5,258,736</u>	<u>5,667,570</u>	<u>5,667,570</u>

ADMINISTRATION Facilities and Operations Index #022000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increases \$163,334</u>
1,966,465	1,954,801	(11,664)	Full Time Salaries
		(15,788)	Staff Turnover
		4,124	Salary Adjustments
		<u>(11,664)</u>	
	195,836	195,836	FY 22 - merit increase of \$3,000 plus COLA of 3% for all eligible employees
119,658	70,000	(49,658)	Temporary Salaries provide for an apprentice, custodial workers and Facility Coordinator
219,563	232,612	13,049	Pension adjustments
40,451	32,256	(8,195)	Workers' Compensation
604,548	622,320	17,772	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
102,720	108,000	5,280	PEHP (Post Employment Health Benefits)

ADMINISTRATION Facilities and Operations Index #022000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES increase \$212,000</u>
0	87,500	87,500	Funds provided for operating costs for 6 months of new fleet maintenance facility - utilities, janitorial, trash/recycling, and HVAC services
250,000	300,000	50,000	County facility repair and renovations increase based on actual expense history to county-owned facilities
165,000	238,000	73,000	Security system service, operating equipment and other professional services increase based on actual expenses
			<u>SUPPLIES & MATERIALS increase \$23,500</u>
354,350	377,850	23,500	Funds provided for various supplies and materials used for facility repairs/renovations were adjusted based on actual expense history
70,650	80,650	10,000	<u>BUSINESS AND TRAVEL increase \$10,000</u> Funds provide for fuel, vehicle maintenance, training seminars, and membership fees and dues and increase based on actual expense history

DIVISION STAFF SUMMARY
Facilities and Operations
Index #022000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	120,123	2.00	126,605	1.00	68,608
Administrative Specialist I	1.00	52,000	1.00	58,140	2.00	121,684
Administrative Specialist II	1.00	44,698	0.00	0	0.00	0
Asset Manager	1.00	84,403	1.00	88,131	1.00	93,865
Assistant Supervisor of Custodial Workers	1.00	61,282	1.00	64,548	1.00	69,574
Chief, Facilities and Operations	1.00	101,724	1.00	105,798	1.00	112,062
Custodial Worker II	6.00	229,653	6.00	246,485	6.00	275,619
Lead Maintenance Mechanic	2.00	110,791	2.00	117,087	2.00	126,779
Lead Maintenance Worker	2.00	106,632	2.00	112,845	2.00	126,036
Maintenance Mechanic II	4.00	214,975	4.00	227,435	4.00	246,618
Maintenance Worker I	1.00	40,179	1.00	43,023	1.00	47,403
Maintenance Worker II	9.00	393,753	9.00	412,020	9.00	438,544
Management Assistant II	1.00	101,343	1.00	105,410	1.00	111,662
Project Coordinator	0.00	0	1.00	51,355	1.00	55,986
Supervisor of Custodial Workers	1.00	68,532	1.00	71,943	1.00	77,191
Supervisor, Warehouse	1.00	47,267	1.00	50,252	1.00	54,850
Superintendent of Facilities & Ops	1.00	81,714	1.00	85,388	1.00	91,040
TOTAL FULL-TIME SALARIES	35.00	1,859,069	35.00	1,966,465	35.00	2,117,521
TEMPORARY SALARIES		78,058		119,658		70,000
SALARY TOTAL	35.00	1,937,127	35.00	2,086,123	35.00	2,187,521

DIVISION STAFF SUMMARY

Facilities and Operations

Index #022000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		185,536		219,563		250,511
Workers' Compensation		32,731		40,451		35,025
Health Benefits		588,410		604,548		622,320
PEHP		72,534		102,720		108,000
Overtime and Shift Differential		35,200		35,200		35,200
FICA		148,036		153,617		166,978
Miscellaneous		5,040		10,440		10,440
TOTAL OTHER PERSONAL SERVICES		1,067,487		1,166,539		1,228,474
TOTAL PERSONAL SERVICES	35.00	3,004,614	35.00	3,252,661	35.00	3,415,995

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION
Central Services
Index #023100

ORIGIN/PURPOSE:

The Division of Central Services 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 22 GOAL:

IMPROVE CUSTOMER SERVICE BY Efficiently AND COURTEOUSLY ACCEPTING SWITCHBOARD CALLS

DEVELOP COST SAVING STRATEGIES FOR COUNTY MAILING SERVICES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	269,426	278,981	294,809	319,021	319,021
20 CONTRACTUAL SERVICES	91,546	56,264	84,500	86,300	86,300
30 SUPPLIES AND MATERIALS	204,783	205,016	256,850	257,050	257,050
GRAND TOTAL	565,755	540,261	636,159	662,371	662,371
<u>FUNDING SOURCE:</u>					
11 GENERAL	565,755	540,261	636,159	662,371	662,371

ADMINISTRATION Central Services Index #023100

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$24,212</u>
	22,063	22,063	FY 22 merit increase of \$3,000 and COLA of 3% for eligible employees
41,433	42,586	1,153	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
3,719	3,056	(663)	Workers Compensation adjustments
12,840	13,500	660	PEHP (Post Employment Health Plan)
20,996	21,996	1,000	Pension adjustments
			<u>CONTRACTUAL SERVICES increase \$1,800</u>
84,500	86,300	1,800	Telephone emergency reporting and uniform increase based on actual expenses
			<u>MATERIALS & SERVICES increase \$200</u>
256,850	257,050	200	Additional funds provided for uniform (shirt) purchases

DIVISION STAFF SUMMARY

Central Services

Index #023100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Central Services Operator	1.00	37,099	1.00	39,881	1.00	44,167
Central Services Specialist	2.00	97,038	2.00	103,059	2.00	112,330
Supervisor, Central Services	1.00	53,906	1.00	57,024	1.00	61,825
SALARY TOTAL	4.00	188,043	4.00	199,964	4.00	218,322
OTHER PERSONAL SERVICES						
Pension & Retirement		17,864		20,996		24,016
Workers' Compensation		2,948		3,719		3,335
Health Benefits		40,834		41,433		42,586
PEHP		10,362		12,840		13,500
FICA		14,385		15,297		16,702
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		86,953		94,845		100,699
TOTAL PERSONAL SERVICES	4.00	274,996	4.00	294,809	4.00	319,021

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION
Budget and Efficiency
Index #024000

ORIGIN/PURPOSE:

This division is administered by the Chief of Budget and Efficiency 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 Division of Budget and Efficiency to clearly set forth a plan for the County to receive and expend funds each fiscal year. To this end, the Division 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.

Per Executive Order 19-01, introduced in April 2019, the functions and responsibilities of Division of Efficiency and Innovation will be consolidated with the Division of Budget and Efficiency.

FY 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	557,418	688,483	783,828	801,226	801,226
20 CONTRACTUAL SERVICES	2,157	5,857	27,000	27,000	27,000
30 SUPPLIES AND MATERIALS	11,803	8,872	23,050	21,050	21,050
40 BUSINESS AND TRAVEL	250	1,454	2,875	2,875	2,875
50 CAPITAL OUTLAY	0	0	0	0	0
GRAND TOTAL	571,629	704,668	836,753	852,151	852,151

FUNDING SOURCE:

11 GENERAL	571,629	704,668	836,753	852,151	852,151

ADMINISTRATION Budget & Efficiency Index #024000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$17,398</u>
533,035	519,664	(13,371)	Full-time salaries
			13,051 salary adjustments
			(26,422) turnover - Sr. Budget Analyst
			<u>(13,371)</u>
	27,471	27,471	FY 22 merit increase of \$3,000 plus COLA of 3% for all eligible employees
55,969	57,163	1,194	Pension adjustments
145,208	149,546	4,338	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
5,800	5,800	0	Temporary Salaries - provide for a Academy of Finance intern
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
27,000	27,000	0	Funding provides for telephone service, etc.
			<u>SUPPLIES & MATERIALS decrease (\$2,000)</u>
17,000	15,000	(2,000)	Reduced funding for printing commercial based on actual expenses
2,875	2,875	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u>
			Funds provide for staff to attend conferences and training seminars

DIVISION STAFF SUMMARY
Budget and Efficiency
Index #024000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Budget & Management Research	1.00	125,178	1.00	129,722	1.00	140,669
Project Coordinator	1.00	60,194	1.00	63,438	1.00	70,348
Senior Budget Analyst	4.00	328,584	4.00	339,875	4.00	332,097
TOTAL FULL-TIME SALARIES	6.00	513,956	6.00	533,035	6.00	543,114
TEMPORARY SALARIES		5,000		5,000		5,800
SALARY TOTAL	6.00	518,956	6.00	538,035	6.00	548,914
OTHER PERSONAL SERVICES						
Pension & Retirement		48,826		55,969		59,743
Workers' Compensation		2,159		2,452		2,010
Health Benefits		142,788		145,208		149,545
FICA		39,286		40,524		40,174
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		233,899		244,993		252,312
TOTAL PERSONAL SERVICES	6.00	752,855	6.00	783,028	6.00	801,226

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION - DIVISION OF BUDGET AND EFFICIENCY

OBJECTIVE & PERFORMANCE MEASURES

Department Goal

It is the responsibility of the Division of Budget and Efficiency to clearly set forth a plan for the County to receive and expend funds each fiscal year. The Division 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, Administration and all other operating departments.

Department Objective

To utilize best practices to develop and maintain a budget that meets the needs of Harford County citizens, leaders and government agencies.

County Goal(s) Supported

Fiscal Balance and Efficiency, Investing in Education, Building Economic Vitality, and Strengthening Our Community.

Measure	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Dollars allocated	571,629	704,668	836,753	852,151
Number of Senior Budget Analyst positions filled	2	2	2	2
<u>Output - Workload, Demand and Production</u>				
Operating Budget Expenditures	709,702,127	777,767,025	803,168,800	836,797,000
Capital Budget Expenditures (*budgeted figures)	\$167,230,000*	\$155,966,000*	145,091,000	218,809,000
Number of Requisitions/Invoices Approved	>4,800	>5,200	>5,500	>5,800
Number of Contracts Approved	>230	>250	>250	>250
Number of Personnel Actions Approved	>1,000	>1,200	>1,300	>1,300
<u>Service Quality:</u>				
Recipient of Government Finance Officers Association Distinguished Budget Award	1	1	1	1
<u>Outcome:</u>				
Percent of Operating Budget Expenditures versus Operating Budget (FY 20 Includes one time non-budgeted debt service expense)	96%	104%	Est. 97%	Est. 97%
Average Req/Contract/Invoice/Personnel Approvals per participating Analyst	3,015	3,325	3,525	3,675

ADMINISTRATION - DIVISION OF PROPERTY MANAGEMENT

OBJECTIVE & PERFORMANCE MEASURES

Department Goal

To balance the interests, goals, and budget of the County Government when acquiring, managing, and utilizing real property as well as being responsible and equitable to the citizens of Harford County.

Department Objective

To acquire, lease, and utilize real property in a fair and cost effective manner to promote increased public confidence and quality of life.

To improve customer service to clients by performing more effectively and efficiently while adhering to local, state and federal guidelines.

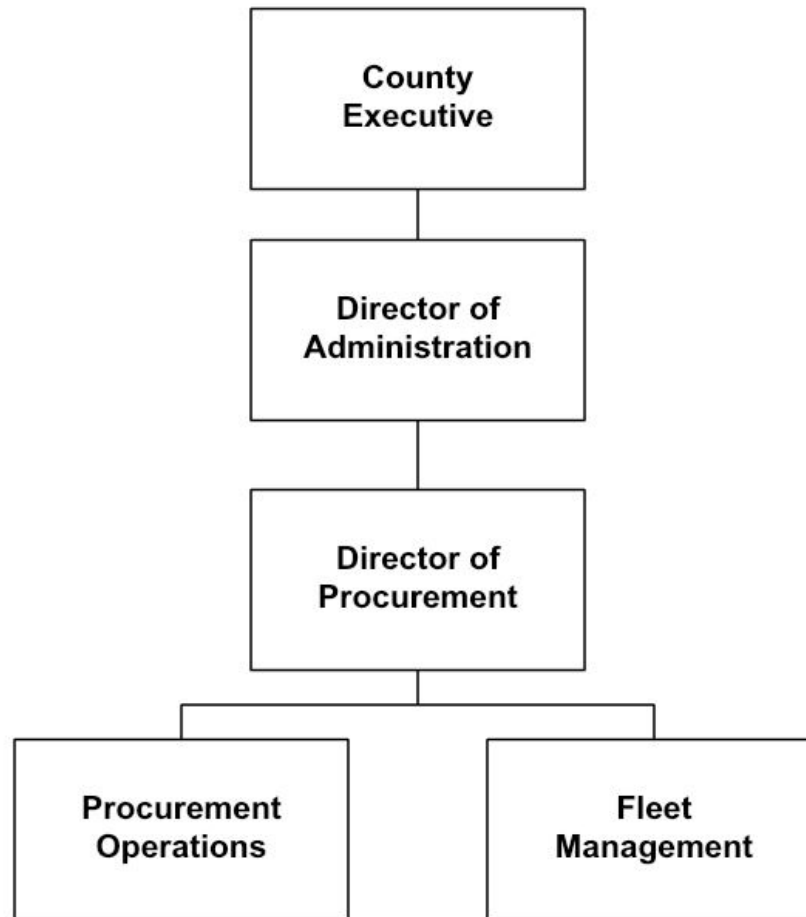
County Goal(s) Supported

Fiscal Balance and Efficiency, Investing in Education, Building Economic Vitality, and Strengthening Our Community.

Measure	Budget 2020	Budget 2021	Estimated 2022
<u>Input:</u>			
Dollars allocated	\$224,843	\$237,545	\$253,941
Number of staff	3	3	3
<u>Output:</u>			
Number of Real Property actions	220	243	300
<u>Efficiency:</u>			
Cost per Real Property action	\$1,022	\$1,460	\$756
<u>Service Quality:</u>			
Average percent rated by clients	88%	88%	92%
<u>Outcome:</u>			
Reduction in cost per action	N/A	\$15.47	\$29.85

*New performance measure created in FY 20

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, 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 two divisions: Procurement Operations 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 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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	999,567	1,053,220	1,135,974	1,209,392	1,209,392
20 CONTRACTUAL SERVICES	255,181	148,746	399,140	419,140	419,140
30 SUPPLIES & MATERIALS	2,552,423	2,184,033	4,208,000	4,209,500	4,209,500
40 BUSINESS AND TRAVEL	3,925,425	3,896,977	4,688,303	5,363,303	5,363,303
50 CAPITAL OUTLAY	1,510,256	27,293	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	967	517	2,000	2,000	2,000
GRAND TOTAL	9,243,818	7,310,786	10,433,417	11,203,335	11,203,335

SUMMARY BY FUND:

11 GENERAL	878,039	856,531	931,261	991,007	991,007
25 HIGHWAYS	8,365,779	6,454,255	9,502,156	10,212,328	10,212,328
GRAND TOTAL	9,243,818	7,310,786	10,433,417	11,203,335	11,203,335

SUMMARY BY DIVISION:

GENERAL FUND:

31000	PROCUREMENT OPERATIONS	878,039	856,531	931,261	991,007	991,007

HIGHWAYS FUND:

32000	FLEET MANAGEMENT	8,365,779	6,454,255	9,502,156	10,212,328	10,212,328
GRAND TOTAL		9,243,818	7,310,786	10,433,417	11,203,335	11,203,335

**DEPARTMENT STAFF SUMMARY
PROCUREMENT - ALL FUND**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PROCUREMENT - GENERAL FUND						
Administrative Assistant II	1.00	49,329	1.00	52,356	1.00	57,016
Administrative Secretary III	1.00	64,000	1.00	67,320	1.00	72,430
Administrative Specialist I	1.00	60,382	1.00	63,630	1.00	68,629
Director of Procurement	1.00	126,056	1.00	130,056	1.00	134,657
Procurement Agent I	1.00	47,000	1.00	47,000	1.00	48,000
Procurement Agent II	0.00	0	0.00	0	0.00	0
Procurement Agent III	3.00	174,873	3.00	191,130	3.00	206,461
Temporary Salary		10,000		20,000		20,000
SUB-TOTAL GENERAL FUND SALARIES	8.00	531,640	8.00	571,492	8.00	607,193
PROCUREMENT - HIGHWAYS FUND						
Administrative Specialist I	0.00	0	0.00	0	0.00	0
Administrative Specialist II	1.00	52,582	1.00	55,674	1.00	60,434
Fleet Manager	1.00	100,286	1.00	104,332	1.00	110,552
SUB-TOTAL HIGHWAYS FUND SALARIES	2.00	152,868	2.00	160,006	2.00	170,986
OTHER PERSONAL SERVICES						
Pension & Retirement		64,078		74,707		83,399
Workers' Compensation		6,087		7,451		6,565
Health Benefits		218,551		222,265		228,850
PEHP		31,086		44,940		54,000
FICA		51,131		53,713		56,999
Miscellaneous		1,400		1,400		1,400
TOTAL OTHER PERSONAL SERVICES		372,333		404,476		431,213
PROCUREMENT - DEPARTMENT TOTAL						
TOTAL SALARIES	10.00	684,508	10.00	731,498	10.00	778,179
TOTAL OTHER PERSONAL SERVICES		372,333		404,476		431,213
DEPARTMENT SALARY TOTAL	10.00	1,056,841	10.00	1,135,974	10.00	1,209,392
*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts						

PROCUREMENT

GENERAL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	778,526	823,337	896,003	954,249	954,249
20 CONTRACTUAL SERVICES	79,875	11,793	10,640	10,640	10,640
30 SUPPLIES & MATERIALS	6,458	7,619	6,100	7,600	7,600
40 BUSINESS AND TRAVEL	12,328	13,183	16,518	16,518	16,518
50 CAPITAL OUTLAY	0	200	0	0	
80 INTER-GOVERNMENTAL/INTERFUND	852	399	2,000	2,000	2,000
GRAND TOTAL	878,039	856,531	931,261	991,007	991,007
<u>SUMMARY BY FUND:</u>					
11 GENERAL	878,039	856,531	931,261	991,007	991,007
GRAND TOTAL	878,039	856,531	931,261	991,007	991,007
<u>SUMMARY BY DIVISION:</u>					
31000 PROCUREMENT OPERATIONS	878,039	856,531	931,261	991,007	991,007
					0
GRAND TOTAL	878,039	856,531	931,261	991,007	991,007

DEPARTMENT STAFF SUMMARY
PROCUREMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	49,329	1.00	52,356	1.00	57,016
Administrative Secretary III	1.00	64,000	1.00	67,320	1.00	72,430
Administrative Specialist I	1.00	60,382	1.00	63,630	1.00	68,629
Director of Procurement	1.00	126,056	1.00	130,056	1.00	134,657
Procurement Agent I	1.00	47,000	1.00	47,000	1.00	48,000
Procurement Agent III	3.00	174,873	3.00	191,130	3.00	206,461
Full-Time Salaries	8.00	521,640	8.00	551,492	8.00	587,193
TEMPORARY SALARIES		10,000		20,000		20,000
SALARY TOTAL	8.00	531,640	8.00	571,492	8.00	607,193
OTHER PERSONAL SERVICES						
Pension & Retirement		49,556		57,907		64,591
Workers' Compensation		4,432		5,442		4,794
Health Benefits		177,034		180,050		185,382
PEHP		25,905		38,520		47,250
FICA		39,437		41,473		43,919
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		297,484		324,512		347,056
TOTAL PERSONAL SERVICES	8.00	829,124	8.00	896,004	8.00	954,249

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 GOALS:

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

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	778,526.19	823,337	896,003	954,249	954,249
20 CONTRACTUAL SERVICES	79,875.4	11,793	10,640	10,640	10,640
30 SUPPLIES AND MATERIALS	6,457.65	7,619	6,100	7,600	7,600
40 BUSINESS AND TRAVEL	12,327.6	13,183	16,518	16,518	16,518
80 INTER-GOVERNMENTAL/INTERFUND	852.07	399	2,000	2,000	2,000
GRAND TOTAL	878,039	856,331	931,261	991,007	991,007

FUNDING SOURCE:

11 GENERAL	878,039	856,331	931,261	991,007	991,007

PROCUREMENT Procurement Operations Index #031000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$58,245</u>
551,492	562,465	10,973	Full-time salaries 10,510 Salary Adjustment
20,000	20,000	0	Temporary Salaries
	29,533	29,533	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
57,907	61,871	3,964	Pension adjustments
5,442	4,600	(842)	Workers' Compensation adjustments
180,050	185,382	5,332	Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage
38,520	47,250	8,730	PEHP (Post Employment Health Plan)
41,473	42,027	554	FICA adjustments
10,640	10,640	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u> Funding provides for telephone service, office equipment, etc.
			<u>SUPPLIES AND MATERIALS increase \$1,500</u>
6,100	7,600	1,500	General Office Supplies increase based on actual expenditures
			<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
16,518	16,518	0	Funding provides for training and travel expenses
2,000	2,000	0	<u>INTERGOVERNMENTAL no change in funding over FY 21</u> Funding provides for fleet lease

DIVISION STAFF SUMMARY
PROCUREMENT OPERATIONS
Index #031000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	49,329	1.00	52,356	1.00	57,016
Administrative Secretary III	1.00	64,000	1.00	67,320	1.00	72,430
Administrative Specialist I	1.00	60,382	1.00	63,630	1.00	68,629
Director of Procurement	1.00	126,056	1.00	130,056	1.00	134,657
Procurement Agent I	1.00	47,000	1.00	47,000	1.00	48,000
Procurement Agent III	3.00	174,873	3.00	191,129	3.00	206,461
FULL-TIME SALARY	8.00	521,640	8.00	551,491	8.00	587,193
TEMPORARY SALARIES		10,000		20,000		20,000
SALARY TOTAL	8.00	531,640	8.00	571,491	8.00	607,193
OTHER PERSONAL SERVICES						
Pension & Retirement		49,556		57,907		64,591
Workers' Compensation		4,432		5,442		4,794
Health Benefits		177,034		180,050		185,382
PEHP		25,905		38,520		47,250
FICA		39,437		41,473		43,919
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		297,484		324,512		347,056
TOTAL PERSONAL SERVICES	8.00	829,124 *	8.00	896,003	8.00	954,249

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	221,041	229,883	239,971	255,143	255,143
20 CONTRACTUAL SERVICES	175,305	136,953	388,500	408,500	408,500
30 SUPPLIES AND MATERIALS	2,545,965	2,176,414	4,201,900	4,201,900	4,201,900
40 BUSINESS AND TRAVEL	3,913,097	3,883,794	4,671,785	5,346,785	5,346,785
50 CAPITAL OUTLAY	1,510,256	27,093	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	115	118	0	0	0
GRAND TOTAL	8,365,779	6,454,255	9,502,156	10,212,328	10,212,328

FUNDING SOURCE:

25 HIGHWAYS	8,365,779	6,454,255	9,502,156	10,212,328	10,212,328

PROCUREMENT Fleet Management Index #032000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$15,172</u>
	13,133	13,133	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
16,801	17,601	800	Pension adjustments
2,009	1,667	(342)	Workers' Compensation adjustments
42,216	43,467	1,251	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
6,420	6,750	330	PEHP (Post Employment Health Plan)
388,500	408,500	20,000	<u>CONTRACTUAL SERVICES increase \$20,000</u> Increase for software license's due to new building with additional users
4,201,900	4,201,900	0	<u>SUPPLIES AND MATERIALS no change in funding for FY 21</u> Funding provides for diesel fuel and gasoline
			<u>BUSINESS AND TRAVEL increase \$675,000</u>
3,266,035	3,741,035	475,000	Fleet Maintenance cost increase due to yearly increase and additional vehicles
1,274,400	1,474,400	200,000	Non Target charges increased due to aging fleet and anticipated shop equipment repairs with move to new building

DIVISION STAFF SUMMARY
FLEET MANAGEMENT
Index #032000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	52,582	1.00	55,674	1.00	60,434
Fleet Manager	1.00	100,286	1.00	104,332	1.00	110,552
SALARY TOTAL	2.00	152,868	2.00	160,006	2.00	170,986
OTHER PERSONAL SERVICES						
Pension & Retirement		14,522		16,801		18,808
Workers' Compensation		1,655		2,009		1,771
Health Benefits		41,518		42,216		43,468
PEHP		5,181		6,420		6,750
FICA		11,694		12,240		13,080
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		74,850		79,966		84,157
TOTAL PERSONAL SERVICES	2.00	227,718 *	2.00	239,972	2.00	255,143

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PROCUREMENT

OBJECTIVES & PERFORMANCE MEASURES

Department Goal - Fleet Management

Increase Cost Savings for the County

Department Objective

Continue to document cost savings utilizing benchmark data, as well as previous history data from the County. Cost savings will be reflected in pre-defined tabs in an excel spreadsheet by each Procurement Agent.

County Goal(s) Supported

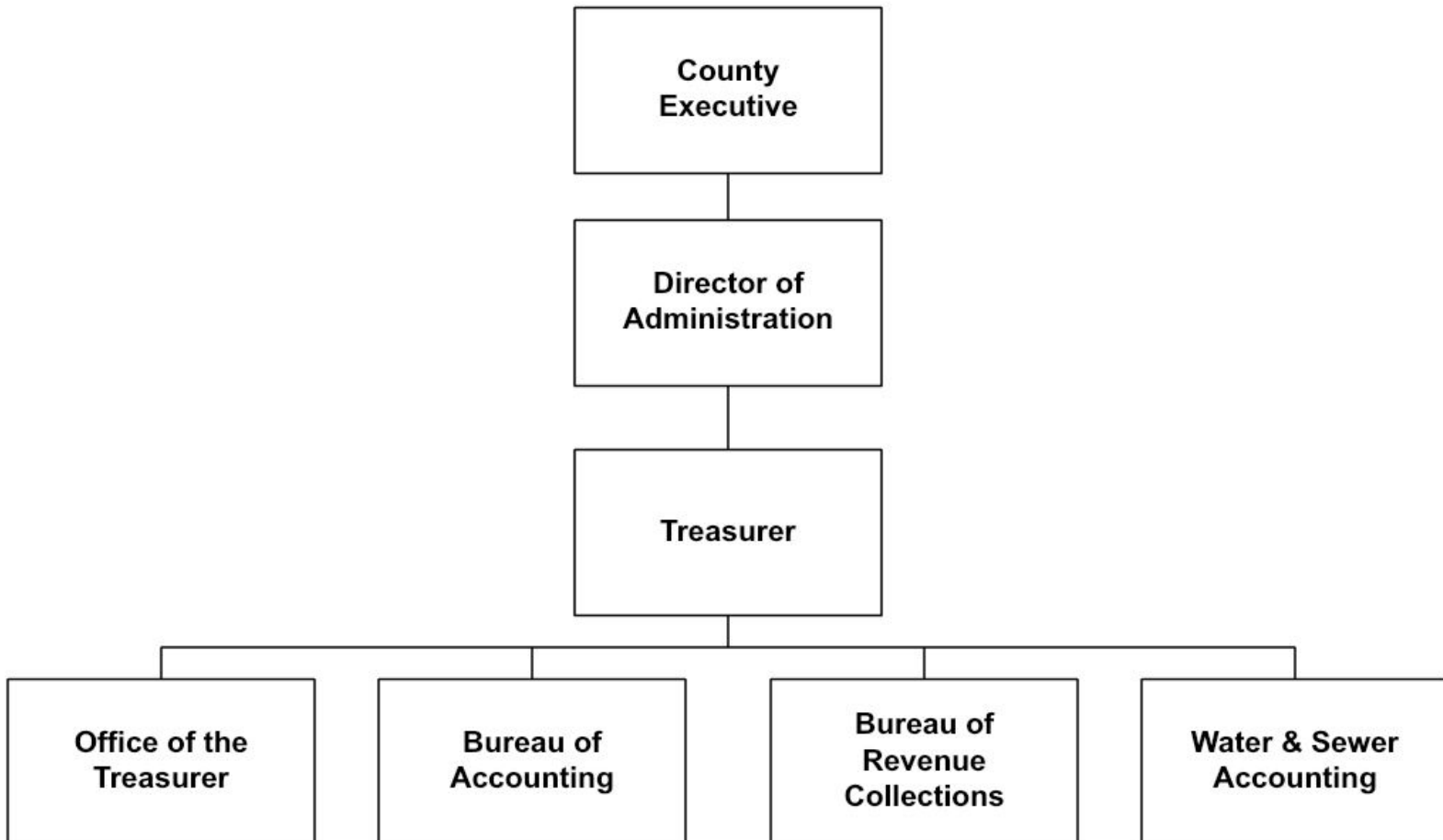
I. Fiscal Balance and Efficiency

Measure	Actual 2019	Actual 2020	Actual 2021	Estimated 2022
<u>Input:</u>				
Staff	2	2	2	2
Number of vehicles and equipment	1,148	1,180	1,180	1,180
Amount of money from sales / auctions/ web and trade-ins	\$200,000	\$210,000	\$210,000	\$200,000
Determine to auction, surplus or negotiate a trade	81 units	136 units	136 units	113 units
<u>Output:</u>				
Actual number of dollars obtained through sales/ auctions/ web	\$338,206	\$319,055	\$319,055	In progress
Actual number of dollars obtained through negotiated trades	\$218,600	\$219,053	\$219,053	In progress
<u>Outcome:</u>				
Establish a baseline for future quantification in dollars to track revenue increases	\$556,806	\$538,108	\$538,108	In progress

Explanation and Analysis of Performance Measures

Fleet management in an attempt to operate more like private sector, attempts to increase revenue while driving down cost. This measurement is strictly to address the revenue portion of the statement about operating more like a business.

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 22 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 CONSISTENTLY 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
10 PERSONAL SERVICES	4,048,461	4,049,130	4,350,937	4,704,254	4,350,937
20 CONTRACTUAL SERVICES	225,005	191,340	586,085	587,195	586,085
30 SUPPLIES & MATERIALS	240,671	231,975	273,465	284,590	273,465
40 BUSINESS AND TRAVEL	17,810	19,487	25,300	28,590	25,300
80 INTER-GOVERNMENTAL/INTERFUND	335	285	1,275	1,350	1,275
GRAND TOTAL	4,532,282	4,492,217	5,237,062	5,605,979	5,237,062

SUMMARY BY CHARACTER:

SUMMARY BY FUND:

11 GENERAL	3,464,611	3,424,918	3,820,392	4,003,070	3,820,393
51 WATER & SEWER OPERATING	1,067,671	1,067,299	1,416,669	1,602,909	1,416,669
GRAND TOTAL	4,532,282	4,492,217	5,237,061	5,605,979	5,237,062

SUMMARY BY DIVISION:

GENERAL FUND:

41000	OFFICE OF THE TREASURER	742,995	730,486	873,262	744,366	873,262
43000	BUREAU OF ACCOUNTING	1,771,130	1,716,163	1,984,619	2,038,509	1,984,619
44000	BUREAU OF REVENUE COLLECTIONS	950,485	978,269	962,511	1,220,195	962,511

WATER & SEWER FUND:

45000	WATER & SEWER ACCOUNTING	1,067,671	1,067,299	1,416,669	1,602,909	1,416,669
GRAND TOTAL		4,532,282	4,492,217	5,237,061	5,605,979	5,237,062

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUND</u>						
Accounting Clerk I	1.00	44,800	1.00	36,123	0.00	0
Accounting Clerk II	5.00	223,727	5.00	228,253	7.00	353,423
Accountant I	3.00	146,698	4.00	206,752	1.00	57,680
Accountant II	7.00	456,792	6.00	381,638	6.00	408,986
Accountant III	0.00	0	0.00	0	1.00	79,390
Accountant IV	1.00	81,107	1.00	84,769	1.00	90,402
Accounting Technician I	2.00	91,209	3.00	142,438	4.00	211,305
Accounting Technician II	6.00	394,688	5.00	338,974	4.00	295,015
Accounts Payable Supervisor	1.00	72,845	1.00	76,342	1.00	81,721
Administrative Secretary III	1.00	68,881	1.00	72,299	1.00	77,558
Assistant Supervisor of Revenue Collections	1.00	71,614	1.00	75,086	1.00	80,429
Chief, Treasury Bureau	2.00	198,713	2.00	206,767	2.00	219,150
Deputy Treasurer	1.00	135,159	1.00	137,159	1.00	139,902
Treasurer	1.00	138,105	1.00	140,105	1.00	144,907
FULL-TIME SALARIES	32.00	2,124,338	32.00	2,126,705	31.00	2,239,868
TEMPORARY SALARIES		167,540		167,540		159,820
SALARY TOTAL	32.00	2,291,878	32.00	2,294,245	31.00	2,399,688

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - WATER & SEWER FUND</u>						
Accountant III	0.00	0	0.00	0	1.00	76,470
Accountant IV	1.00	88,693	1.00	92,507	1.00	98,372
Accounting Clerk I	3.00	127,800	1.00	43,652	2.00	92,365
Accounting Clerk II	2.00	124,008	4.00	210,307	3.00	187,015
Accounting Technician I	2.00	118,856	2.00	125,313	2.00	137,597
Assistant Supervisor of Revenue Collections	1.00	90,682	1.00	94,536	1.00	100,461
FULL-TIME SALARIES	9.00	550,039	9.00	566,315	10.00	692,281
TEMPORARY SALARIES		21,216		21,216		37,500
SUB-TOTAL W & S FUND SALARIES	9.00	571,255	9.00	587,531	10.00	729,781
<u>OTHER PERSONAL SERVICES</u>						
Pension		261,090		289,791		330,036
Workers' Compensation		11,177		11,930		11,338
Health Benefits		850,960		816,340		842,632
PEHP		103,620		141,240		148,500
FICA		216,781		203,520		235,008
Miscellaneous		6,020		6,340		7,270
TOTAL OTHER PERSONAL SERVICES	9.00	1,449,648	9.00	1,469,161	10.00	1,574,784

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

TREASURY - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	41.00	2,674,377	41.00	2,693,020	41.00	2,932,149
TOTAL TEMPORARY SALARIES		188,756		188,756		197,320
TOTAL OTHER PERSONAL SERVICES		1,449,648		1,469,161		1,574,784
DEPARTMENTAL SALARY TOTALS	<u>41.00</u>	<u>4,312,781</u>	<u>41.00</u>	<u>4,350,937</u>	<u>41.00</u>	<u>4,704,254</u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY

GENERAL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,198,666	3,199,025	3,430,722	3,597,800	3,597,800
20 CONTRACTUAL SERVICES	123,121	89,657	210,980	212,090	212,090
30 SUPPLIES AND MATERIALS	125,039	117,768	154,150	165,275	165,275
40 BUSINESS AND TRAVEL	17,450	18,183	23,315	26,605	26,605
50 CAPITAL OUTLAY	0	0	0	0	
80 INTER-GOVERNMENTAL/INTERFUND	335	285	1,225	1,300	1,300
GRAND TOTAL	3,464,611	3,424,918	3,820,392	4,003,070	4,003,070
<u>SUMMARY BY FUND:</u>					
11 GENERAL	3,464,611	3,424,918	3,820,392	4,003,070	4,003,070
GRAND TOTAL	3,464,611	3,424,918	3,820,392	4,003,070	4,003,070
<u>SUMMARY BY DIVISION:</u>					
041000 OFFICE OF THE TREASURER	742,995	730,486	873,262	744,366	744,366
043000 BUREAU OF ACCOUNTING	1,771,130	1,716,163	1,984,619	2,038,509	2,038,509
044000 BUREAU OF REVENUE COLLECTIONS	950,485	978,269	962,511	1,220,195	1,220,195
GRAND TOTAL	3,464,611	3,424,918	3,820,392	4,003,070	3,820,392

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUND</u>						
Accounting Clerk I	1.00	44,800	1.00	36,123	0.00	0
Accounting Clerk II	5.00	223,727	5.00	228,253	7.00	353,423
Accountant I	3.00	146,698	4.00	206,752	1.00	57,680
Accountant II	7.00	456,792	6.00	381,638	6.00	408,986
Accountant III	0.00	0	0.00	0	1.00	79,390
Accountant IV	1.00	81,107	1.00	84,769	1.00	90,402
Accounting Technician I	2.00	91,209	3.00	142,438	4.00	211,305
Accounting Technician II	6.00	394,688	5.00	338,974	4.00	295,015
Accounts Payable Supervisor	1.00	72,845	1.00	76,342	1.00	81,721
Administrative Secretary III	1.00	68,881	1.00	72,299	1.00	77,558
Assistant Supervisor of Revenue Collections	1.00	71,614	1.00	75,086	1.00	80,429
Chief, Treasury Bureau	2.00	198,713	2.00	206,767	2.00	219,150
Deputy Treasurer	1.00	135,159	1.00	137,159	1.00	139,902
Treasurer	1.00	138,105	1.00	140,105	1.00	144,907
FULL-TIME SALARIES	32.00	2,124,338	32.00	2,126,705	31.00	2,239,867
TEMPORARY SALARIES		167,540		167,540		159,820
SALARY TOTAL	32.00	2,291,878	32.00	2,294,245	31.00	2,399,687

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		208,836		230,328		250,135
Workers' Compensation		8,867		9,325		8,638
Health Benefits		660,231		622,407		632,929
PEHP		77,715		109,140		121,500
FICA		173,081		160,197		179,180
Miscellaneous		4,760		5,080		5,730
TOTAL OTHER PERSONAL SERVICES		1,133,490		1,136,477		1,198,112
TOTAL PERSONAL SERVICES	32.00	3,425,368 *	32.00	3,430,722	31.00	3,597,800

*FY 20 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 Accounting. This office also provides financial support and information to the County Administration and County Council.

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 33rd consecutive year and has applied for the award for the most current audit.

FY 22 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 CONSISTENTLY 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
10 PERSONAL SERVICES	720,357	712,874	846,197	717,301	717,301
20 CONTRACTUAL SERVICES	3,494	3,843	4,415	4,415	4,415
30 SUPPLIES AND MATERIALS	5,697	4,503	5,900	5,900	5,900
40 BUSINESS AND TRAVEL	13,355	9,219	15,750	15,750	15,750
80 INTER-GOVERNMENTAL/INTERFUND	93	46	1,000	1,000	1,000
GRAND TOTAL	742,996	730,486	873,262	744,366	744,366

FUNDING SOURCE:

11 GENERAL	742,996	730,486	873,262	744,366	744,366

TREASURY
Office of the Treasurer
Index #041000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE						
			<u>PERSONAL SERVICES decrease (\$128,896)</u>						
570,977	579,746	8,769	Full-Time Salaries						
			8,769 Salary Adjustments						
	(162,909)	(162,909)	The net result of full-time staff transfers between divisions of Treasury:						
			<table><tr><td>Salary</td><td>Fringe</td><td>Total</td></tr><tr><td>(101,988)</td><td>(60,921)</td><td>(162,909)</td></tr></table>	Salary	Fringe	Total	(101,988)	(60,921)	(162,909)
Salary	Fringe	Total							
(101,988)	(60,921)	(162,909)							
	17,923	17,923	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees						
600	600	0	Cell Phone reimbursement						
2,352	2,014	(338)	Workers' Compensation adjustment						
59,953	62,972	3,019	Pension adjustments						
150,892	154,338	3,446	Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage						
19,260	20,250	990	PEHP (Post Employment Health Plan)						
41,183	41,387	204	FICA adjustments						
4,415	4,415	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>						
			Funding provides for telephone service, etc.						

DIVISION STAFF SUMMARY

Office of Treasurer

Index #041000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	3.00	174,010	3.00	185,291	2.00	130,450
Accounting Clerk I	1.00	72,361	1.00	36,123	0.00	0
Administrative Secretary III	1.00	68,881	1.00	72,299	1.00	77,558
Deputy Treasurer	1.00	135,159	1.00	137,159	1.00	139,902
Treasurer	1.00	138,105	1.00	140,105	1.00	144,907
SALARY TOTAL	7.00	588,516	7.00	570,977	5.00	492,816
OTHER PERSONAL SERVICES						
Pension		55,909		59,953		54,210
Workers' Compensation		2,241		2,352		1,823
Health Benefits		148,392		150,892		112,165
PEHP		15,543		19,260		20,250
FICA		42,773		41,183		34,736
Miscellaneous		980		1,580		1,300
TOTAL OTHER PERSONAL SERVICES		265,838		275,220		224,484
TOTAL PERSONAL SERVICES	7.00	854,354 *	7.00	846,197	5.00	717,301

*FY 20 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, 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 22 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 CONSISTENTLY 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,660,724	1,605,296	1,811,744	1,865,634	1,865,634
20 CONTRACTUAL SERVICES	74,417	80,047	127,700	127,700	127,700
30 SUPPLIES & MATERIALS	33,922	24,479	39,500	39,500	39,500
40 BUSINESS AND TRAVEL	1,952	6,236	5,525	5,525	5,525
80 INTER-GOVERNMENTAL/INTERFUND	115	104	150	150	150
GRAND TOTAL	1,771,130	1,716,162	1,984,619	2,038,509	2,038,509

FUNDING SOURCE:

11 GENERAL	1,771,130	1,716,162	1,984,619	2,038,509	2,038,509

TREASURY
Bureau of Accounting
Index #043000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE						
			<u>PERSONAL SERVICES increase \$53,890</u>						
1,156,660	1,176,861	20,201	Full-Time Salaries						
			20,201 Salary Adjustment						
	(69,727)	(69,727)	The net result of full-time staff transfers between divisions of Treasury:						
			<table><tr><td><u>Salary</u></td><td><u>Fringe</u></td><td><u>Total</u></td></tr><tr><td>(47,866)</td><td>(21,861)</td><td><u>(69,727)</u></td></tr></table>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>	(47,866)	(21,861)	<u>(69,727)</u>
<u>Salary</u>	<u>Fringe</u>	<u>Total</u>							
(47,866)	(21,861)	<u>(69,727)</u>							
	106,494	106,494	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees						
0	650	650	Cell Phone reimbursement						
18,720	18,720	0	Temporary salaries additional seasonal help						
121,449	128,647	7,198	Pension Adjustments						
5,137	4,344	(793)	Workers' Compensation adjustment						
352,033	337,055	(14,978)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage						
64,200	67,500	3,300	PEHP (Post Employment Health Plan)						
88,485	90,030	1,545	FICA adjustments						
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>						
127,700	127,700	0	Financial/Audit, Other Professional Services, telephone and fax services						

DIVISION STAFF SUMMARY

Bureau of Accounting

Index #043000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant I	3.00	146,698	4.00	206,752	1.00	57,680
Accountant II	3.00	211,080	3.00	196,347	4.00	278,537
Accountant III	0.00	0	0.00	0	1.00	79,390
Accountant IV	1.00	81,107	1.00	84,769	1.00	90,402
Accounting Clerk I	1.00	44,800	0.00	0	0.00	0
Accounting Clerk II	3.00	117,871	3.00	118,892	3.00	140,137
Accounting Technician I	1.00	46,454	2.00	94,748	3.00	156,715
Accounting Technician II	4.00	265,583	4.00	279,054	3.00	228,065
Accounts Payable Supervisor	1.00	72,845	1.00	76,342	1.00	81,721
Chief, Treasury Bureau	1.00	95,800	1.00	99,756	1.00	105,839
FULL-TIME SALARIES	<u>18.00</u>	<u>1,082,238</u>	<u>19.00</u>	<u>1,156,660</u>	<u>18.00</u>	<u>1,218,485</u>
TEMPORARY SALARIES		<u>18,720</u>		<u>18,720</u>		<u>18,720</u>
SALARY TOTAL	<u>18.00</u>	<u>1,100,958</u>	<u>19.00</u>	<u>1,175,380</u>	<u>18.00</u>	<u>1,237,205</u>
OTHER PERSONAL SERVICES						
Pension		102,813		121,449		134,033
Workers' Compensation		4,388		5,137		4,337
Health Benefits		324,732		354,433		326,175
PEHP		41,448		64,200		67,500
FICA		84,223		88,485		93,214
Miscellaneous		2,520		2,660		3,170
TOTAL OTHER PERSONAL SERVICES		<u>560,124</u>		<u>636,364</u>		<u>628,429</u>
TOTAL PERSONAL SERVICES	<u>18.00</u>	<u>1,661,082</u>	<u>19.00</u>	<u>1,811,744</u>	<u>18.00</u>	<u>1,865,634</u>

*FY 20 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 is 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 22 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 CONSISTENTLY 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	817,585	880,854	772,781	1,014,865	772,781
20 CONTRACTUAL SERVICES	45,210	5,768	78,865	79,975	78,865
30 SUPPLIES & MATERIALS	85,421	88,786	108,750	119,875	108,750
40 BUSINESS AND TRAVEL	2,143	2,728	2,040	5,330	2,040
80 INTER-GOVERNMENTAL/INTERFUND	127	134	75	150	75
GRAND TOTAL	950,485	978,269	962,511	1,220,195	962,511

FUNDING SOURCE:

11 GENERAL	950,485	978,269	962,511	1,220,195	962,511

TREASURY
Bureau of Revenue Collections
Index #044000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE						
			<u>PERSONAL SERVICES increase \$242,084</u>						
399,068	408,370	9,302	Full-time salaries						
		9,302	Salary Adjustment						
148,820	141,100	(7,720)	Temporary salaries additional seasonal help						
	36,708	36,708	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees						
	156,690	156,690	The net result of full-time staff transfers between divisions of Treasury:						
			<table><tr><td>Salary</td><td>Fringe</td><td>Total</td></tr><tr><td>89,355</td><td>67,335</td><td>156,690</td></tr></table>	Salary	Fringe	Total	89,355	67,335	156,690
Salary	Fringe	Total							
89,355	67,335	156,690							
48,926	48,671	(255)	Pension adjustments						
1,836	2,033	197	Workers' Compensation adjustment						
115,882	143,328	27,446	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage						
25,680	33,750	8,070	PEHP adjustments						
30,529	42,035	11,506	FICA Adjustments						
525	1,575	1,050	<u>CONTRACTUAL SERVICES increased \$1,100</u>						
			Telephone service increased due to additional cell phone and Equipment Service increased based on actuals						
			<u>SUPPLIES AND MATERIALS increased \$11,125</u>						
106,875	118,000	11,125	General Office Supplies, Commercial printing and Office Mailing increased based on actual expense history						
1,790	5,080	3,290	<u>BUSINESS AND TRAVEL increased \$3,290</u>						
			Mileage, Tolls, Lodging, Membership fees and Training increased						

DIVISION STAFF SUMMARY
Bureau of Revenue Collections
Index #044000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	1.00	71,702	0.00	0	0.00	0
Accounting Clerk II	2.00	105,856	2.00	109,361	4.00	213,286
Accounting Technician I	1.00	44,755	1.00	47,690	1.00	54,590
Accounting Technician II	1.00	56,744	1.00	59,919	1.00	66,950
Assistant Supervisor of Revenue Collections	1.00	71,614	1.00	75,086	1.00	80,429
Chief, Treasury Bureau	1.00	102,913	1.00	107,011	1.00	113,311
FULL-TIME SALARIES	<u>7.00</u>	<u>453,584</u>	<u>6.00</u>	<u>399,067</u>	<u>8.00</u>	<u>528,566</u>
TEMPORARY SALARIES	<u>0.00</u>	<u>148,820</u>	<u>0.00</u>	<u>148,820</u>	<u>0.00</u>	<u>141,100</u>
SALARY TOTAL	<u>7.00</u>	<u>602,404</u>	<u>6.00</u>	<u>547,887</u>	<u>8.00</u>	<u>669,666</u>
OTHER PERSONAL SERVICES						
Pension		50,114		48,926		61,892
Workers' Compensation		2,238		1,836		2,478
Health Benefits		187,108		117,083		194,589
PEHP		20,724		25,680		33,750
FICA		46,084		30,529		51,229
Miscellaneous		1,260		840		1,260
TOTAL OTHER PERSONAL SERVICES		<u>307,528</u>		<u>224,894</u>		<u>345,198</u>
TOTAL PERSONAL SERVICES	<u>7.00</u>	<u>909,932</u>	<u>6.00</u>	<u>772,781</u>	<u>8.00</u>	<u>1,014,865</u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 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 CONSISTENTLY 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	849,795	850,106	920,214	1,106,454	1,106,454
20 CONTRACTUAL SERVICES	101,884	101,683	375,105	375,105	375,105
30 SUPPLIES & MATERIALS	115,632	114,207	119,315	119,315	119,315
40 BUSINESS AND TRAVEL	360	1,304	1,985	1,985	1,985
80 INTER-GOVERNMENTAL/INTERFUND	0	0	50	50	50
GRAND TOTAL	<u>1,067,671</u>	<u>1,067,299</u>	<u>1,416,669</u>	<u>1,602,909</u>	<u>1,602,909</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>1,067,671</u>	<u>1,067,299</u>	<u>1,416,669</u>	<u>1,602,909</u>	<u>1,602,909</u>

TREASURY Water and Sewer Accounting Index #045000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE						
			<u>PERSONAL SERVICES increase \$186,240</u>						
566,315	570,745	4,430	Full-Time Salaries						
			4,430 Salary Adjustment						
21,216	37,500	16,284	Temporary funding for seasonal help						
	59,968	59,968	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees						
	95,347	95,347	The net result of full-time staff transfers between divisions of Treasury:						
			<table><tr><td><u>Salary</u></td><td><u>Fringe</u></td><td><u>Total</u></td></tr><tr><td>71,373</td><td>23,974</td><td><u>95,347</u></td></tr></table>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>	71,373	23,974	<u>95,347</u>
<u>Salary</u>	<u>Fringe</u>	<u>Total</u>							
71,373	23,974	<u>95,347</u>							
59,463	66,332	6,869	Pension adjustments						
2,605	2,022	(583)	Workers' Compensation adjustment						
193,932	199,609	5,677	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage						
32,100	27,000	(5,100)	PEHP (Post Employment Health Plan)						
43,323	46,531	3,208	FICA adjustments						

DIVISION STAFF SUMMARY
Water & Sewer Accounting
Index #045000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	0.00	0	0.00	0	1.00	76,470
Accountant IV	1.00	88,693	1.00	92,507	1.00	98,372
Accounting Clerk I	3.00	127,800	1.00	43,652	2.00	92,365
Accounting Clerk II	2.00	124,008	4.00	210,307	3.00	187,015
Accounting Technician I	2.00	118,856	2.00	125,313	2.00	137,597
Assistant Supervisor of Revenue Collections	1.00	90,682	1.00	94,536	1.00	100,461
TOTAL FULL TIME SALARIES	9.00	550,039	9.00	566,315	10.00	692,281
TEMPORARY SALARIES		21,216		21,216		37,500
SALARY TOTAL	9.00	571,255	9.00	587,531	10.00	729,781
OTHER PERSONAL SERVICES						
Pension		52,254		59,463		79,901
Workers' Compensation		2,310		2,605		2,700
Health Benefits		190,728		193,932		209,703
PEHP		25,905		32,100		27,000
FICA		43,701		43,323		55,829
Miscellaneous		1,260		1,260		1,540
TOTAL OTHER PERSONAL SERVICES		316,158		332,683		376,673
TOTAL PERSONAL SERVICES	9.00	887,413	9.00	920,214	10.00	1,106,454

*FY 20 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 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Dollars Allocated	\$4,532,281	\$4,492,217	\$5,237,062	\$5,605,976
Number of Staff	44	43	43	42
<u>Output:</u>				
Number of reports issued by legislative mandate:				
Comprehensive Annual Financial Report - October 31st	1	1	1	1
UFR - November 1st	1	1	1	1
<u>Outcome:</u>				
Financial statements determined to conform to Generally Accepted Accounting Principles without qualification.	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

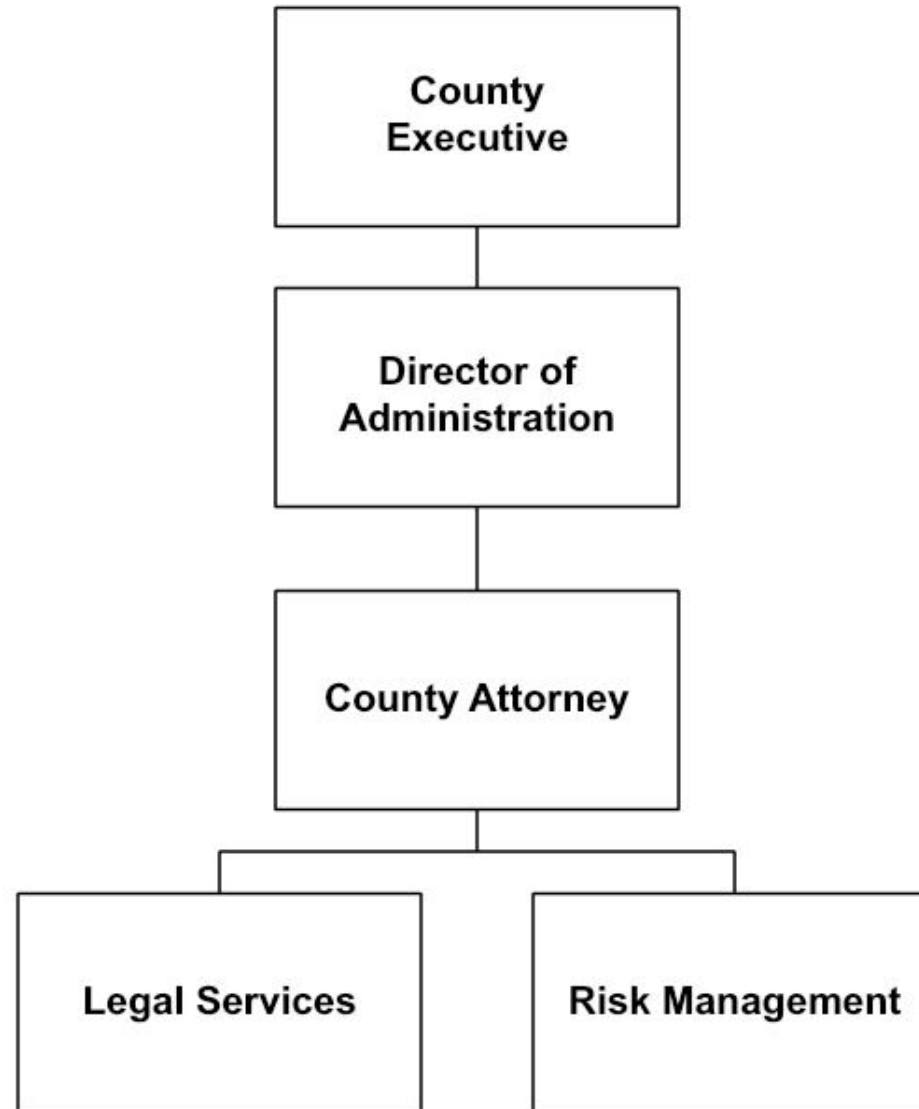
I. Fiscal Balance and Efficiency

Measure	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Cost of Issuance Expense	\$322,410	\$1,104,064	\$988,000	\$1,000,000
<u>Output:</u>				
Presentation to Credit Rating Agencies	1	1	1	1
Official Statement	1	1	1	1
<u>Outcome:</u>				
Bond Rating from the three major bond rating agencies				
Moody's Investor Services	Aaa	Aaa	Aaa	Aaa
Fitch Ratings	AAA	AAA	AAA	AAA
Standard and Poors				
Cup	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.

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 actuarial 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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	1,908,906	2,010,346	2,171,063	2,342,699	2,342,699
20 CONTRACTUAL SERVICES	76,968	77,988	91,875	91,875	91,875
30 SUPPLIES AND MATERIALS	6,048	6,366	9,535	9,535	9,535
40 BUSINESS AND TRAVEL	22,138	19,943	32,880	32,880	32,880
50 CAPITAL OUTLAY	0	1,033	0	0	0
70 MISCELLANEOUS	28,470	26,932	28,448	28,448	28,448
80 INTER-GOVERNMENTAL/INTERFUND	87	0	500	500	500
GRAND TOTAL	2,042,617	2,142,608	2,334,301	2,505,937	2,505,937

SUMMARY BY FUND:

11 GENERAL	2,042,617	2,142,608	2,334,301	2,505,937	2,505,937
GRAND TOTAL	2,042,617	2,142,608	2,334,301	2,505,937	2,505,937

SUMMARY BY DIVISION:

052000	LEGAL SERVICES	1,917,592	1,948,163	2,130,897	2,262,101	2,262,101
054000	RISK MANAGEMENT	125,024	194,445	203,404	243,836	243,836
GRAND TOTAL		2,042,616	2,142,608	2,334,301	2,505,937	2,505,937

LAW

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$171,637</u>
1,524,643	1,538,129	13,486	Full-time salaries
		13,486	Salary adjustments
	90,488	90,488	FY 22 merit increase of \$3,000 plus 3% COLA for all eligible employees
146,097	154,537	8,440	Pension/Retirement adjustments
7,947	6,567	(1,380)	Workers' Compensation adjustment
264,296	315,776	51,480	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
32,100	40,500	8,400	PEHP (Post Employment Health Plan)
110,880	111,603	723	FICA adjustments

LAW

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
91,875	91,875	0	<u>CONTRACTUAL SERVICES</u> no change in funding over FY 21 Funding for telephone service, contractual legal services, etc.
9,535	9,535	0	<u>SUPPLIES AND MATERIALS</u> no change in funding over FY 21 Funding for computer supplies and printing
32,880	32,880	0	<u>BUSINESS AND TRAVEL</u> no change in funding over FY 21 Funding provides for mileage, training seminars, conferences and related expenses
28,448	28,448	0	<u>MISCELLANEOUS</u> no change in funding over FY 21 Funding provides litigation expenses and public defender grant

DEPARTMENT STAFF SUMMARY
LAW

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	64,773	1.00	68,108	1.00	73,242
Administrative Specialist I	2.00	122,123	2.00	126,605	2.00	136,584
Assistant County Attorney I	1.00	109,100	1.00	109,100	1.00	109,100
Assistant County Attorney II	0.00	0	1.00	109,140	1.00	115,504
County Attorney	1.00	147,306	1.00	149,306	1.00	154,292
Legal Specialist III	2.00	132,891	2.00	142,664	2.00	153,124
Management Assistant I	1.00	85,872	1.00	89,629	1.00	95,408
Administrator, Risk & Safety	1.00	102,000	1.00	76,500	1.00	90,640
Senior Assistant County Attorney	6.00	772,016	5.00	653,590	5.00	688,647
TOTAL FULL-TIME SALARIES	15.00	1,536,081	15.00	1,524,642	15.00	1,616,541
TEMPORARY SALARIES		83,000		83,000		83,000
SALARY TOTAL	15.00	1,619,081	15.00	1,607,642	15.00	1,699,541
OTHER PERSONAL SERVICES						
Pension & Retirement		133,707		146,097		162,383
Workers' Compensation		7,482		7,947		6,915
Health Benefits		299,415		264,296		315,776
PEHP		31,086		32,100		40,500
FICA		117,724		110,880		115,485
Miscellaneous		2,100		2,100		2,100
TOTAL OTHER PERSONAL SERVICES		591,514		563,420		643,159
TOTAL PERSONAL SERVICES	15.00	2,210,595	15.00	2,171,062	15.00	2,342,700

* FY 20 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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,791,637	1,821,792	1,981,144	2,112,348	2,112,348
20 CONTRACTUAL SERVICES	75,397	76,665	90,100	90,100	90,100
30 SUPPLIES AND MATERIALS	4,947	5,216	7,600	7,600	7,600
40 BUSINESS AND TRAVEL	17,055	16,525	23,105	23,105	23,105
50 CAPITAL OUTLAY	0	1,033	0	0	0
70 MISCELLANEOUS	28,470	26,932	28,448	28,448	28,448
80 INTER-GOVERNMENTAL/INTERFUND	87	0	500	500	500
GRAND TOTAL	<u>1,917,592</u>	<u>1,948,163</u>	<u>2,130,897</u>	<u>2,262,101</u>	<u>2,262,101</u>

SUMMARY BY FUND:

11 GENERAL	<u>1,917,592</u>	<u>1,948,163</u>	<u>2,130,897</u>	<u>2,262,101</u>	<u>2,262,101</u>
GRAND TOTAL	<u>1,917,592</u>	<u>1,948,163</u>	<u>2,130,897</u>	<u>2,262,101</u>	<u>2,262,101</u>

LAW
Legal Services
Index #052000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$131,204</u>
1,384,903	1,389,889	4,986	Full-time salaries 4,986 salary adjustment
	77,780	77,780	FY 22 merit increase of \$3,000 plus COLA of 3% for all eligible employees
83,000	83,000	0	Temporary salaries provide for a legal college interns and a policy analyst
131,424	138,230	6,806	Pension/Retirement adjustments
6,371	5,143	(1,228)	Workers' Compensation adjustment
247,756	282,472	34,716	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
25,680	33,750	8,070	PEHP (Post Employment Health Plan)
100,190	100,263	73	FICA adjustments
90,100	90,100	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u> Funds provide for telephone service, legal services, etc.
7,600	7,600	0	<u>MATERIALS & SUPPLIES no change in funding over FY 21</u> Funds for office supplies, computers supplies, etc.,
23,105	23,105	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u> Funding provides for training seminars, conferences and associated expenses
28,448	28,448	0	<u>MISCELLANEOUS INCREASE no change in funding over FY 21</u> Funding provides for litigation expense and public defender grant

DIVISION STAFF SUMMARY

Legal Services

Index #052000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	64,773	1.00	68,108	1.00	73,242
Administrative Specialist I	1.00	60,123	1.00	63,365	1.00	68,356
Assistant County Attorney I	1.00	109,100	1.00	109,100	1.00	109,100
Assistant County Attorney II	0.00	0	1.00	109,140	1.00	115,504
County Attorney	1.00	147,306	1.00	149,306	1.00	154,292
Legal Specialist III	2.00	132,891	2.00	142,665	2.00	153,124
Management Assistant I	1.00	85,872	1.00	89,629	1.00	95,408
Senior Assistant County Attorney	6.00	772,016	5.00	653,590	5.00	688,647
TOTAL FULL-TIME SALARIES	13.00	1,372,081	13.00	1,384,903	13.00	1,457,673
TEMPORARY SALARIES		83,000		83,000		83,000
SALARY TOTAL	13.00	1,455,081	13.00	1,467,903	13.00	1,540,673

DIVISION STAFF SUMMARY

Legal Services

Index #052000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		118,127		131,424		144,907
Workers' Compensation		5,763		6,371		5,393
Health Benefits		251,325		247,756		282,472
PEHP		20,724		25,680		33,750
FICA		105,178		100,190		103,333
Miscellaneous		1,820		1,820		1,820
TOTAL OTHER PERSONAL SERVICES		502,937		513,241		571,675
TOTAL PERSONAL SERVICES	13.00	1,958,018 *	13.00	1,981,144	13.00	2,112,348

*FY 20 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 actuarial 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 22 GOALS:

MINIMIZE THE COUNTY'S EXPOSURE FOR FINANCIAL LOSS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	117,269	188,554	189,919	230,351	230,351
20 CONTRACTUAL SERVICES	1,571	1,323	1,775	1,775	1,775
30 SUPPLIES AND MATERIALS	1,101	1,150	1,935	1,935	1,935
40 BUSINESS AND TRAVEL	5,083	3,418	9,775	9,775	9,775
GRAND TOTAL	125,024	194,445	203,404	243,836	243,836

FUNDING SOURCE:

11 GENERAL	125,024	194,445	203,404	243,836	243,836

LAW
Risk Management
Index #054000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$40,432</u>
139,740	148,240	8,500	Full-time Salaries 8,500 salary adjustment
16,540	33,304	16,764	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
	12,706	12,706	FY 22 merit increase of \$3,000 plus COLA of 3% for all eligible employees
14,673	16,306	1,633	Pension adjustments
6,420	6,750	330	PEHP
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
1,775	1,775	0	Funding for Telephone Service, fax and office equipment
1,935	1,935	0	<u>SUPPLIES AND MATERIALS no change in funding over FY 21</u>
			Funding for General Office Supplies, Printing Commercial and Safety Equipment
9,775	9,775	0	<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
			Funds provide for membership fees, vehicle and fuel based on actual expense history

DIVISION STAFF SUMMARY

Risk Management

Index #054000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, Risk and Safety	1.00	102,000	1.00	76,500	1.00	90,640
Administrative Specialist I	1.00	62,000	1.00	63,240	1.00	68,227
TOTAL FULL-TIME SALARIES	1.00	164,000	2.00	139,740	2.00	158,867
TEMPORARY SALARIES		0		0		0
SALARY TOTAL	1.00	164,000	2.00	139,740	2.00	158,867
OTHER PERSONAL SERVICES						
Pension & Retirement		15,580		14,673		17,475
Workers' Compensation		1,719		1,576		1,521
Health Benefits		48,090		16,540		33,304
PEHP		10,362		6,420		6,750
FICA		12,546		10,690		12,154
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		88,577		50,179		71,484
TOTAL PERSONAL SERVICES	1.00	252,577 *	2.00	189,919	2.00	230,351

*FY 20 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

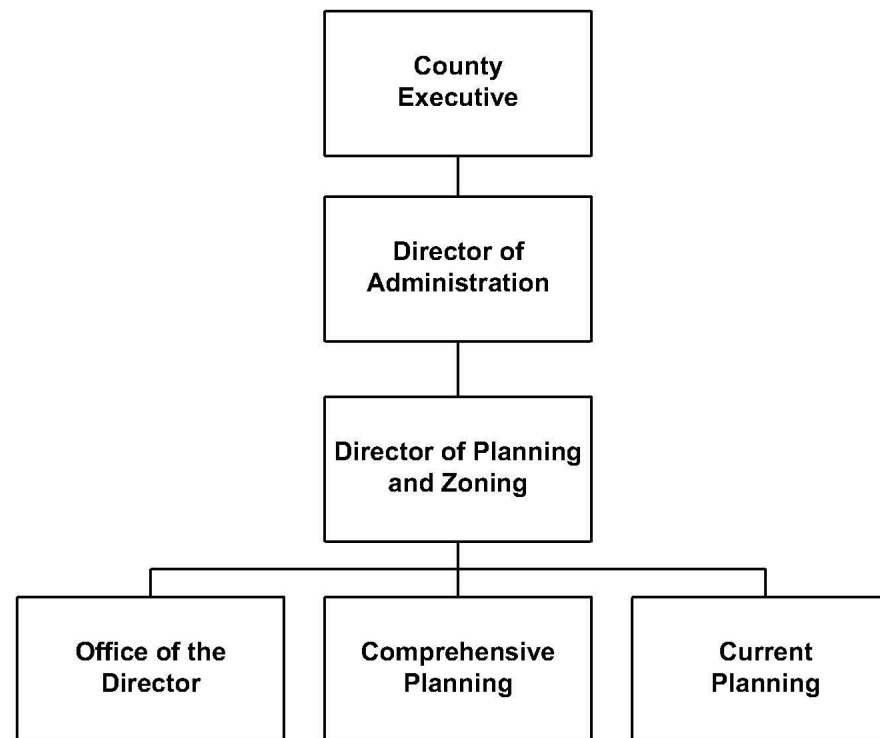
To continue improvement in document processing time and to provide recommendations for improving standard documents.

County Goal(s) Supported

I. Fiscal Balance and Efficiency

Measure	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>					
Dollars allocated	\$1,913,564	\$2,042,616	\$2,142,608	\$2,334,301	\$2,505,937
Number of staff	14	14	14	14	14
<u>Output:</u>					
Number of deeds processed	36	36	40	40	45
Number of plats processed	120	120	100	150	150
Number of agreements processed	949	949	851	1,000	1,000
<u>Outcome:</u>					
Turnaround time in days:					
Deeds	2.1	2.1	3.00	2.00	2.00
Plats	2	1.73	2.00	2.00	2.00
Agreements	2.70	2.62	3.00	3.00	3.00

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 22 GOALS:

TO PROVIDE QUALITY CUSTOMER SERVICE

TO IMPLEMENT HARFORD NEXT

PLANNING AND ZONING

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,538,733	3,659,333	3,954,209	4,064,206	4,064,206
20 CONTRACTUAL SERVICES	178,724	35,488	167,900	87,900	87,900
30 SUPPLIES & MATERIALS	19,056	18,317	32,200	33,100	33,100
40 BUSINESS AND TRAVEL	16,909	16,015	35,400	35,700	35,700
50 CAPITAL OUTLAY	13,595,634	4,530,975	20,000,000	20,000,000	20,000,000
70 MISCELLANEOUS	2,712,354	1,692,154	2,451,800	3,916,900	3,916,900
80 INTER-GOVERNMENTAL/INTERFUND	88	0	200	200	200
GRAND TOTAL	20,061,498	9,952,282	26,641,709	28,138,006	28,138,006
<u>SUMMARY BY FUND:</u>					
11 GENERAL	3,721,816	3,698,635	4,129,009	4,189,006	4,189,006
27 AG PRESERVATION - COUNTY	15,528,793	6,170,185	22,030,900	23,448,000	23,448,000
28 AG PRESERVATION - STATE	810,889	83,461	481,800	501,000	501,000
GRAND TOTAL	20,061,498	9,952,282	26,641,709	28,138,006	28,138,006
<u>SUMMARY BY DIVISION:</u>					
<u>GENERAL FUND:</u>					
61000 DIRECTOR OF PLANNING & ZONING	570,899	600,793	733,017	695,572	695,572
62000 COMPREHENSIVE PLANNING	1,321,223	1,134,104	1,309,220	1,324,769	1,324,769
63000 CURRENT PLANNING	1,829,694	1,963,738	2,086,771	2,168,665	2,168,665
<u>AG PRESERVATION - COUNTY</u>					
64270 AG PRESERVATION - COUNTY	15,528,793	6,170,185	22,030,900	23,448,000	23,448,000
<u>AG PRESERVATION - STATE</u>					
64280 AG PRESERVATION - STATE	810,889	83,461	481,800	501,000	501,000
GRAND TOTAL	20,061,498	9,952,282	26,641,709	28,138,006	28,138,006

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant II	2.00	96,535	2.00	102,668	2.00	111,928
Administrative Secretary III	1.00	67,872	1.00	71,269	1.00	76,498
Administrative Specialist II	1.00	67,840	1.00	71,237	1.00	76,464
Customer Support Analyst I	1.00	41,340	0	0	0	0
Customer Support Analyst II	3.00	167,294	3.00	156,951	3.00	170,930
Senior Customer Support Analyst	0	0	1.00	68,442	1.00	73,585
Deputy Director of Planning and Zoning	1.00	111,025	1.00	113,025	1.00	104,400
Director, Planning and Zoning	1.00	120,233	1.00	120,233	1.00	125,000
GIS Analyst I	1.00	52,348	0	0	0	0
GIS Analyst II	1.00	62,784	2.00	123,052	2.00	132,923
GIS Technician II	1.00	53,738	1.00	56,853	1.00	61,648
Permits Review Supervisor	1.00	79,589	1.00	83,221	1.00	75,000
Planner I	3.00	149,636	4.00	203,629	4.00	330,248
Planner II	4.00	265,641	3.00	208,669	3.00	215,809
Planner III	5.00	426,321	5.00	339,780	5.00	262,588
Planner IV	3.00	339,280	3.00	450,616	3.00	470,022
Planning Assistant I	1.00	42,376	0	0	0	0
Planning Assistant II	2.00	138,211	0	0	0	0
Planning Technician II	0	0	2.00	131,683	2.00	51,047
Planning Technician III	0	0	1.00	59,931	1.00	64,819
Zoning Enforcement Coordinator	1.00	87,446	1.00	91,235	1.00	97,062
Zoning Inspector I	1.00	58,038	0	0	0	0
Zoning Inspector II	2.00	127,080	3.00	195,230	3.00	210,357
Zoning Technician	1.00	43,479	1.00	46,389	1.00	50,870
FULL-TIME SALARIES	37.00	2,598,106	37.00	2,694,113	37.00	2,761,198
SALARY OFFSET		(107,400)		(107,400)		(107,400)
TOTAL FULL-TIME SALARIES	37.00	2,490,706	37.00	2,586,713	37.00	2,653,798

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
SUB-TOTAL P & Z - GENERAL FUND	37.00	2,490,706	37.00	2,586,713	37.00	2,653,798
<u>P & Z - AG PRESERVATION - STATE</u>						
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
OTHER PERSONAL SERVICES						
Pension		246,820		282,882		303,732
Workers' Compensation		25,733		30,785		26,051
Health Benefits		736,388		710,706		721,143
PEHP		72,534		102,720		114,750
FICA		198,163		205,225		209,553
Miscellaneous		5,180		5,180		5,180
TOTAL OTHER PERSONAL SERVICES	37.00	1,284,818	37.00	1,337,498	37.00	1,380,409
<u>PLANNING AND ZONING - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	37.00	2,628,106	37.00	2,724,112	37.00	2,791,198
TOTAL SALARY OFFSET		(107,400)		(107,400)		(107,400)
TOTAL OTHER PERSONAL SERVICES		1,284,818		1,337,498		1,380,409
PLANNING & ZONING SALARY TOTALS	37.00	3,805,524	37.00	3,954,209	37.00	4,064,206

*FY 20 Salaries and Other Personal Services are Enacted not Audited Amounts

PLANNING AND ZONING

GENERAL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	3,508,733	3,629,333	3,924,209	4,034,206	4,034,206
20 CONTRACTUAL SERVICES	177,376	35,488	137,900	87,900	87,900
30 SUPPLIES & MATERIALS	19,056	18,246	32,100	32,100	32,100
40 BUSINESS AND TRAVEL	16,563	15,568	34,600	34,600	34,600
70 MISCELLANEOUS	88	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	0	200	200	200
GRAND TOTAL	3,721,818	3,698,635	4,129,009	4,189,006	4,189,006

SUMMARY BY FUND:

11 GENERAL	3,721,818	3,698,635	4,129,009	4,189,006	4,189,006
GRAND TOTAL	3,721,818	3,698,635	4,129,009	4,189,006	4,189,006

SUMMARY BY DIVISION:

61000	DIRECTOR OF PLANNING & ZONING	570,899	600,793	733,017	695,572	695,572
62000	COMPREHENSIVE PLANNING	1,321,223	1,134,104	1,309,220	1,324,769	1,324,769
63000	CURRENT PLANNING	1,829,694	1,963,738	2,086,771	2,168,665	2,168,665
GRAND TOTAL		3,721,818	3,698,635	4,129,009	4,189,006	4,189,006

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant II	2.00	96,535	2.00	102,668	2.00	111,928
Administrative Secretary III	1.00	67,872	1.00	71,269	1.00	76,498
Administrative Specialist II	1.00	67,840	1.00	71,237	1.00	76,464
Customer Support Analyst I	1.00	41,340	0	0	0	0
Customer Support Analyst II	3.00	167,294	3.00	156,951	3.00	170,930
Senior Customer Support Analyst	0	0	1.00	68,442	1.00	73,585
Deputy Director of Planning and Zoning	1.00	111,025	1.00	113,025	1.00	104,400
Director, Planning and Zoning	1.00	120,233	1.00	120,233	1.00	125,000
GIS Analyst I	1.00	52,348	0	0	0	0
GIS Analyst II	1.00	62,784	2.00	123,052	2.00	132,923
GIS Technician II	1.00	53,738	1.00	56,853	1.00	61,648
Permits Review Supervisor	1.00	79,589	1.00	83,221	1.00	75,000
Planner I	3.00	149,636	4.00	203,629	6.00	330,248
Planner II	4.00	265,641	3.00	208,669	3.00	215,809
Planner III	5.00	426,321	5.00	339,780	3.00	262,588
Planner IV	3.00	339,280	3.00	450,616	4.00	470,022
Planning Assistant I	1.00	42,376	0	0	0	0
Planning Assistant II	2.00	138,211	0	0	0	0
Planning Technician II	0	0	2.00	131,683	1.00	51,047
Planning Technician III	0	0	1.00	59,931	1.00	64,819
Zoning Enforcement Coordinator	1.00	87,446	1.00	91,235	1.00	97,062
Zoning Inspector I	1.00	58,038	0	0	0	0
Zoning Inspector II	2.00	127,080	3.00	195,230	3.00	210,357
Zoning Technician	1.00	43,479	1.00	46,389	1.00	50,870
FULL-TIME SALARIES	37.00	2,598,106	37.00	2,694,112	37.00	2,761,198
SALARY OFFSET		(107,400)		(107,400)		(107,400)
TOTAL FULL-TIME SALARIES	37.00	2,490,706	37.00	2,586,712	37.00	2,653,798

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		0		0		0
SUB-TOTAL P & Z - GENERAL FUND	<u>37.00</u>	<u>2,490,706</u>	<u>37.00</u>	<u>2,586,712</u>	<u>37.00</u>	<u>2,653,798</u>
OTHER PERSONAL SERVICES						
Pension		246,820		282,882		303,732
Workers' Compensation		25,733		30,785		26,051
Health Benefits		736,388		710,706		721,141
PEHP		72,534		102,720		114,750
FICA		198,163		205,225		209,553
Miscellaneous		5,180		5,180		5,180
TOTAL OTHER PERSONAL SERVICES		<u>1,284,818</u>		<u>1,337,498</u>		<u>1,380,407</u>
TOTAL PERSONAL SERVICES	<u>37.00</u>	<u>3,775,524</u>	<u>37.00</u>	<u>3,924,209</u>	<u>37.00</u>	<u>4,034,205</u>

*FY 20 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.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	513,484	534,937	555,717	568,272	568,272
20 CONTRACTUAL SERVICES	25,697	35,283	122,900	72,900	72,900
30 SUPPLIES & MATERIALS	19,056	18,246	32,100	32,100	32,100
40 BUSINESS AND TRAVEL	12,574	12,327	22,100	22,100	22,100
50 CAPITAL OUTLAY	0	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	88	0	200	200	200
GRAND TOTAL	570,899	600,793	733,017	695,572	695,572

FUNDING SOURCE:

11 GENERAL	570,899	600,793	733,017	695,572	695,572

PLANNING AND ZONING
Director of Planning and Zoning
Index #061000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$12,555</u>
375,764	371,906	(3,858)	Full-Time Salaries: (3,858) Turnover
	12,444	12,444	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
39,455	40,910	1,455	Pension adjustments
3,107	2,451	(656)	Workers' Compensation adjustments
82,512	84,953	2,441	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
25,680	27,000	1,320	PEHP (Post Employment Health Plan)
28,639	28,048	(591)	FICA adjustments
			<u>CONTRACTUAL SERVICES decrease (\$50,000)</u>
122,900	72,900	(50,000)	Decrease in funding for Other Professional Services
32,100	32,100	0	<u>SUPPLIES & MATERIALS no change in funding from FY 21</u> Funding provides for general office supplies, commercial printing, general office mailing, and computer supplies
22,100	22,100	0	<u>BUSINESS & TRAVEL no change in funding from FY 21</u> Funding provides for vehicle charges, membership fees and dues, training & seminars

DIVISION STAFF SUMMARY
Director of Planning and Zoning
Index #061000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	67,872	1.00	71,269	1.00	76,497
Administrative Specialist II	1.00	67,840	1.00	71,237	1.00	76,464
Deputy Director of Planning and Zoning	1.00	111,025	1.00	113,025	1.00	104,400
Director, Planning and Zoning	1.00	120,233	1.00	120,233	1.00	125,000
SALARY TOTAL	4.00	366,970	4.00	375,764	4.00	382,361
OTHER PERSONAL SERVICES						
Pension & Retirement		34,862		39,455		42,060
Workers' Compensation		2,663		3,107		2,490
Health Benefits		81,148		82,512		84,953
PEHP		20,724		25,680		27,000
FICA		27,966		28,639		28,848
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		167,923		179,953		185,911
TOTAL PERSONAL SERVICES	4.00	534,893	4.00	555,717	4.00	568,272

*FY 20 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 and grants. 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 22 GOALS:

TO IMPLEMENT HARFORD NEXT

PLANNING AND ZONING
Comprehensive Planning
Index #062000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,168,874	1,132,468	1,289,570	1,305,119	1,305,119
20 CONTRACTUAL SERVICES	150,000	0	10,000	10,000	10,000
30 SUPPLIES & MATERIALS	0	0	0	0	0
40 BUSINESS AND TRAVEL	2,348	1,635	9,650	9,650	9,650
GRAND TOTAL	<u>1,321,222</u>	<u>1,134,104</u>	<u>1,309,220</u>	<u>1,324,769</u>	<u>1,324,769</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>1,321,222</u>	<u>1,134,104</u>	<u>1,309,220</u>	<u>1,324,769</u>	<u>1,324,769</u>

PLANNING AND ZONING Comprehensive Planning Index #062000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$15,549</u>
832,359	784,374	(47,985)	Full-Time Salaries
			<u>(47,985)</u> Staff Turnover
	72,336	72,336	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
98,675	98,095	(580)	Pension adjustments
13,593	10,632	(2,961)	Workers' Compensation adjustments
240,040	230,049	(9,991)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
32,100	40,500	8,400	PEHP (Post Employment Health Plan)
71,124	67,453	(3,671)	FICA adjustments
10,000	10,000	0	<u>CONTRACTUAL SERVICES no change in funding from FY 21</u>
			Funding provides for Historic Preservation consultant
9,650	9,650	0	<u>BUSINESS & TRAVEL no change in funding from FY 21</u>
			Mileage and Parking & Tolls, Membership Fees and Dues and Trainings and Seminars

DIVISION STAFF SUMMARY
Comprehensive Planning
Index #062000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
GIS Analyst I	1.00	52,348	0	0	0	0
GIS Analyst II	1.00	62,784	2.00	123,052	2.00	132,923
GIS Technician II	1.00	53,738	1.00	56,853	1.00	61,648
Planner I	1.00	49,736	2.00	102,751	3.00	167,633
Planner II	3.00	208,758	2.00	146,868	2.00	149,064
Planner III	3.00	269,122	3.00	271,236	2.00	188,898
Planner IV	2.00	230,312	2.00	238,999	2.00	252,350
FULL-TIME SALARIES	12.00	926,798	12.00	939,759	12.00	952,516
SALARY OFFSET		(107,400)		(107,400)		(107,400)
SALARY TOTAL	12.00	819,398	12.00	832,359	12.00	845,116
OTHER PERSONAL SERVICES						
Pension & Retirement		88,046		98,675		104,777
Workers' Compensation		11,548		13,593		11,331
Health Benefits		257,202		240,040		230,050
PEHP		20,724		32,100		40,500
FICA		70,416		71,124		71,665
Miscellaneous		1,680		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		449,616		457,212		460,003
TOTAL PERSONAL SERVICES	12.00	1,269,014	12.00	1,289,570	12.00	1,305,119

*FY 20 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 plans, 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 22 GOALS:

TO PROVIDE QUALITY CUSTOMER SERVICE

PLANNING AND ZONING Current Planning Index #063000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,826,374	1,961,928	2,078,921	2,160,815	2,160,815
20 CONTRACTUAL SERVICES	1,679	205	5,000	5,000	5,000
30 SUPPLIES & MATERIALS	0	0	0	0	0
40 BUSINESS AND TRAVEL	1,641	1,606	2,850	2,850	2,850
GRAND TOTAL	1,829,694	1,963,738	2,086,771	2,168,665	2,168,665
<u>FUNDING SOURCE:</u>					
11 GENERAL	1,829,694	1,963,738	2,086,771	2,168,665	2,168,665

PLANNING AND ZONING
Current Planning
Index #063000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$81,894</u>
1,378,589	1,332,815	(45,774)	Full-Time Salaries:
			<u>(45,774)</u> Staff Turnover (3.32%)
	111,637	111,637	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
144,752	146,610	1,858	Pension adjustments
14,084	11,464	(2,620)	Workers' Compensation adjustments
388,154	406,139	17,985	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
44,940	47,250	2,310	PEHP (Post Employment Health Plan)
105,462	101,960	(3,502)	FICA adjustments
			<u>CONTRACTUAL SERVICES no change in funding from FY 21</u>
5,000	5,000	0	Other Professional Services for Cell Tower Review costs
2,850	2,850	0	<u>BUSINESS & TRAVEL no change in funding from FY 21</u>
			Funding provides for professional books and periodicals, membership fees and dues

DIVISION STAFF SUMMARY

Current Planning

Index #063000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	96,535	2.00	102,668	2.00	111,928
Customer Support Analyst I	1.00	41,340	0	0	0	0
Customer Support Analyst II	3.00	167,294	3.00	156,951	3.00	170,930
Senior Customer Support Analyst	0	0	1.00	68,442	1.00	73,585
Permits Review Supervisor	1.00	79,589	1.00	83,221	1.00	75,000
Planner I	2.00	99,900	2.00	100,878	3.00	162,614
Planner II	1.00	56,883	1.00	61,801	1.00	66,745
Planner III	2.00	157,200	1.00	68,544	1.00	73,690
Planner IV	1.00	108,967	2.00	211,616	2.00	217,672
Planning Assistant I	1.00	42,376	0	0	0	0
Planning Assistant II	2.00	138,211	0	0	0	0
Planning Technician II	0	0	2.00	131,683	2.00	51,047
Planning Technician III	0	0	1.00	59,931	1.00	64,819
Zoning Enforcement Coordinator	1.00	87,446	1.00	91,235	1.00	97,062
Zoning Inspector I	1.00	58,038	0	0	0	0
Zoning Inspector II	2.00	127,080	3.00	195,230	3.00	210,358
Zoning Technician	1.00	43,479	1.00	46,389	1.00	50,870
FULL TIME SALARIES	21.00	1,304,338	21.00	1,378,589	22.00	1,426,320
TEMPORARY SALARIES		0		0		0
SALARY TOTAL	21.00	1,304,338	21.00	1,378,589	22.00	1,426,320

DIVISION STAFF SUMMARY
Current Planning
Index #063000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		123,912		144,752		156,895
Workers' Compensation		11,523		14,084		12,230
Health Benefits		398,037		388,154		406,139
PEHP		31,086		44,940		47,250
FICA		99,782		105,462		109,041
Miscellaneous		2,940		2,940		2,940
TOTAL OTHER PERSONAL SERVICES		667,280		700,332		734,495
TOTAL PERSONAL SERVICES	20.00	1,971,618	21.00	2,078,921	21.00	2,160,815

*FY 20 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.

PLANNING AND ZONING Agricultural Preservation - County Index #064270

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	1,348	0	30,000	0	0
30 SUPPLIES & MATERIALS	0	71.1	100	1,000	1,000
40 BUSINESS & TRAVEL	346	447	800	1,100	1,100
50 CAPITAL OUTLAY	13,595,634	4,530,975	20,000,000	20,000,000	20,000,000
70 MISCELLANEOUS	1,931,465	1,638,693	2,000,000	3,445,900	3,445,900
GRAND TOTAL	15,528,793	6,170,185	22,030,900	23,448,000	23,448,000

FUNDING SOURCE:

27 AG PRESERVATION - COUNTY	15,528,793	6,170,185	22,030,900	23,448,000	23,448,000

PLANNING AND ZONING Agricultural Preservation - County Index #064270

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
30,000	0	(30,000)	<u>CONTRACTUAL SERVICES decrease of (\$30,000)</u> Legal Services decrease for ag easements based on actual and anticipated expenses
100	1,000	900	<u>SUPPLIES & MATERIALS increase \$900</u> Delivery Charges increase based on actual expense history for ag preservation documents
800	1,100	300	<u>BUSINESS & TRAVEL increase \$300</u> Mileage increases based on actual expense history
20,000,000	20,000,000	0	<u>CAPITAL OUTLAY no change in funding from FY 21</u> Ag Easement Purchases increase for ag preservation through county's program
2,000,000	3,445,900	1,445,900	<u>MISCELLANEOUS increases \$1,445,900</u> Interfund Reimbursements to the General Fund and State Ag Preservation increase based on anticipated expenses

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.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
70 MISCELLANEOUS	780,889	53,461	451,800	471,000	471,000
GRAND TOTAL	810,889	83,461	481,800	501,000	501,000
<u>FUNDING SOURCE:</u>					
28 AG PRESERVATION - STATE	810,889	83,461	481,800	501,000	501,000

PLANNING AND ZONING Agricultural Preservation - State Index #064280

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
30,000	30,000	0	<u>PERSONAL SERVICES no change in funding from FY 21</u> Full-Time Salaries - represents offset available for a Planner III position in Comprehensive Planning (062000)
451,800	471,000	19,200	<u>MISCELLANEOUS increases \$19,200</u> 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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner III		30,000		30,000		30,000
SALARY TOTAL	0.00	30,000 *	0.00	30,000	0.00	30,000

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Department of Planning & Zoning - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
United Transportation Work Program	To provide financial assistance to the County from BMC supporting the Regional Transportation Planning Process that is essential to the work program outlined in the federally mandated Metropolitan Organization. Work activities include preparation of the Transportation Improvement Program to Regional Cooperative forecasting of population growth throughout the region.	\$61,920			\$15,480	7/1/21 - 6/30/22	Recurring
Rural Legacy Program	Funds are provided to purchase interests in real property from willing sellers, including fee estates, easements and other interests in real property, for preservation of land in key areas of Maryland enhancing natural resource, agricultural, forestry and environmental protection.		\$5,165,148			11/1/21 - 10/31/22	One Time
Certified Local Government Project Grant	Grant provides additional funds to hire a consultant to develop Historic Preservation Design Guidelines		\$10,000			7/1/21 - 6/30/22	One Time
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.		\$7,000			7/1/21 - 6/30/22	Recurring
TOTALS:		\$61,920	\$5,182,148	\$0	\$ 15,480		

PLANNING & ZONING - DIRECTOR'S OFFICE

OBJECTIVES & PERFORMANCE MEASURES

Department Goals

To provide quality customer service; To implement Harford Next

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 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Dollars allocated/expended	\$513,484	\$534,937	\$555,717	\$568,272
Number of staff	4	4	4	4
<u>Output:</u>				
Number of programs initiated	8	5	5	4
Number of programs completed or adopted	7	5	5	5
Number of public meetings held for initiatives	41	44	45	45
<u>Outcome:</u>				
Percent of initiated growth management programs completed	88%	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.

FY19 Initiated: Partnership for Action Learning in Sustainability (PALS); Bike & Pedestrian Plan; Hazard Mitigation (to be completed FY21); Zoning Code Updates (5)

FY19 Completed or Passed: Safe Routes to School; Green Infrastructure Plan, Zoning Code Updates (5)

FY20: Initiate: Apply for Certified Local Government (CLG) Status; Apply for Sustainable Communities, MD Census Grant; Zoning Code Updates (2)

FY20 Completed or Passed: PALS; CLG Grant Status; Hazard Mitigation; Zoning Code Updates (2)

FY21 Initiate: Scenic Byways Program; Bicycle/Pedestrian Master Plan; Critical Area Program Update; Zoning Code Update

FY21 Scheduled to Complete: MD Census Grant; CLG Grant; Scenic Byways Program, Zoning Code Update.

FY22 Initiate: Bikeways Grant Program; CLG Grant Phase 2; US40 Study w/BMC; Agricultural Preservation

FY22 Scheduled to Complete: Scenic Byways Program; CLG Grant Phase 2; Bicycle/Pedestrian Master Plan; Critical Area Program Update; US40 Study

PLANNING & ZONING - CURRENT PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goals

To provide quality customer service; To implement Harford Next

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 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Dollars allocated/expended	\$1,826,374	\$1,961,928	\$2,078,921	\$2,160,815
Number of staff	20	21	21	22
<u>Output:</u>				
Number of new zoning enforcement cases	774	593	500	600
Amount of staff dollars spent per zoning inspection case	\$2,360	\$3,308	\$4,158	\$3,601
Average number of days to respond to each zoning case	3 days	n/a	n/a	4 days
Number of new zoning enforcement cases resolved	761	564	350	550
Number of new zoning enforcement cases resulting in court action	0	0	0	0
Number of written requests for information (Permits, Dev. Review)	474	595	137	450
Amount of staff dollars spent per informational request	\$3,853	\$3,297	\$15,175	\$4,802
Average number of days to respond to each informational request	6 days	4 days	2 days	3 days
<u>Outcome:</u>				
Percent of new zoning inspection cases receiving a response within the target time	86%	n/a	n/a	90%
Percent of new zoning enforcement cases resolved	98%	95%	70%	92%
Percent of new zoning enforcement cases resolved without court action	98%	95%	70%	92%
Percent of written inquiries/requests for information fulfilled within 30 days	99%	100%	100%	100%

*FY 21 actuals are lower due to COVID-19

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.

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION

OBJECTIVE & PERFORMANCE MEASURES

Department Goals

To provide quality customer service; To implement Harford Next

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

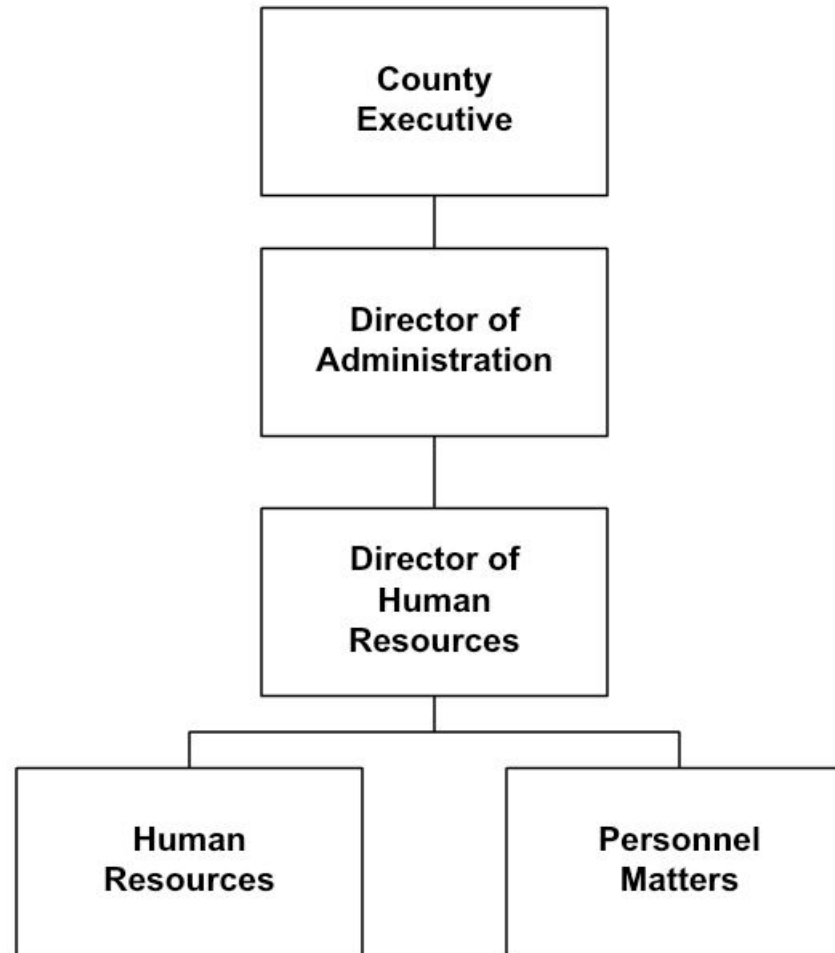
Measure	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Dollars allocated/expended	\$1,168,874	\$1,132,468	\$1,289,570	\$1,305,119
Number of staff	12	12	12	12
<u>Output:</u>				
Number of public meetings scheduled	57	46	37	40
Amount of staff dollars spent per meeting	\$25,565	\$35,390	\$40,299	\$42,986
Number of meetings held in comparison to number of meeting scheduled	57 scheduled 44 held	46 scheduled 32 held	37 scheduled 32 held	40 to be scheduled 38 to be held
<u>Outcome:</u>				
Percentage of meetings that were successfully held	77%	70%	86%	100%

*FY 21 actuals are lower due to COVID-19

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 help us promote programs.

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 & SERVICE), THE DEPARTMENT WILL STRIVE TO DEMONSTRATE EXCEPTIONAL CUSTOMER SERVICE, RESPONSIVENESS, ATTITUDE AND PROFESSIONALISM TO BOTH INTERNAL AND EXTERNAL STAKEHOLDERS.

FY 22 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

SERVICE - EFFICIENT, TIMELY AND TRANSPARENT INFORMATION

HUMAN RESOURCES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,889,097	3,133,902	2,105,560	2,101,381	2,101,381
20 CONTRACTUAL SERVICES	448,723	389,471	711,837	693,054	693,054
30 SUPPLIES AND MATERIALS	11,901	8,156	9,000	9,400	9,400
40 BUSINESS AND TRAVEL	43,486	54,338	120,575	130,575	130,575
50 CAPITAL	0	939	0	0	
70 MISCELLANEOUS	29,236	47,088	49,000	49,000	49,000
80 INTER-GOVERNMENTAL	587	157	400	400	400
GRAND TOTAL	3,423,030	3,634,052	2,996,372	2,983,810	2,983,810
FUNDING SOURCE:					
11 GENERAL	2,444,444	2,658,589	2,399,836	2,373,377	2,373,377
25 HIGHWAYS	498,132	452,646	305,186	316,126	316,126
51 WATER AND SEWER OPERATING	480,454	522,817	291,350	294,307	294,307
GRAND TOTAL	3,423,030	3,634,052	2,996,372	2,983,810	2,983,810
SUMMARY BY DIVISION:					
GENERAL FUND					
82000 HUMAN RESOURCES	971,714	1,022,942	1,096,161	1,092,940	1,092,940
84110 GENERAL - PERSONNEL MATTERS	1,472,730	1,635,647	1,303,675	1,280,437	1,280,437
HIGHWAYS FUND					
84250 HIGHWAYS - PERSONNEL MATTERS	498,132	452,646	305,186	316,126	316,126
WATER AND SEWER FUND					
84510 WATER & SEWER - PERSONNEL MATTERS	480,454	522,817	291,350	294,307	294,307
GRAND TOTAL	3,423,030	3,634,052	2,996,372	2,983,810	2,983,810

HUMAN RESOURCES

GENERAL FUND SUMMARY

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,164,059	2,375,377	1,843,154	1,838,975	1,838,975
20 CONTRACTUAL SERVICES	214,313	200,929	414,707	382,027	382,027
30 SUPPLIES AND MATERIALS	9,770	7,929	9,000	9,400	9,400
40 BUSINESS AND TRAVEL	41,044	44,325	109,075	119,075	119,075
50 CAPITAL	0	939	0	0	
70 MISCELLANEOUS	14,672	28,932	23,500	23,500	23,500
80 INTER-GOVERNMENTAL	587	157	400	400	400
GRAND TOTAL	<u>2,444,444</u>	<u>2,658,589</u>	<u>2,399,836</u>	<u>2,373,377</u>	<u>2,373,377</u>

SUMMARY BY DIVISION

GENERAL FUND

82000 HUMAN RESOURCES	971,714	1,022,942	1,096,161	1,092,940	1,092,940
84110 GENERAL - PERSONNEL MATTERS	1,472,730	1,635,647	1,303,675	1,280,437	1,280,437
GRAND TOTAL	<u>2,444,444</u>	<u>2,658,589</u>	<u>2,399,836</u>	<u>2,373,377</u>	<u>2,373,377</u>

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 22 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

SERVICE - EFFICIENT, TIMELY AND TRANSPARENT INFORMATION

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	944,170	993,493	1,054,904	1,050,725	1,050,725
20 CONTRACTUAL SERVICES	4,296	4,119	4,282	4,840	4,840
30 SUPPLIES AND MATERIALS	7,638	7,703	9,000	9,400	9,400
40 BUSINESS AND TRAVEL	14,913	8,006	27,575	27,575	27,575
50 CAPITAL	0	939	0	0	
70 MISCELLEANOUS	108	8,525	0	0	0
80 INTERGOVERNMENTAL	587	157	400	400	400
GRAND TOTAL	971,714	1,022,942	1,096,161	1,092,940	1,092,940

FUNDING SOURCE:

11 GENERAL	971,714	1,022,942	1,096,161	1,092,940	1,092,940

HUMAN RESOURCES Director of Human Resources Index #082000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES decrease (\$4,179)</u>
704,999	636,212	(68,787)	Full-time salaries (68,787) Turnover
	29,459	29,459	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
25,000	25,000	0	Temporary Salaries - provides for college intern
74,025	69,983	(4,042)	Pension adjustments
4,977	3,616	(1,361)	Workers Compensation adjustments
158,759	195,228	36,469	Health Benefits are adjusted due to staff opting for changes in levels of coverage
32,100	40,500	8,400	PEHP
52,584	48,267	(4,317)	FICA adjustments
			<u>CONTRACTUAL SERVICES increase \$558</u>
3,282	3,840	558	Telephone expense increased offset by decrease in Office Equipment Service
			<u>SUPPLIES AND MATERIALS increase \$400</u>
1,700	2,100	400	Other Supplies and Materials increased based on actual expense history

DEPARTMENT STAFF SUMMARY
HUMAN RESOURCES
Index # 082000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	65,952	1.00	69,311	1.00	74,480
Deputy Director of Human Resources	1.00	106,024	1.00	110,024	1.00	92,500
Director, Human Resources	1.00	140,246	1.00	140,246	1.00	125,000
Human Resources Clerk	1.00	41,912	1.00	44,790	1.00	49,224
Human Resources Generalist	2.00	133,222	2.00	142,132	2.00	127,310
Human Resources Manager	1.00	85,783	1.00	89,539	1.00	95,315
Human Resources Specialist	2.00	102,821	2.00	108,957	2.00	97,092
FULL-TIME SALARIES	9.00	675,960	9.00	704,999	9.00	660,921
TEMPORARY SALARIES		25,000		25,000		25,000
SALARY TOTAL	9.00	700,960	9.00	729,999	9.00	685,921
OTHER PERSONAL SERVICES						
Pension & Retirement		64,216		74,025		72,701
Workers' Compensation		4,185		4,977		3,757
Health Benefits		157,430		159,959		196,428
PEHP		25,905		32,100		40,500
FICA		52,275		52,584		50,157
Miscellaneous		1,200		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		305,211		324,905		364,803
TOTAL PERSONAL SERVICES	9.00	1,006,171 *	9.00	1,054,904	9.00	1,050,725

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,944,927	2,140,409	1,050,656	1,050,656	1,050,656
20 CONTRACTUAL SERVICES	444,426	385,352	707,555	688,214	688,214
30 SUPPLIES AND MATERIALS	4,263	453	0	0	0
40 BUSINESS AND TRAVEL	28,573	46,332	93,000	103,000	103,000
70 MISCELLANEOUS	29,127	38,563	49,000	49,000	49,000
GRAND TOTAL	2,451,316	2,611,109	1,900,211	1,890,870	1,890,870

FUNDING SOURCE:

11 GENERAL	1,472,730	1,635,647	1,303,675	1,280,437	1,280,437
25 HIGHWAYS	498,132	452,646	305,186	316,126	316,126
51 WATER AND SEWER OPERATING	480,454	522,817	291,350	294,307	294,307
GRAND TOTAL	2,451,316	2,611,109	1,900,211	1,890,870	1,890,870

SUMMARY BY DIVISION:

84110 GENERAL - PERSONNEL MATTERS	1,472,730	1,635,647	1,303,675	1,280,437	1,280,437
84250 HIGHWAYS - PERSONNEL MATTERS	498,132	452,646	305,186	316,126	316,126
84510 WATER & SEWER - PERSONNEL MAT	480,454	522,817	291,350	294,307	294,307
GRAND TOTAL	2,451,316	2,611,109	1,900,211	1,890,870	1,890,870

Personnel Matters
Index # : 084110, 084250, 084510

GENERAL PERSONNEL MATTERS INDEX # 084110		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
1102	Special Pays For anticipated retirement leave payouts	932,777	1,095,939	500,000	500,000	500,000
1355	PEHP (Post Employment Health Plan)	222,933	206,839	250,000	250,000	250,000
1602	Social Security	64,175	79,106	38,250	38,250	38,250
2401	Personnel/Recruitment	538	500	2,500	2,500	2,500
2601	Medical Services	45,917	64,423	59,000	95,000	95,000
2602	Legal Services	3,857	4,136	6,475	7,123	7,123
2603	Management Services Wellness program and consultant for health benefits	146,576	122,034	216,500	156,614	156,614
2699	Other Professional Services	13,115	5,717	124,100	114,100	114,100
2899	Other	15	0	1,850	1,850	1,850
3103	Printing Commercial	2,132	0	0	0	0
4701	Tuition Reimbursement	26,131	31,884	80,000	90,000	90,000
4702	In-House Training	0	4,436	1,500	1,500	1,500
7703	Service Awards	14,564	20,407	23,500	23,500	23,500
TOTAL INDEX		1,472,730	1,635,421	1,303,675	1,280,437	1,280,437

HUMAN RESOURCES
Personnel Matters
Index # : 084110, 084250, 084510

HIGHWAYS FUND PERSONNEL MATTERS INDEX # 084250		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
1102	Special Pays For anticipated retirement leave payouts	363,733	328,059	122,500	122,500	122,500
1355	PEHP (Post Employment Health Plan)	6,690	4,972	25,000	25,000	25,000
1602	Social Security	24,432	25,062	9,371	9,371	9,371
2401	Personnel/Recruitment	269	250	1,000	1,000	1,000
2601	Medical Services	13,951	18,071	16,000	47,619	47,619
2602	Legal Services	864	314	1,640	3,404	3,404
2603	Management Services Wellness program and consultant for health benefits	73,288	52,668	95,750	78,307	78,307
2699	Other Professional Services	6,557	2,640	14,500	9,500	9,500
2899	Other	0	113	925	925	925
3103	Printing Commercial	1,066	0	0	0	0
4701	Tuition Reimbursement	0	0	5,000	5,000	5,000
4702	In House Training	0	499	750	750	750
7703	Service Awards	7,282	10,453	12,750	12,750	12,750
TOTAL INDEX		498,132	443,101	305,186	316,126	316,126

HUMAN RESOURCES
Personnel Matters
Index # : 084110, 084250, 084510

WATER & SEWER FUND PERSONNEL MATTERS		AUDITED	AUDITED	ORIGINAL	EXECUTIVE	ENACTED
INDEX # 084510		FY 19	FY 20	BUDGET	PROPOSED	FY 22
				FY 21	FY 22	FY 22
1102	Special Pays For anticipated retirement leave payouts	267,034	333,846	70,000	70,000	70,000
1355	PEHP (Post Employment Health Plan)	42,706	43,765	30,000	30,000	30,000
1602	Social Security	20,444	22,821	5,535	5,535	5,535
2401	Personnel/Recruitment	269	250	1,000	1,000	1,000
2601	Medical Services	58,388	39,052	53,000	78,400	78,400
2602	Legal Services	978	776	2,140	2,140	2,140
2603	Management Services, Wellness program and consultant for health benefits	73,288	52,668	95,750	78,307	78,307
2699	Other Professional Services	6,557	2,765	14,500	9,500	9,500
2899	Other	0	9,544	925	925	925
3103	Printing Commercial	1,066	113	0	0	0
4701	Tuition Reimbursement	2,442	5,940	5,000	5,000	5,000
4702	In-House Training	0	3,574	750	750	750
7703	Service Awards	7,282	7,703	12,750	12,750	12,750
TOTAL INDEX		480,454	522,817	291,350	294,307	294,307

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

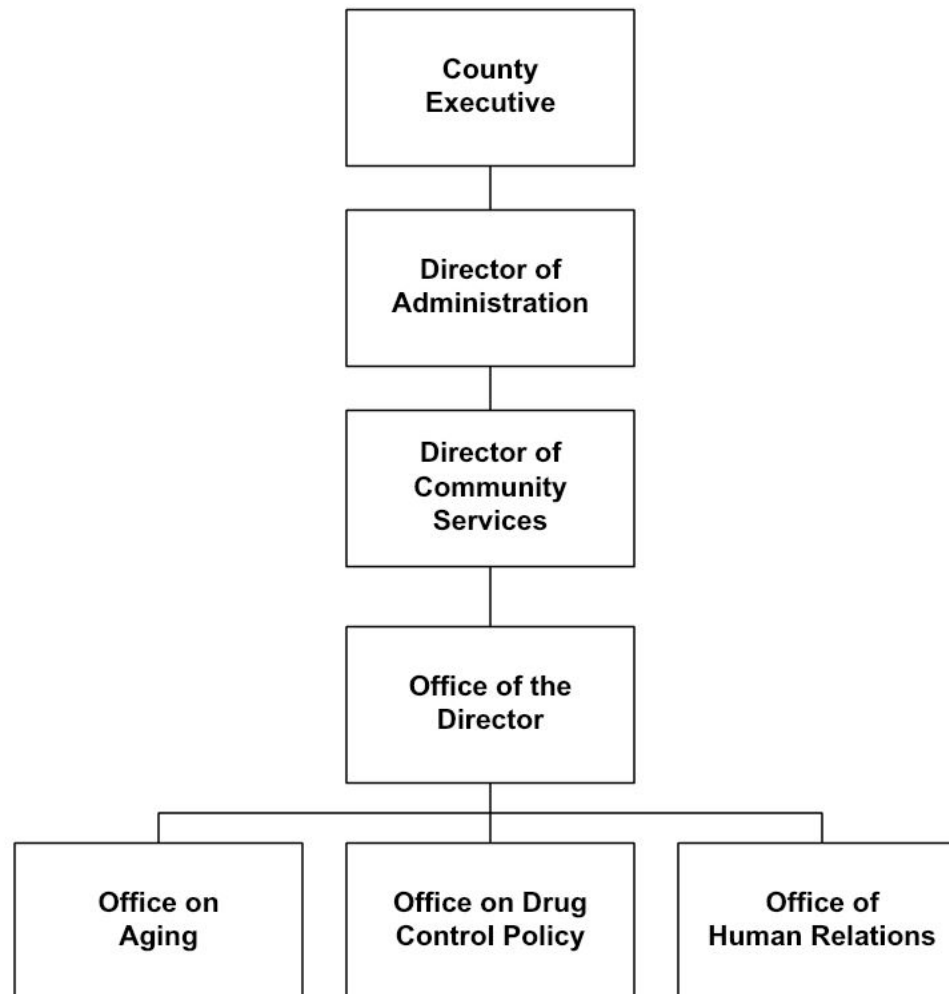
II. Investing in Our Workforce

Measure	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
Input:					
Staff	2	2	2	2	2
Funding of Harford e-Learning and Training Program	\$78,000	\$70,000	\$54,000	\$54,000	\$73,000
Output:					
Total Manager Classes	930	930	2,788	1,340	1,500
Total Employee Classes	753	11,559	8,435	8,535	10,000
Outcome:					
Average number of classes taken per Manager	5.81	5.81	17.43	7.88	8.82
Average number of classes taken per Employee	0.91	12.84	8.44	8.54	10.00

Explanation and Analysis of Performance Measures

We have introduced custom content video capabilities. We continue to develop managers training along with mandatory training for the Harford County Government workforce.

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 develops and 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 FAMILIES AND 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 22 GOALS:

TO STRENGTHEN COMMUNITY OUTREACH AND RAISE AWARENESS OF HUMAN SERVICES, NEEDS IN THE COMMUNITY AND THREATS TO PUBLIC SAFETY
TO RESEARCH AND DEVELOP OPPORTUNITIES FOR RE-ENTRY PROGRAMS IN THE COUNTY
TO INCREASE AWARENESS AND UTILIZATION OF THE MEDIATION PROGRAM.
TO INCREASE PARTNERSHIPS AND COLLABORATIONS WITH THE DISABILITY COMMUNITY AND PROVIDERS THROUGH OUTREACH; CREATING A
COMMUNITY OF PRACTICE, AND HOST AT LEAST THREE COMMUNITY EVENTS.
TO STRENGTHEN COMMUNITY OUTREACH, AWARENESS AND EMPLOYMENT ACCESSIBILITY
TO SUCCESSFULLY IMPLEMENT THE GRANT IN AID PROGRAM
TO DEVELOP AND SUPPORT AT RISK YOUTH PROGRAMS
TO CONNECT AND PROVIDE TO SENIORS AND CARETAKERS RESOURCES AND GUIDANCE THAT PROMOTE HEALTHY LIFESTYLES
TO PROVIDE PREVENTION OUTREACH TO MORE THAN 20,000 YOUTH AND 12,000 ADULTS
TO SUPPORT THREE AND OPERATE ONE SPECIALTY COURTS FOR 75 PARTICIPANTS
TO APPLY FOR \$500,000 STATE AND FEDERAL GRANTS ADDRESSING SUBSTANCE ISSUES
TO RAISE AWARENESS ABOUT OPIATE USE AND OVERDOSE
TO IDENTIFY AND WORK TO ADDRESS GAPS IN THE CONTINUUM OF CARE FOR INDIVIDUALS SUFFERING FROM BEHAVIORAL HEALTH DISORDERS
TO INVESTIGATE COMPLAINTS OF UNLAWFUL DISCRIMINATION

COMMUNITY SERVICES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,604,767	2,549,774	3,148,210	3,302,380	3,302,380
20 CONTRACTUAL SERVICES	134,374	221,700	587,877	567,327	567,327
30 SUPPLIES AND MATERIALS	45,984	18,625	91,025	56,525	56,525
40 BUSINESS AND TRAVEL	18,209	9,107	24,250	24,300	24,300
50 CAPITAL OUTLAY	2,201	0	39,000	0	39,000
70 MISCELLANEOUS	1,768,146	1,579,461	2,163,508	2,272,008	2,272,008
80 INTER-GOVERNMENTAL/INTERFUND	0	0	310	310	310
GRAND TOTAL	4,573,680	4,378,668	6,054,180	6,222,850	6,054,180

SUMMARY BY FUND:

11 GENERAL	4,573,680	4,378,668	6,054,180	6,222,850	6,222,850
GRAND TOTAL	4,573,680	4,378,668	6,054,180	6,222,850	6,222,850

SUMMARY BY DIVISION:

91000	DIRECTOR OF COMMUNITY SVCS	2,049,406	1,906,473	2,482,317	2,577,389	2,577,389
94000	OFFICE OF DRUG CONTROL POLICY	1,178,008	1,043,445	1,171,377	1,188,779	1,188,779
97100	OFFICE ON AGING	1,346,266	1,428,750	2,400,486	2,456,681	2,456,681
GRAND TOTAL		4,573,680	4,378,668	6,054,180	6,222,850	6,054,180

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$154,170</u>
1,733,638	1,741,938	8,300	Full-Time Salaries:
			8,300 Salary adjustments
	120,439	120,439	FY 22 Merit increase of \$3,000 and COLA of 3% for all eligible employees
413,510	409,677	(3,833)	Temporary Salaries:
			Director of Community Services 115,700
			Office of Drug Control Policy 128,353
			Office on Aging 165,624
			409,677
212,383	219,896	7,513	Pension adjustments
18,490	15,558	(2,932)	Workers' Compensation adjustments
528,021	522,965	(5,056)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
83,139	108,339	25,200	PEHP (Post Employment Health Plan)
152,696	156,442	3,746	FICA adjustments

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES decrease (20,550)</u>
587,877	567,327	(20,550)	Decrease in Other Professional Services for Youth and Family Resource Festival - budgeted every other year
			<u>SUPPLIES AND MATERIALS decrease (34,500)</u>
91,025	56,525	(34,500)	Decrease in printing - Resource Guide and Tool Kit is published every other fiscal year
			<u>CAPITAL OUTLAY decrease (39,000)</u>
39,000	0	(39,000)	One time funding in FY 21 for Senior Center equipment
			<u>MISCELLANEOUS</u>
307,008	307,008	0	Grants & Contributions:
			30,000 Director of Community Services
			70,000 Office of Drug Control
			207,008 Office on Aging - Senior Care Program
			<u>307,008</u>

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,127,500	1,127,500	0	Contributions - \$595,000 allocated to the Office on Drug Control as well as:
			Office of the Director:
			21,000 SARC Emergency Assistance Fund
			250,000 Mental Health Program Phase II
			20,000 Partnerships - GEEF, ARC, SARC, CYF, Mobile Food Pantry, etc.
			20,000 At Risk Youth Programming
			8,500 Community events; Disability Employment luncheon; Youth/Family Expo
			55,000 At Risk Population emergency funding
			129,000 Highland Community Association
			4,000 Disabilities Employment
			4,000 Youth and Family Expo
			12,500 iCan Bike Camp
			8,500 Costume Event
			532,500

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
729,000	837,500	108,500	Grant in Aid
			115,000 Homecoming Project
			45,000 Char Hope Foundation
			25,000 Epi Center
			25,000 Praising Through Recovery
			12,000 Harford County Bar Association
			38,000 MD Legal Aid
			2,500 Hope Center
			2,500 Extreme Family Outreach
			2,500 Fellowship of Christian Athletes
			35,000 Springboard
			85,000 The Mann House
			50,000 Mental Health/Core Services
			6,500 Wilson Ministry
			30,000 ARC Family Support Services
			44,000 ARC Employment Services
			20,000 Harford Center Day Habilitation
			10,000 Rally Against Parkinsons
			35,000 Associated Catholic Charities - Early Start Home Based Program
			133,000 Boys and Girls Club of Harford County
			5,000 HdG Housing Authority
			30,000 Inner County Outreach
			55,000 LASOS
			13,000 Village at Lakeview Neighborhood Network
			18,500 Wilson Ministry Center

**DEPARTMENT STAFF SUMMARY
COMMUNITY SERVICES**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	167,843	3.00	173,870	3.00	183,154
Administrative Budget Technician I	1.00	48,688	1.00	51,702	1.00	56,343
Administrative Secretary III	1.00	64,466	1.00	67,795	1.00	72,919
Administrative Specialist I	3.00	207,495	3.00	219,360	3.00	235,211
Administrative Specialist II	1.00	55,979	1.00	59,138	1.00	64,003
Administrator	2.00	187,304	2.00	167,552	2.00	178,759
Client Advocacy Services Assistant Manager	2.00	122,794	3.00	184,304	3.00	194,213
Client Advocacy Services Manager	2.00	174,449	2.00	151,675	2.00	162,405
Coordinator for Disabilities	1.00	57,539	1.00	60,730	1.00	65,642
Deputy Director of Community Services	1.00	88,821	1.00	90,821	1.00	94,637
Director of Community Services	1.00	120,233	1.00	124,233	1.00	128,717
Grants Specialist	1.00	46,569	1.00	49,540	1.00	54,117
Human Relations Manager	1.00	69,557	1.00	69,000	1.00	69,000
Long Term Care Coordinator	1.00	64,013	1.00	67,333	1.00	72,443
Manager, Senior Center Division	1.00	73,272	1.00	76,777	1.00	82,171
Planner I	1.00	73,272	0.00	0	0.00	0
Senior Center Specialist	2.00	121,739	2.00	119,808	2.00	129,581
FULL-TIME SALARIES	25.00	1,744,033	25.00	1,733,638	25.00	1,843,314

**DEPARTMENT STAFF SUMMARY
COMMUNITY SERVICES**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
FULL-TIME SALARIES	25.00	1,744,033	25.00	1,733,638	25.00	1,843,314
TOTAL FULL-TIME SALARIES	25.00	1,744,033	25.00	1,733,638	25.00	1,843,314
TEMPORARY SALARIES		259,537		413,510		409,677
SALARY TOTAL	25.00	2,003,570	25.00	2,147,148	25.00	2,252,991
OTHER PERSONAL SERVICES						
Pension		183,079		212,383		230,470
Workers' Compensation		15,988		18,490		16,292
Health Benefits		434,145		528,021		522,965
PEHP		72,534		83,139		108,339
FICA		153,013		152,696		164,197
Miscellaneous		3,780		6,333		7,125
TOTAL OTHER PERSONAL SERVICES		862,539		1,001,062		1,049,388
TOTAL PERSONAL SERVICES	25.00	2,866,109	25.00	3,148,210	25.00	3,302,379

*FY 20 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 develops and 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 Families, the Office of Disability; the Office on Aging; and the Office of Drug Control Policy. Three divisions are included under the Director's budget: Office of Human Relations and Mediation, Office of Disability Services, Office of Children, Youth and Families.

The Office of Human Relations and Mediation works to strengthen our communities by investigating and resolving complaints of unlawful discrimination 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.

The Office of 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 office supports Harford County's Disability Commission, and investigates and resolves matters.

The Office of Children, Youth and Families advocates for children, youth and families, provides financial and development assistance to public and private organizations that deliver human services, and administers local and state grant funding to meet public service needs not provided by County Government.

FY 22 GOALS:

TO STRENGTHEN COMMUNITY OUTREACH AND RAISE AWARENESS OF AVAILABLE HUMAN SERVICES, NEEDS IN THE COMMUNITY, AND THREATS TO PUBLIC SAFETY

TO RESEARCH AND DEVELOP OPPORTUNITIES FOR RE-ENTRY PROGRAMS IN COUNTY

TO INCREASE AWARENESS AND UTILIZATION OF THE MEDIATION PROGRAM.

TO INCREASE PARTNERSHIPS AND COLLABORATIONS WITH THE DISABILITY COMMUNITY AND PROVIDERS THROUGH OUTREACH, CREATING A COMMUNITY OF PRACTICE, AND HOST AT LEAST THREE COMMUNITY EVENTS

TO SUCCESSFULLY IMPLEMENT THE GRANT IN AID PROGRAM

TO DEVELOP AND SUPPORT AT RISK YOUTH OUTREACH PROGRAMS

TO STRENGTHEN COMMUNITY OUTREACH, AWARENESS AND EMPLOYMENT ACCESSIBILITY

TO INVESTIGATE COMPLAINTS OF UNLAWFUL DISCRIMINATION

COMMUNITY SERVICES Director of Community Services Index #091000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	960,777	919,315	1,060,657	1,102,229	1,102,229
20 CONTRACTUAL SERVICES	42,648	17,934	85,600	65,600	65,600
30 SUPPLIES AND MATERIALS	22,983	3,662	40,300	5,300	5,300
40 BUSINESS AND TRAVEL	3,372	2,102	4,200	4,200	4,200
70 MISCELLANEOUS	1,019,625	963,460	1,291,500	1,400,000	1,400,000
80 INTER-GOVERNMENTAL/INTERFUND	0	0	60	60	60
GRAND TOTAL	<u>2,049,406</u>	<u>1,906,473</u>	<u>2,482,317</u>	<u>2,577,389</u>	<u>2,577,389</u>

FUNDING SOURCE:

11 GENERAL	<u>2,049,406</u>	<u>1,906,473</u>	<u>2,482,317</u>	<u>2,577,389</u>	<u>2,577,389</u>

COMMUNITY SERVICES Director of Community Services Index #091000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$41,572</u>
602,993	611,293	8,300	Full-Time Salaries 8,300 Salary adjustments
	23,636	23,636	FY 22 Merit of \$3,000 and COLA of 3% for all eligible employees
116,305	115,700	(605)	Temporary Salaries
74,532	74,058	(474)	Pension adjustments
180,248	185,329	5,081	Health Benefits are adjusted for an anticipated increase and staff opting for changes in levels of coverage
32,100	33,750	1,650	PEHP (Post Employment Health Plan)
45,774	49,767	3,993	FICA adjustments
			<u>CONTRACTUAL SERVICES decrease of (\$20,000)</u>
85,600	65,600	(20,000)	Funding for Other Professional services and other decreased due to Youth and Family festival every other year
			<u>MATERIALS & SUPPLIES decrease of (\$35,000)</u>
40,300	5,300	(35,000)	Funds allocated for every other year Resource Guide and Tool Kit Publication not needed during FY 22

COMMUNITY SERVICES
Director of Community Services
Index #091000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>MISCELLANEOUS:</u> Increase of \$108,500
30,000	30,000	0	Grants & Contributions
			<u>FY 22</u>
			Disabilities Resources 7,500
			Local Management Board Grant 12,500
			Family Court Services 10,000
			<u>30,000</u>
532,500	532,500	0	Contributions
			SARC Emergency Assistance Fund 21,000
			Mental Health Program Phase II 250,000
			Partnerships - GEEF, ARC, SARC, CYF, Mobile Food Pantry, etc. 20,000
			At Risk Youth Programming 20,000
			Community events; Disability Employment luncheon; Youth/Family Expo 8,500
			At Risk Population emergency funding 55,000
			Highland Community Association 129,000
			Disabilities Employment 4,000
			Youth and Family Expo 4,000
			iCan Bike Camp 12,500
			Costume Event 8,500

COMMUNITY SERVICES
Director of Community Services
Index #091000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE	
729,000	837,500	108,500	Grant-in-aid Awards	
				<u>FY 22</u>
			Homecoming Project	115,000
			Springboard	35,000
			Char Hope Foundation	45,000
			Hope Center	2,500
			Epi Center	25,000
			Passing Through Recovery	25,000
			Harford County Bar Association	12,000
			Extreme Family Outreach	2,500
			Fellowship of Christian Athletes	2,500
			MD Legal Aid	38,000
			Mental Health/Core Services	50,000
			Wilson Ministry Center	6,500
			ARC Family Support Services	30,000
			ARC Employment Services	44,000
			Harford Center Day Habilitation	20,000
			Rally Against Parkinsons	10,000
			Associated Catholic Charities - Early Start Home Based Program	35,000
			Boys and Girls Club of Harford County	133,000
			HdG Housing Authority	5,000
			Inner County Outreach	30,000
			LASOS	55,000
			Village at Lakeview Neighborhood Network	13,000
			Wilson Ministry Center Ride Share	18,500
			The Mann House	85,000

DIVISION STAFF SUMMARY
Director of Community Services
Index #091000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	70,402	1.00	70,400	1.00	70,400
Administrative Secretary III	1.00	64,466	1.00	67,795	1.00	72,919
Administrative Specialist I	1.00	56,118	1.00	60,876	1.00	65,792
Administrative Specialist II	1.00	55,979	1.00	59,138	1.00	64,003
Coordinator for Disabilities	1.00	57,539	1.00	60,730	1.00	65,642
Deputy Director of Community Services	1.00	88,821	1.00	90,821	1.00	94,637
Director of Community Services	1.00	120,233	1.00	124,233	1.00	128,717
Human Relations Manager	1.00	69,557	1.00	69,000	1.00	69,000
TOTAL FULL-TIME SALARIES	8.00	583,115	8.00	602,993	8.00	631,110
TEMPORARY SALARIES		103,792		116,305		115,700
SALARY TOTAL	8.00	686,907	8.00	719,298	8.00	746,810
OTHER PERSONAL SERVICES						
Pension		66,422		74,532		76,238
Workers' Compensation		5,586		6,645		5,834
Health Benefits		160,209		180,248		185,329
PEHP		25,905		32,100		33,750
FICA		52,288		45,774		51,283
Miscellaneous		1,260		2,060		2,985
TOTAL OTHER PERSONAL SERVICES		311,670		341,359		355,419
TOTAL PERSONAL SERVICES	8.00	998,577	8.00	1,060,657	8.00	1,102,229

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Department of Community Services (Director of Community Services) - Anticipated FY 22 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.		\$60,000	\$40,000	\$30,000	7/1/21 - 6/30/22	Recurring
MACRO Conflict Resolution	Grant provides a cost effective, meaningful community based response to juvenile crime by empowering the community of people affected by an incident, including victims, offenders, supporters, to collectively resolve the case themselves. Young offenders are held accountable for their actions, victims are made whole and the community benefits.		\$20,000			7/1/21 - 6/30/22	Recurring
Local Management Board	Program funding for Local Management Board		\$661,994			7/1/21 - 6/30/22	Recurring
Family Services	The Family Parenting Program will act as a court diversion intervention to help keep families out of court and encourage them to create Parenting Plans that work for everyone involved using the Inclusive Style of mediation.		\$15,000			7/1/21 - 6/30/22	Recurring
TOTALS:		\$0	\$756,994	\$40,000	\$30,000		

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 substance abuse, and support 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 22 GOALS:

TO PROVIDE PREVENTION OUTREACH TO MORE THAN 20,000 YOUTH AND 10,000 ADULTS
 TO SUPPORT AND OPERATE ONE SPECIALTY COURT FOR 75 PARTICIPANTS
 TO APPLY FOR \$500,000 STATE AND FEDERAL GRANTS ADDRESSING SUBSTANCE ISSUES
 TO RAISE AWARENESS ABOUT OPIATE USE AND OVERDOSE
 TO IDENTIFY AND WORK TO ADDRESS GAPS IN THE CONTINUUM OF CARE FOR INDIVIDUALS SUFFERING FROM BEHAVIOR HEALTH DISORDERS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
10 PERSONAL SERVICES	360,465	373,201	394,327	411,729	411,729
20 CONTRACTUAL SERVICES	46,128	45,343	81,350	81,350	81,350
30 SUPPLIES AND MATERIALS	14,907	7,532	19,900	19,900	19,900
40 BUSINESS AND TRAVEL	5,788	1,368	10,800	10,800	10,800
50 CAPITAL OUTLAY	2,201	0	0	0	
70 MISCELLANEOUS	748,520	616,001	665,000	665,000	665,000
GRAND TOTAL	1,178,008	1,043,445	1,171,377	1,188,779	1,188,779

SUMMARY BY CHARACTER:

FUNDING SOURCE:

11 GENERAL	1,178,008	1,043,445	1,171,377	1,188,779	1,188,779

COMMUNITY SERVICES Office of Drug Control Policy Index #094000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$17,402</u>
	12,562	12,562	FY 22 Merit Increase of \$3,000 and COLA of 3% for all eligible employees
131,581	128,353	(3,228)	Temporary Salaries
28,469	28,875	406	Pension adjustments
57,835	58,773	938	Health Benefits
6,420	13,500	7,080	PEHP (Post Employment Health Benefits)

DIVISION STAFF SUMMARY
Office of Drug Control Policy
Index #094000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	63,956	1.00	67,275	1.00	72,383
Administrator	1.00	102,037	1.00	78,540	1.00	83,986
TOTAL FULL-TIME SALARIES	2.00	165,993	2.00	145,815	2.00	156,369
TEMPORARY SALARIES		98,021		131,581		128,353
SALARY TOTAL	2.00	264,014	2.00	277,396	2.00	284,722
OTHER PERSONAL SERVICES						
Pension		23,468		28,469		30,036
Workers' Compensation		1,139		1,227		1,157
Health Benefits		25,430		57,834		58,773
PEHP		10,362		6,420		13,500
FICA		20,197		21,221		21,781
Miscellaneous		280		1,760		1,760
TOTAL OTHER PERSONAL SERVICES		80,876		116,931		127,007
TOTAL PERSONAL SERVICES	2.00	344,890 *	2.00	394,327	2.00	411,729

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

Department of Community Services (Office of Drug Control Policy) - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Alcohol and Drug Prevention	Grant provides funding for drug and alcohol prevention.		\$123,766			7/1/21 - 6/30/22	Recurring
Harford County Circuit Court-Family Recovery Court-Truancy Court and Adult Circuit Court	Grant funding addresses numerous juvenile issues including truancy and family unit cohesiveness, along with addressing adult opiate issues.		\$210,000			7/1/21 - 6/30/22	Recurring
Harford County District Court Drug Programs (Opiate Recovery Court and Mental Health Court)	Grant provides funding to address addiction to opiate issues and mental health concerns.		\$85,280			7/1/21 - 6/30/22	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				7/1/21 - 6/30/22	Recurring
Adult and Drug Mental Health Court	Funding provides drug testing, transportation, and case management for the Drug Court		\$100,014			7/1/21 - 6/30/22	Recurring
Teen Court Diversion	Funding provides for a Diversion Program that will target youth who are first time offenders, between the ages of 12-17, that have committed a non-violent misdemeanor offense.		\$104,000			7/1/21 - 6/30/22	Recurring
	TOTALS:	\$88,679	\$623,060	\$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 well-being. 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 22 GOALS:

TO CONNECT AND PROVIDE TO SENIORS AND CARETAKERS RESOURCES AND GUIDANCE THAT PROMOTE HEALTHY LIFESTYLES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,283,525	1,257,258	1,693,226	1,788,421	1,788,421
20 CONTRACTUAL SERVICES	45,598	158,423	420,927	420,377	420,377
30 SUPPLIES AND MATERIALS	8,094	7,432	30,825	31,325	31,325
40 BUSINESS AND TRAVEL	9,049	5,637	9,250	9,300	9,300
50 CAPITAL OUTLAY	0	0	39,000	0	
70 MISCELLANEOUS	0	0	207,008	207,008	207,008
80 INTER-GOVERNMENTAL/INTERFUND	0	0	250	250	250
GRAND TOTAL	1,346,266	1,428,750	2,400,486	2,456,681	2,456,681

FUNDING SOURCE:

11 GENERAL	1,346,266	1,428,750	2,400,486	2,456,681	2,456,681

COMMUNITY SERVICES**Office on Aging****Index #097100****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$95,195</u>
	84,241	84,241	FY 22 Merit increase of \$3,000 and COLA of 3% for all eligible employees
109,382	116,963	7,581	Pension adjustments
10,618	8,730	(1,888)	Workers Compensation
288,738	277,663	(11,075)	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes
44,619	61,089	16,470	PEHP (Post Employment Health Plan)
			<u>CONTRACTUAL SERVICES decrease (\$550)</u>
8,000	7,450	(550)	Electricity decreased based on actual expenses
			<u>CAPITAL OUTLAY decrease of (39,000)</u>
39,000	0	(39,000)	One time funding for senior center equipment in FY 21

DIVISION STAFF SUMMARY

Office on Aging

Index #097100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	97,441	2.00	103,470	2.00	112,754
Administrative Budget Technician I	1.00	48,688	1.00	51,702	1.00	56,343
Administrative Specialist I	1.00	87,421	1.00	91,209	1.00	97,036
Administrator	1.00	85,267	1.00	89,012	1.00	94,773
Client Advocacy Services Assistant Manager	2.00	122,794	3.00	184,304	3.00	194,213
Client Advocacy Services Manager	2.00	174,449	2.00	151,675	2.00	162,405
Grants Specialist	1.00	46,569	1.00	49,540	1.00	54,117
Long Term Care Coordinator	1.00	64,013	1.00	67,333	1.00	72,443
Manager, Senior Center Division	1.00	73,272	1.00	76,777	1.00	82,171
Planner I	1.00	73,272	0.00	0	0.00	0
Senior Center Specialist	2.00	121,739	2.00	119,808	2.00	129,581
FULL-TIME SALARIES	15.00	994,925	15.00	984,830	15.00	1,055,835
SALARY OFFSET		0		0		0
TEMPORARY SALARIES		57,724		165,624		165,624
SALARY TOTAL	15.00	1,052,649	15.00	1,150,454	15.00	1,221,459
OTHER PERSONAL SERVICES						
Pension		93,188		109,382		124,196
Workers' Compensation		9,262		10,618		9,301
Health Benefits		248,506		289,939		278,863
PEHP		36,267		44,619		61,089
FICA		80,528		85,701		91,133
Miscellaneous		2,240		2,513		2,380
TOTAL OTHER PERSONAL SERVICES		469,991		542,772		566,962
TOTAL PERSONAL SERVICES	15.00	1,522,640	15.00	1,693,226	15.00	1,788,421

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Department of Community Services (Office on Aging) - Anticipated FY 22 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.		\$208,739			7/1/21 - 6/30/22	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 Caregivers support and services.	\$809,522			\$350,171	10/1/21 - 9/30/22	Recurring
Senior Medicare Patrol - Health Care Fraud Program Expansion	Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse.		\$8,085		\$6,486	6/1/21 - 5/31/22	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.		\$20,930		\$11,543	4/1/21 - 3/31/22	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.	\$9,774				9/30/21 - 9/29/22	Recurring
Senior Assisted Living Group Home Subsidy	Grant funds provide subsidies to assist low-income seniors to reside in residential assisted living programs.		\$215,986			7/1/21 - 6/30/22	Recurring
Level One Screening and MFP FFP State Matching Funds	Grant supports Maryland Access Point and Money Follows the Person		\$21,300			7/1/21 - 6/30/22	Recurring
Senior Care	This grant provides funding for a variety of services to people over the age of 60.		\$307,396			7/1/21 - 6/30/22	Recurring
Senior Center Operating Fund (SCOF)	Provides an Opioid Program for Seniors perspective, promotes senior participation in 2020 census, provides scholarships for low income seniors to attend classes and support evidence based classes in community.		\$17,589			7/1/21 - 6/30/22	Recurring
TOTALS:		\$819,296	\$800,025	\$ —	\$368,200		

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 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>					
Grants and sponsorships to finance initiatives	\$73,043	\$85,000	\$100,000	\$70,000	\$70,000
Staff	3	5	6	4	3
<u>Output:</u>					
Timely, within 10 days of receipt, respond to Human Relations inquiries/complaints	20	10	10	10	10
Successfully implement/expand two Human Relations/Volunteer Harford initiatives	3	8	8	3	3
Successfully implement/expand two Reentry initiatives	2	2	2	1	2
Increase mediation referrals by 10%	277	287	343	343	340
<u>Outcome:</u>					
Increased awareness of human relations and mediation services, etc.	1,399	6,879	3,100	3,100	3,100
Enhance the depth of current community partnerships	18	18	20	20	20

Explanation and Analysis of Performance Measures

2019 & 2020 grants ended, reduced number of contractors and Ameri Corps based on grant funding. Human Relations initiatives include Commission Meetings, Celebration of Cultures, Fair Housing Education, Choose Civility, Community Conversations. Conflict Resolution Training. Volunteer initiatives include Harford's Most Beautiful, Day of Service, EOC Hotline, Project Homeless Connect.. Reentry initiatives includes Second Chance Job Fair, Reentry Mediations.

DEPARTMENT OF COMMUNITY SERVICES - CHILDREN YOUTH AND FAMILIES/DISABILITY SVCS

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 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>					
Grants and sponsorships to finance initiatives	\$570,994	\$580,994	\$570,994	\$513,980	\$545,551
Staff	3	3	3	3	3
<u>Output:</u>					
Successfully implement programs to support families of incarcerated parents	2	2	2	1	1
Successfully implement programs to support at risk youth including childhood hunger	2	2	2	1	1
Support community programs that assist people with disabilities with employment/inclusion	3	3	3	3	3
Implement AECS, program to support at risk youth and families addressing childhood hunger and the impact of incarceration	N/A	N/A	N/A	1	1
<u>Outcome:</u>					
Provide financial and development assistance to public and private organizations that deliver human services to children, youth and families especially at risk families	16	16	20	24	24
Promote and facilitate the independence of people with disabilities in all aspects of community life	2	2	3	3	3

Explanation and Analysis of Performance Measures

Provided services to over 300 individuals / families through the Local Management Board programs; assisted 8,700+ citizens through support to local nonprofits. 100+ volunteers, 500 participants. Bike Camp served 32 families, 100 volunteers. Many programs cancelled in FY21 due to COVID.

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 2018	Actual 2019	Actual 2020	Actual 2021	Estimated 2022
<u>Input:</u>					
Grants applications to State and Federal agencies	10	10	8	7	7
Grant award from State and Federal agencies	\$547,105	\$696,453	\$757,346	\$746,403	\$873,971
<u>Output:</u>					
Number of presentations/ events	308	208	131	38	100
Attendance	43,870	21,524	16,539	5,013	15,000
<u>Outcome:</u>					
Increase in citizen reach	5% meets	5% meets	5% meets	5% meets	5% meets

Explanation and Analysis of Performance Measures

Continued prevention, intervention and recovery efforts in the community.

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

IV. Strengthen Our Communities

III. Strengthen Our Communities

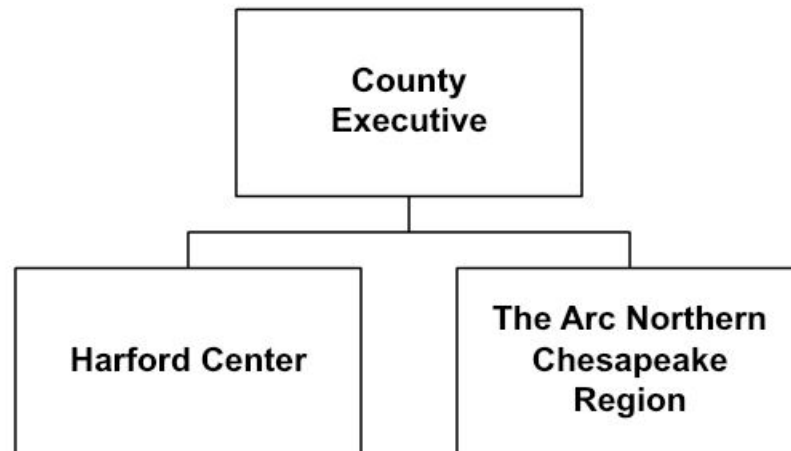
V. Building Economic Vitality

Measure	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>					
Service categories provided per Older Americans Act	14	14	14	14	14
Funds from grants utilized	\$1,412,638	\$1,421,883	\$1,641,005	\$1,668,668	\$1,730,754
Senior Centers (includes 2 satellite locations)	5	4	4	4	4
<u>Output:</u>					
Total meals financed by Office on Aging Funds	49,306	50,718	46,910	48,500	54,950
Number of responses to requests for senior services	18,125	21,020	24,124	29,004	27,750
<u>Outcome:</u>					
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	COVID Not met
Expand center-based offerings thru community based partners	Exceeded	Exceeded	Exceeded	Exceeded	COVID Not met
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.

HANDICAPPED CARE CENTER



HANDICAPPED CARE CENTERS

ORIGIN/PURPOSE:

Handicapped Care Centers is a group of budgetary funds supporting mentally/physically disabled 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 disabled 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.

HANDICAPPED CARE CENTERS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
70 MISCELLANEOUS	2,408,730	2,454,825	2,525,351	2,597,993	2,597,993
GRAND TOTAL	2,408,730	2,454,825	2,525,351	2,597,993	2,597,993

SUMMARY BY FUND:

11 GENERAL	2,408,730	2,454,825	2,525,351	2,597,993	2,597,993
GRAND TOTAL	2,408,730	2,454,825	2,525,351	2,597,993	2,597,993

SUMMARY BY DIVISION:

141000	HARFORD CENTER	578,036	588,303	604,012	620,193	620,193
142000	ARC NORTHERN CHESAPEAKE REGION	1,830,694	1,866,522	1,921,339	1,977,800	1,977,800
GRAND TOTAL		2,408,730	2,454,825	2,525,351	2,597,993	2,597,993

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,525,351	2,597,993	72,642	Additional funds provided to support operating costs

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: intellectually disabled, 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 22 GOAL:

PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
70 MISCELLANEOUS	578,036	588,303	604,012	620,193	620,193
GRAND TOTAL	578,036	588,303	604,012	620,193	620,193

FUNDING SOURCE:

11 GENERAL	578,036	588,303	604,012	620,193	620,193

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			MISCELLANEOUS increase \$16,181
604,012	620,193	16,181	Additional funds provided to support operating costs

HANDICAPPED CARE CENTERS
The ARC Northern Chesapeake Region
Index #142000

ORIGIN/PURPOSE:

The Arc Northern Chesapeake Region (The Arc NCR) empowers people with differing abilities (intellectual and developmental disabilities) to live, work and thrive in the community. The organization is a private, non-profit local chapter of the Arc Maryland and the Arc of the United States, the largest national community based organization devoted exclusively to improving the quality of life for people with developmental disabilities. The Arc NCR is funded by Maryland State agencies, federal, state and local grants, private foundations, generous donors and an annual contribution from Harford County Government.

The Arc NCR helps people with differing abilities build better lives one person at a time. The organization currently offers services in the areas of Community Living, Supporting Employment and Training, Community Partners day program for adults, Treatment Foster Care, Family Support Services, Personal Supports, Services for Transitioning Youth and Transportation. The Arc NCR supports people with differing abilities to create lives that mirror yours and mine: students attending neighborhood schools, adults going to work and living in their own homes, children living in a safe and supportive home, and individuals enjoying the social and recreational opportunities in their communities.

FY 22 GOAL:

TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	1,830,694	1,866,522	1,921,339	1,977,800	1,977,800
GRAND TOTAL	1,830,694	1,866,522	1,921,339	1,977,800	1,977,800

FUNDING SOURCE:

11 GENERAL	1,830,694	1,866,522	1,921,339	1,977,800	1,977,800

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,921,339	1,977,800	56,461	<u>MISCELLANEOUS</u> increase \$56,461 Additional funds provided to support operating costs

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 STATEMENT:

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 22 GOALS:

TO EXPAND OPPORTUNITIES FOR COMMUNICATION AND ENGAGEMENT BETWEEN COUNTY GOVERNMENT AND THE CITIZENS OF HARFORD COUNTY

TO PROVIDE FRIENDLY CUSTOMER SERVICE WITH EFFICIENCY, 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	733,326	712,111	928,057	971,479	971,479
20 CONTRACTUAL SERVICES	42,929	34,471	134,750	134,750	134,750
30 SUPPLIES AND MATERIALS	39,450	32,148	25,350	25,350	25,350
40 BUSINESS AND TRAVEL	15,143	8,198	25,700	25,700	25,700
50 CAPITAL OUTLAY	3,136	196	0	0	0
70 MISCELLANEOUS	128,127	216,227	254,000	254,000	254,000
80 INTERGOVERNMENTAL/INTERFUND	32	20	3,500	3,500	3,500
GRAND TOTAL	962,143	1,003,370	1,371,357	1,414,779	1,414,779

FUNDING SOURCE:

11 GENERAL	962,143	1,003,370	1,371,357	1,414,779	1,414,779

SUMMARY BY DIVISION:

151000	OFFICE OF GOVT & COMM RELATION	458,024	527,521	749,927	783,837	783,837
154000	CITIZEN AFFAIRS & AG SVCS	504,118	475,851	621,430	630,942	630,942
GRAND TOTAL		962,143	1,003,370	1,371,357	1,414,779	1,414,779

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$43,422</u>
578,692	581,127	2,435	Full-Time Salaries:
			4,475 Salary Adjustments
			(2,040) Turnover
			<u>2,435</u>
	24,366	24,366	FY 22 merit increase of \$3,000 plus 3% COLA for all eligible employees
42,332	42,332	0	Temporary Salaries provides for one part-time Administrative Specialists
163,981	168,847	4,866	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage
43,943	45,668	1,725	FICA
5,267	4,395	(872)	Workers' Compensation adjustment
32,100	39,840	7,740	PEHP (Personal Employee Health Plan)
60,763	63,924	3,161	Pension adjustments
134,750	134,750	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u> Funds provide for copier lease, advertising, etc.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
25,350	25,350	0	<u>SUPPLIES & MATERIALS no change in funding over FY 21</u> Funding provides for printing and other supplies & materials
25,700	25,700	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u> Funds provide for mileage, lodging, books and membership fees
254,000	254,000	0	<u>MISCELLANEOUS no change in funding over FY 21</u> Funds provides for an Ag award program that replaced the Ag Co-Op as well as funds for various other contributions for agricultural related activities. These are supported with dedicated Hotel Tax Revenue
3,500	3,500	0	<u>INTERGOVERNMENTAL/INTERFUND no change in funding over FY 21</u> Funds provide for fleet lease rental for pool car

DEPARTMENT STAFF SUMMARY
OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	56,060	1.00	61,508	1.00	66,443
Chief, Citizen Affairs and Agricultural Services	1.00	81,576	1.00	81,576	1.00	81,576
Director	1.00	119,774	1.00	123,774	1.00	128,249
Deputy Director	1.00	89,720	1.00	89,720	1.00	89,720
Marketing Coordinator	2.00	149,903	3.00	222,114	3.00	235,947
TOTAL FULL-TIME SALARIES	6.00	497,033	7.00	578,692	7.00	601,935
TEMPORARY SALARIES		42,332		42,332		42,332
SALARY TOTAL	6.00	539,365	7.00	621,024	7.00	644,267
OTHER PERSONAL SERVICES						
Pension & Retirement		47,218		60,763		66,213
Workers' Compensation		4,203		5,267		4,472
Health Benefits		137,181		163,981		168,847
PEHP		25,905		32,100		39,840
FICA		37,944		43,942		46,860
Miscellaneous		840		980		980
TOTAL OTHER PERSONAL SERVICES		253,291		307,033		327,212
TOTAL PERSONAL SERVICES	6.00	792,656 *	7.00	928,057	7.00	971,479

* FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	406,533	487,244	649,477	683,387	683,387
20 CONTRACTUAL SERVICES	25,208	19,951	68,350	68,350	68,350
30 SUPPLIES AND MATERIALS	11,489	12,057	10,600	10,600	10,600
40 BUSINESS AND TRAVEL	13,125	8,052	20,500	20,500	20,500
50 CAPITAL OUTLAY	1,638	196	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	32	20	1,000	1,000	1,000
GRAND TOTAL	458,025	527,520	749,927	783,837	783,837

FUNDING SOURCE:

11 GENERAL	458,025	527,520	749,927	783,837	783,837

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS Office of Governmental and Community Relations Index #151000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$33,910</u>
425,967	428,402	2,435	Full Time Salaries
			4,475 Salary Adjustments
			<u>(2,040) Turnover</u>
			<u>2,435</u>
	18,547	18,547	FY 22 merit increase of \$3,000 plus 3% COLA for all eligible employees
122,000	125,615	3,615	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage.
19,260	27,000	7,740	PEHP costs
4,564	3,830	(734)	Workers' Compensation adjustment
44,727	47,124	2,397	Pension adjustments
68,350	68,350	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
10,600	10,600	0	<u>SUPPLIES & MATERIALS no change in funding over FY 21</u>
20,500	20,500	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u>
1,000	1,000	0	<u>INTERGOVERNMENTAL/INTERFUND no change in funding over FY 21</u>

DEPARTMENT STAFF SUMMARY
Office of Governmental and Community Relations
Index #151000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	56,060	1.00	61,508	1.00	66,443
Director	1.00	119,774	1.00	123,774	1.00	128,249
Deputy Director	1.00	89,720	1.00	89,720	1.00	89,720
Marketing Coordinator	1.00	84,005	2.00	150,965	2.00	159,573
SALARY TOTAL	4.00	349,559	5.00	425,967	5.00	443,985
OTHER PERSONAL SERVICES						
Pension & Retirement		33,208		44,727		48,838
Workers' Compensation		3,584		4,564		3,888
Health Benefits		95,886		122,000		125,615
PEHP		10,362		19,260		27,000
FICA		26,662		32,259		33,361
Miscellaneous		560		700		700
TOTAL OTHER PERSONAL SERVICES		170,262		223,510		239,402
TOTAL PERSONAL SERVICES	4.00	519,821 *	5.00	649,477	5.00	683,387

* FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	326,792	224,867	278,580	288,092	288,092
20 CONTRACTUAL SERVICES	17,722	14,520	66,400	66,400	66,400
30 SUPPLIES AND MATERIALS	27,961	20,091	14,750	14,750	14,750
40 BUSINESS AND TRAVEL	2,018	147	5,200	5,200	5,200
50 CAPITAL OUTLAY	1,498	0	0	0	
70 MISCELLANEOUS	128,127	216,227	254,000	254,000	254,000
80 INTERGOVERNMENTAL/INTERFUND	0	0	2,500	2,500	2,500
GRAND TOTAL	504,118	475,852	621,430	630,942	630,942

FUNDING SOURCE:

11 GENERAL	504,118	475,852	621,430	630,942	630,942

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS Citizen Affairs and Agricultural Services Index #154000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICE</u> increase \$9,512
	5,818	5,818	FY 22 merit increase of \$3,000 plus a 3% COLA for all eligible employees
42,332	42,332	0	Temporary Salaries provide for assistance with Constituent Services
12,840	12,480	(360)	PEHP (Post Employment Health Plan)
41,981	43,232	1,251	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
16,036	16,800	764	Pension adjustments
11,683	13,500	1,817	FICA adjustments
66,400	66,400	0	<u>CONTRACTUAL SERVICES</u> no change in funding over FY 21 Funds provide for copier expense, advertising, etc.
14,750	14,750	0	<u>SUPPLIES AND MATERIALS</u> no change in funding over FY 21 Funds provide for commercial printing, office supplies and mailing costs
5,200	5,200	0	<u>BUSINESS AND TRAVEL</u> no change in funding over FY 21
254,000	254,000	0	<u>MISCELLANEOUS</u> no change in funding over FY 21 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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Citizen Affairs and Agricultural Services	1.00	81,576	1.00	81,576	1.00	81,576
Marketing Coordinator	1.00	65,898	1.00	71,149	1.00	76,374
TOTAL FULL-TIME SALARIES	2.00	147,474	2.00	152,725	2.00	157,950
TEMPORARY SALARIES		42,332		42,332		42,332
SALARY TOTAL	2.00	189,806	2.00	195,057	2.00	200,282
OTHER PERSONAL SERVICES						
Pension & Retirement		14,010		16,036		17,374
Workers' Compensation		619		703		584
Health Benefits		41,295		41,981		43,232
PEHP		15,543		12,840		12,840
FICA		11,282		11,683		13,500
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		83,029		83,523		87,810
TOTAL PERSONAL SERVICES	2.00	272,835 *	2.00	278,580	2.00	288,092

* FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

Government & Community Relations

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Communication with the public and maintain positive and effective relationships with governing bodies, other public entities, and the public.

Department Objective

By focusing on outreach, adapting to stakeholder's needs and feedback, and keeping them informed, we will further the county administration's goals of responsiveness transparency and efficiency.

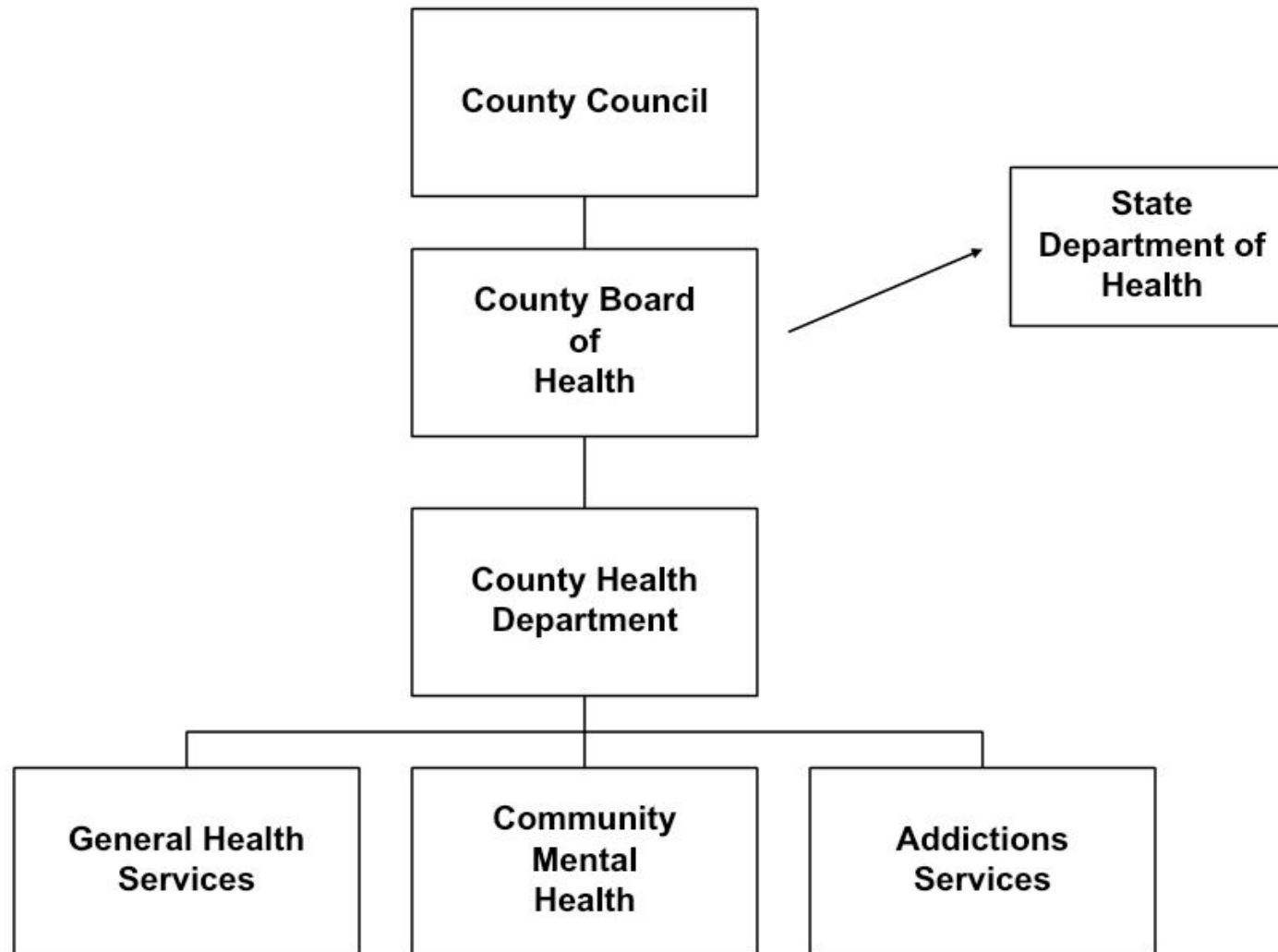
County Goal(s) Supported

Strengthening our communities

Measure	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Staff	N/A	N/A	5	5
Funding	N/A	N/A	\$749,927	\$783,837
<u>Output:</u>				
24 hours response for customer inquiries	N/A	N/A	3,635	3,500
Same day response for media inquiries	N/A	N/A	143	125
<u>Outcome:</u>				
Customer Service Satisfaction Surveys	N/A	N/A	75%	80%
Avg unique visitor to County website	N/A	N/A	40%	45%

New performance measure created in FY 21

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 22 GOALS:

ESTABLISH AND MAINTAIN A COORDINATED SYSTEM OF CONTINUOUS HEALTH ASSESSMENT, POLICY DEVELOPMENT AND ASSURANCE FOR THE DELIVERY OF PUBLIC HEALTH SERVICES TO THE CITIZENS

STRIVE FOR AN OPTIMUM LEVEL OF PROTECTION AGAINST PREVENTABLE DISEASE, PREMATURE LOSS OF LIFE AND ENVIRONMENTAL POLLUTION

PREVENT AND CONTROL EPIDEMICS

HEALTH

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
10 PERSONAL SERVICES	5,382.56	5,383	207,564	207,564	207,564
20 CONTRACTUAL SERVICES	296,558.6	299,191	318,215	318,215	318,215
70 MISCELLANEOUS	3,472,389	3,492,389	3,492,389	3,492,389	3,492,389
GRAND TOTAL	3,774,330.16	3,796,963	4,018,168	4,018,168	4,018,168

SUMMARY BY CHARACTER:

SUMMARY BY FUND:

11 GENERAL	3,774,330.16	3,796,963	4,018,168	4,018,168	4,018,168
GRAND TOTAL	3,774,330.16	3,796,963	4,018,168	4,018,168	4,018,168

SUMMARY BY DIVISION:

161000 HEALTH DEPARTMENT	3,774,330.16	3,796,963	4,018,168	4,018,168	4,018,168
GRAND TOTAL	3,774,330.16	3,796,963	4,018,168	4,018,168	4,018,168

HEALTH

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES no change for FY 22</u>
192,814	192,814	0	Temporary Salaries - funds provided for stipends for Environmental Health and Deputy Health Officer
14,750	14,750	0	FICA
			<u>CONTRACTUAL SERVICES no change for FY 22</u>
318,215	318,215	0	Space and Real Estate Rental for office space
			<u>MISCELLANEOUS no change for FY 22</u>
3,397,389	3,397,389	0	Payments to Other Government Agencies for Health Department operations
			Administrative expenses 620,389
			Environmental Health expenses 2,277,000
			Community Health expenses 150,000
			Addiction expenses 350,000
			3,397,389
95,000	95,000	0	Contributions - County funding to supplement and enhance Health Department programs.
			Behavioral Health Treatment Services 50,000
			Teen Diversion Program 25,000
			Water Testing 20,000
			95,000

DIVISION STAFF SUMMARY
General Health Services
Index #161000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>5,000</u>		<u>192,814</u>		<u>192,814</u>
SALARY TOTAL		<u><u>5,000</u></u>		<u><u>192,814</u></u>		<u><u>192,814</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>383</u>		<u>14,750</u>		<u>14,750</u>
TOTAL OTHER PERSONAL SERVICES		<u>383</u>		<u>14,750</u>		<u>14,750</u>
TOTAL PERSONAL SERVICES		<u><u>5,383</u></u> *		<u><u>207,564</u></u>		<u><u>207,564</u></u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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.

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 STATEMENT:

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 22 GOALS:

TO IMPLEMENT INNOVATIVE AND COST EFFECTIVE IT BASED BUSINESS SOLUTIONS

TO IMPLEMENT A TALENT ACQUISITION AND MANAGEMENT PROGRAM FOR THE ICT WORKFORCE

INFORMATION AND COMMUNICATION TECHNOLOGY

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,671,282	2,700,538	3,176,698	3,257,678	3,257,678
20 CONTRACTUAL SERVICES	6,942,642	7,791,035	7,605,508	9,400,523	9,400,523
30 SUPPLIES AND MATERIALS	118,836	87,744	135,400	135,400	135,400
40 BUSINESS AND TRAVEL	11,734	22,765	24,155	34,155	34,155
50 CAPITAL OUTLAY	0	(94,050)	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	50	0	500	500	500
GRAND TOTAL	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256
<u>SUMMARY BY FUND:</u>					
11 GENERAL	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256
GRAND TOTAL	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256
<u>SUMMARY BY DIVISION:</u>					
181000 INFORMATION & COMM. TECH	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256
GRAND TOTAL	9,744,545	10,508,033	10,942,261	12,828,256	12,828,256

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$80,980</u>
1,942,401	1,950,098	7,697	Full-time salaries
			6,197 Salary adjustments
			1,500 Staff Turnover
			7,697
	131,707	131,707	FY 22 Merit increase of \$3,000 and COLA of 3% for all eligible employees
193,600	168,900	(24,700)	Temporary Salaries - provides funding for two computer engineers, one programmer, one mainframe operator and interns for summer/winter months.
217,632	214,511	(3,121)	Pension adjustments
477,293	433,198	(44,095)	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
161,625	167,190	5,565	FICA adjustments
80,000	87,750	7,750	Overtime increased based on actual spending

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES increase \$1,795,015</u>
1,483,133	1,561,101	77,968	Other Professional Services - increase for contractual Mainframe Operator; additional support and contractual costs for VMWare, Umbrella Security and Solar Winds
982,440	1,621,000	638,560	Data Processing Hardware - bulk of the increase is for VxRail Annual Support to provide support for three years
4,385,162	5,463,649	1,078,487	Data Processing Software - Adjustments made per software contracts and additional contracts used by various departments. Bulk of adjustment for FY 22 is for three year support for Workday renewal, allowing for best rate; additional funds for Biz Library training software.
135,400	135,400	0	<u>SUPPLIES AND MATERIALS no change in funding for FY 22</u> Funds provide for general office supplies, computer software, hardware and supplies, etc.
			<u>BUSINESS AND TRAVEL increase of \$10,000</u>
24,155	34,155	10,000	Training Seminars, Courses - training for several new programmers

DEPARTMENT STAFF SUMMARY
INFORMATION AND COMMUNICATION TECHNOLOGY
Index #181000

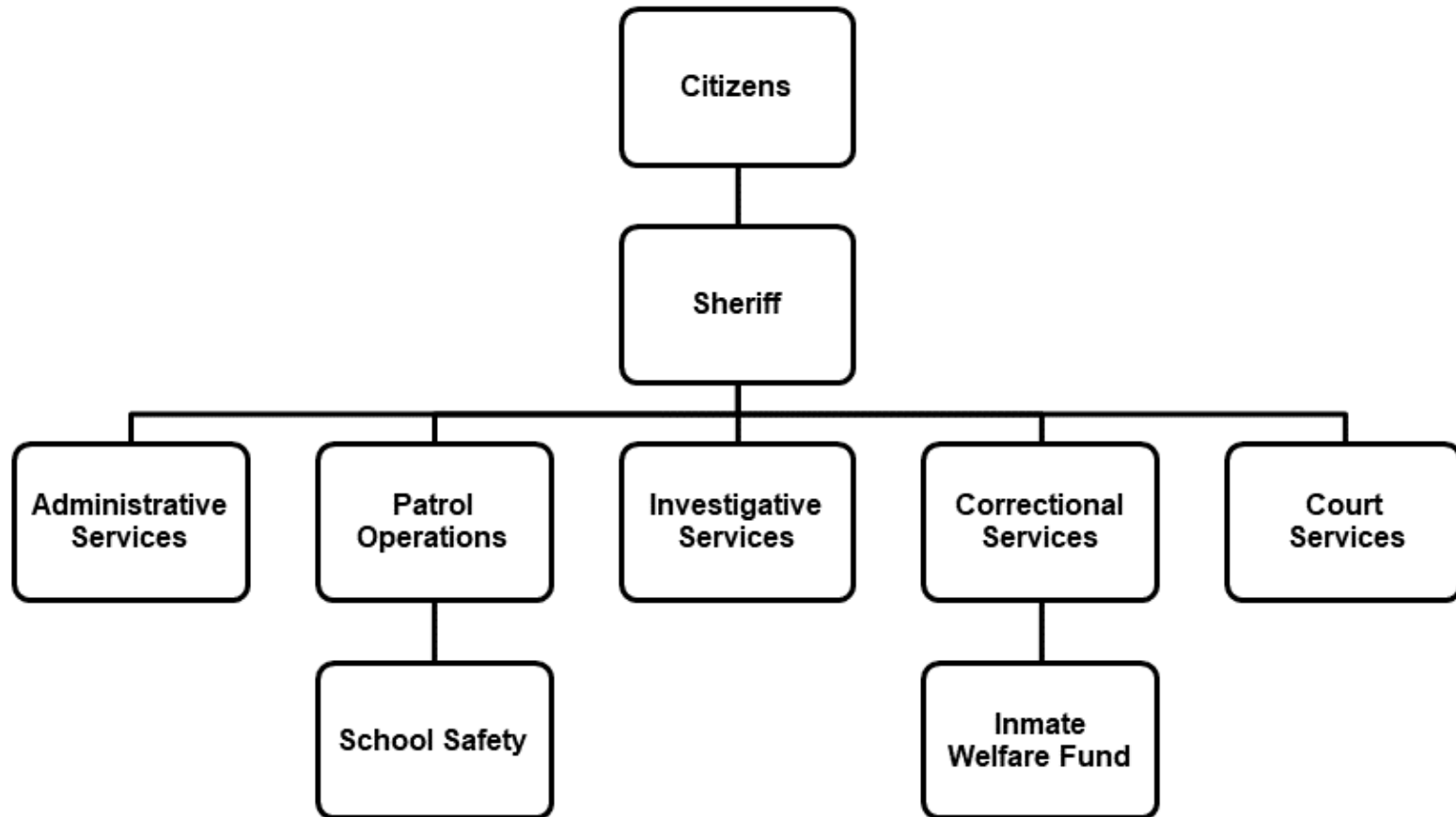
POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician II	1.00	61,909	1.00	65,187	1.00	70,233
Administrative Secretary III	1.00	59,692	1.00	62,926	1.00	67,904
Computer Systems Engineer	0.00	0	0.00	0	7.00	469,096
Computer System Engineer I	0.00	0	1.00	52,020	0.00	0
Computer System Engineer II	7.00	422,873	6.00	383,412	0.00	0
Computer System Engineer IV	2.00	159,540	2.00	166,811	0.00	0
Director of ICT	1.00	132,742	1.00	136,742	1.00	139,476
GIS Coordinator	1.00	86,744	1.00	93,052	1.00	98,933
Manager, Systems Development	0.00	0	0.00	0	1.00	133,364
Programmer	1.00	53,000	4.00	197,763	4.00	228,435
Programmer Analyst	0.00	0	0.00	0	1.00	61,451
Programmer Analyst I	2.00	190,353	1.00	118,074	0.00	0
Programmer Analyst II	7.00	640,863	6.00	591,415	0.00	0
Senior Computer Systems Engineer	0.00	0	0.00	0	3.00	254,495
Senior Programmer Analyst	0.00	0	0.00	0	3.00	320,354
Senior Systems Engineer	0.00	0	1.00	75,000	0.00	0
Supervisor, App & Web Services	0.00	0	0.00	0	1.00	127,688
Supervisor, Software Development	0.00	0	0.00	0	1.00	90,185
SALARY SUB-TOTAL	23.00	1,807,716	25.00	1,942,402	25.00	2,061,614
TEMPORARY SALARIES		162,798		193,600		168,900
SALARY TOTAL	23.00	1,970,514	25.00	2,136,002	25.00	2,230,514

DEPARTMENT STAFF SUMMARY
INFORMATION AND COMMUNICATION TECHNOLOGY
Index #181000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		174,068		217,632		226,778
Workers' Compensation		10,786		12,667		13,885
Health Benefits		371,604		477,292		433,197
PEHP		56,991		83,460		83,460
Overtime and Shift Differential		83,000		83,000		90,750
FICA		149,874		161,625		174,493
Miscellaneous		3,220		5,020		4,600
TOTAL OTHER PERSONAL SERVICES		849,543		1,040,696		1,027,163
TOTAL PERSONAL SERVICES	23.00	2,820,057 *	25.00	3,176,698	25.00	3,257,677

* FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 STATEMENT:

TO MAKE HARFORD COUNTY A PLACE WHICH IS SAFE AND SECURE TO LIVE, WORK AND VISIT

FY 22 GOALS:

TO UTILIZE TECHNOLOGY TO PREVENT CRIME AND ENSURE A SAFER COUNTY FOR OUR CITIZENS.

TO ENSURE THAT AGENCY STAFFING IS ADEQUATE TO MEET CURRENT AND FUTURE SERVICE DEMANDS AND MANDATES IN A TIMELY AND EFFICIENT MANNER.

SHERIFF'S OFFICE

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	68,845,648	71,589,793	76,658,340	80,848,354	80,848,354
20 CONTRACTUAL SERVICES	6,741,155	6,820,516	8,105,148	8,926,934	8,926,934
30 SUPPLIES AND MATERIALS	2,593,963	2,802,147	2,906,768	3,151,749	3,151,749
40 BUSINESS AND TRAVEL	1,948,003	1,902,478	2,166,915	2,341,226	2,341,226
50 CAPITAL OUTLAY	1,944,767	903,762	438,570	495,730	495,730
70 MISCELLANEOUS	83,321	48,840	88,800	53,800	53,800
80 INTERGOVERNMENTAL/INTERFUND	0	0	0	0	0
GRAND TOTAL	82,156,857	84,067,536	90,364,541	95,817,793	95,817,793

SUMMARY BY FUND:

11 GENERAL	82,156,857	84,067,536	90,364,541	95,817,793	95,817,793
GRAND TOTAL	82,156,857	84,067,536	90,364,541	95,817,793	95,817,793

SUMMARY BY DIVISION:

211100	ADMINISTRATION AND SUPPORT	10,554,957	6,423,830	7,363,469	8,117,644	8,117,644
211200	PATROL OPERATIONS	30,258,705	32,695,623	32,297,134	34,584,514	34,584,514
211300	INVESTIGATIVE SERVICES	9,696,251	10,806,668	11,042,159	12,094,714	12,094,714
211400	SCHOOL SAFETY	0	0	3,637,524	3,203,394	3,203,394
212000	CORRECTIONAL SERVICES	24,398,332	25,192,997	26,868,616	27,761,067	27,761,067
212100	INMATE WELFARE FUND	683,420	862,912	930,840	963,452	963,452
213000	COURT SERVICES	6,565,192	8,085,505	8,224,798	9,093,009	9,093,009
GRAND TOTAL		82,156,857	84,067,536	90,364,541	95,817,793	95,817,793

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$4,190,014</u>
39,632,684	39,401,756	(230,928)	Full-time salaries
			309,170 Promotions & Salary adjustments
			905 Offset - difference between estimated lump sum budget for FY 21 wage pkg and actual
			<u>(541,003) Staff Turnover (1.37)%</u>
			<u>(230,928)</u>
	3,114,043	3,114,043	FY 22 Sheriff's Office Wage Package
2,638,364	2,621,716	(16,648)	Temporary Salaries based on actual expenses for Security Officers, etc.
272,188	256,407	(15,781)	Part-time Salaries for School Crossing Guards
	173,721	173,721	Net of three (3) positions transferred into operating budget due to SRO grant no longer covering
	74,964	74,964	Two (2) positions created for the new Body Worn Camera Program - Coordinator full year funding and one Records Tech for 1/2 year funding
	(23,439)	(23,439)	The net result of full-time staff transfers between divisions of the Sheriff's Office:
12,489,507	12,815,305	325,798	Pension adjustments
9,866,335	10,119,498	253,163	Health Benefits are adjusted for an estimated cost increase and staff opting for changes in level of coverage
0	60,750	60,750	PEHP (Post Employment Health Plan)
1,361,786	1,206,981	(154,805)	Workers' Compensation adjustments
3,718,898	3,742,014	23,116	FICA adjustments
4,994,532	5,633,980	639,448	Overtime increase based on actuals and anticipated requirements
1,251,987	1,482,670	230,683	Shift Differential decrease based on actuals
382,060	376,430	(5,630)	Life Insurance and Uniform Allowance

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES</u> increase \$821,786
1,384,788	1,762,166	377,378	Data Processing Software increases due to upgrades to software licenses, etc. based on actual expense history
438,467	826,482	388,015	Other Insurance increases based on Treasury's estimates for General, Auto, and Property coverage, partially offset by a decrease in Unemployment Insurance
3,522,872	3,599,182	76,310	Medical Services increase for Animal Control Emergency Vet, K9 Unit Vet, and Workers' Comp invoices. Detention Center Medical Services contract increased \$65,000 to \$3,465,000.
618,060	498,820	(119,240)	Electricity decreases based on actual expense history
1,008,108	1,099,559	91,451	Telephone Services, Other Professional Services and Building Custodial Services were adjusted

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>SUPPLIES & MATERIALS increase \$244,981</u>
1,330,358	1,383,470	53,112	Meals-Special Purpose increases due to higher rate for food service contract at Detention Center, as well as an increase in Ice & Bottled Water based on actuals
819,044	1,043,173	224,129	Uniform Purchase, Safety Equipment, Weapons & Ammunition, and Medical Supplies increase based on actual expense history
221,100	180,300	(40,800)	Other Supplies & Materials decrease based on actuals
			<u>BUSINESS & TRAVEL increase \$174,311</u>
977,818	1,082,654	104,836	County-owned vehicles increase based on actual and expected expenses for vehicle maintenance
248,490	311,570	63,080	Lodging, Transportation Costs, In-House Training, meals, and Training Seminars and Courses, increase to provide essential training for law enforcement, corrections, and civilian personnel
			<u>EQUIPMENT increase \$57,160</u>
390,570	390,570	0	Police Car Package expense for outfitting 30 cars and added costs of installing in-car cameras
48,000	48,000	0	Other Equipment expense in Inmate Welfare Fund account for furniture purchase
0	31,500	31,500	Audio visual equipment and portable radios
			<u>MISCELLANEOUS decrease (\$35,000)</u>
75,000	40,000	(35,000)	Confidential Expenses for Investigative Services are reduced based on actual expenses for FY 22
13,800	13,800	0	Service Awards flat-lined for FY 21

DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	1.00	138,598	1.00	141,765	1.00	143,696
Chief Deputy	1.00	140,628	1.00	140,629	1.00	176,582
Major	3.00	407,534	3.00	403,895	3.00	500,203
Captain	8.00	1,003,699	8.00	996,777	8.00	1,147,579
Lieutenant	13.00	1,488,292	13.00	1,466,880	15.00	1,959,847
Sergeant	35.00	3,389,721	33.00	3,186,209	35.00	3,997,526
Corporal	31.00	2,592,268	32.00	2,660,841	32.00	2,953,466
Senior Deputy	95.00	7,345,625	100.00	7,663,139	92.00	8,033,542
Deputy First Class	89.00	5,386,653	92.00	5,323,524	97.00	6,326,708
Deputy	17.00	897,859	11.00	560,791	10.00	571,598
Cadet	1.00	32,930	0.00	0	0.00	0
Major - Corrections	1.00	128,968	1.00	128,960	1.00	139,431
Captain - Corrections	2.00	233,988	2.00	234,000	2.00	247,931
Lieutenant - Corrections	8.00	813,344	8.00	805,144	8.00	876,736
Sergeant - Corrections	13.00	1,114,394	13.00	1,124,280	16.00	1,516,411
Corporal - Corrections	14.00	1,055,167	14.00	1,040,021	11.00	905,121
Sr. Deputy - Corrections	35.00	2,361,353	42.00	2,774,174	35.00	2,559,784
Officer First Class	45.00	2,420,135	41.00	2,081,815	51.00	2,670,570
Officer	23.00	1,080,360	20.00	925,180	17.00	847,883
Warden	1.00	129,192	1.00	130,998	1.00	173,694
Animal Control Manager	1.00	61,550	1.00	61,339	1.00	66,960
Animal Control Officer I	0.00	0	3.00	115,626	2.00	91,756
Animal Control Officer II	5.00	268,815	2.00	101,067	3.00	156,227
Animal Control Clerk	1.00	40,106	1.00	39,250	1.00	42,861
Administrative Support Technician	5.00	279,193	5.00	276,068	6.00	301,417
Applicant Investigator	2.00	119,170	2.00	118,352	1.00	129,202
Budget Director	1.00	113,342	1.00	114,691	1.00	125,210
Budget Technician	2.00	131,732	2.00	98,092	2.00	107,088
BWC Coordinator	0.00	0	0.00	0	1.00	62,771
BWC Records Technician	0.00	0	0.00	0	1.00	17,634
Classification Counselor	3.00	165,412	3.00	164,195	3.00	176,111
Classification Supervisor	1.00	77,317	1.00	77,584	1.00	84,709
Commissary Coordinator	1.00	46,117	1.00	45,448	1.00	49,630

**DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community & Legislative Director	1.00	93,894	1.00	94,661	1.00	103,361
Community Services Coordinator	1.00	62,570	1.00	62,379	1.00	68,106
Computer Resources Technician	2.00	138,537	2.00	141,253	2.00	154,226
Corrections Quartermaster	1.00	64,421	1.00	64,293	1.00	70,201
Corrections Records Administrator	1.00	79,542	1.00	79,872	1.00	87,200
Corrections Records Clerk	2.00	96,227	2.00	94,982	2.00	103,691
Corrections Records Technician I	0.00	0	1.00	31,491	1.00	38,497
Corrections Records Technician II	5.00	203,961	4.00	157,498	4.00	176,229
Crime Analysis Manager	1.00	73,053	1.00	73,174	1.00	79,902
DC Projects Coordinator	1.00	56,870	1.00	56,514	1.00	61,712
Digital Forensics Examiner	2.00	131,397	2.00	128,981	2.00	142,673
Electronic Services Technician	1.00	57,453	1.00	57,117	1.00	62,351
Electronic Surveillance Technician	1.00	66,106	1.00	66,019	1.00	72,075
Executive Office Manager	1.00	65,419	1.00	65,312	1.00	71,303
Financial Investigator	1.00	59,096	1.00	64,709	1.00	70,642
Fleet Technician	1.00	60,781	1.00	60,549	1.00	66,099
Forensics Lab Director	1.00	63,173	1.00	63,003	1.00	68,790
Human Resources Director	1.00	105,376	1.00	106,475	1.00	116,259
Human Resources Specialist	1.00	66,834	1.00	66,789	1.00	72,913
Information Technology Specialist	1.00	81,830	1.00	82,222	1.00	89,780
Inmate Property Coordinator	1.00	58,389	1.00	57,964	1.00	63,278
IT Director	1.00	91,066	1.00	91,728	1.00	100,142
Law Enforcement Analyst	4.00	236,051	4.00	234,895	4.00	256,439
Law Enforcement Pawn Analyst	0.00	0	0.00	0	1.00	57,280
Law Enforcement Records Manager	1.00	69,766	1.00	69,805	1.00	58,317
Law Enforcement Records Supervisor	3.00	149,062	3.00	140,482	3.00	152,131
Law Enforcement Records Technician I	2.00	71,101	3.00	99,652	6.00	209,957
Law Enforcement Records Technician II	22.00	960,386	20.00	853,287	17.00	779,809
Maintenance Officer	2.00	116,985	2.00	116,376	2.00	127,063
Maintenance Officer II	1.00	58,285	1.00	57,970	1.00	63,300

DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Pre-Trial Services Coordinator	2.00	110,767	2.00	109,970	2.00	120,051
Program Coordinator	1.00	47,406	1.00	46,758	1.00	45,860
Property Management Assistant	1.00	49,445	1.00	48,859	1.00	53,334
Property Manager	1.00	76,152	1.00	76,378	1.00	65,196
Public Information Director	1.00	86,302	1.00	86,840	1.00	94,806
Public Information Officer	0.00	0	1.00	60,736	1.00	66,320
Public Information Specialist	1.00	60,968	0.00	0	0.00	0
Quartermaster Fleet Assistant	1.00	52,939	1.00	52,458	1.00	57,280
Quartermaster Fleet Manager	1.00	81,269	1.00	81,640	1.00	89,140
School Crossing Guard	1.00	46,302	0.00	0	0.00	0
Security Systems Administrator	1.00	62,507	1.00	62,317	1.00	68,040
Sex Offender Verification Investigator	2.00	104,027	2.00	103,023	2.00	112,466
Standards/Accreditation Manager	1.00	76,630	1.00	76,877	1.00	83,937
TRAC Coordinator	0.00	0	0.00	0	1.00	62,351
Victim & Child Advocate	2.00	118,483	2.00	117,915	1.00	66,387
SUB-TOTAL FULL-TIME SALARIES	537.00	37,874,290	536.00	37,316,415	538.00	41,788,778
SALARY OFFSET		(505,025)		(297,292)		(329,015)
TOTAL FULL-TIME SALARIES	529.00	37,369,265	536.00	37,019,123	538.00	41,459,763
PART-TIME SALARIES						
School Crossing Guard	6.35	236,677	6.75	256,821	6.75	271,789
TEMPORARY SALARIES		2,565,462		2,558,537		2,779,020
FY 21 Sheriff's Office Wage Package				2,708,755		
SALARY TOTAL	535.35	40,171,404	542.75	42,543,236	544.75	44,510,572

**DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		10,810,984		12,489,507		13,445,934
Workers' Compensation		1,020,885		1,361,786		1,266,780
Health Benefits		9,922,980		9,916,335		10,169,498
Overtime and Shift Differential		5,674,717		6,246,519		7,116,650
FICA		3,496,574		3,718,896		3,901,740
Miscellaneous		380,580		382,060		437,180
TOTAL OTHER PERSONAL SERVICES		31,306,720		34,115,104		36,337,782
TOTAL PERSONAL SERVICES	535.35	71,478,124	542.75	76,658,340	544.75	80,848,354

* FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	7,732,753	4,119,342	4,762,476	5,077,351	5,077,351
20 CONTRACTUAL SERVICES	1,554,501	1,483,409	2,079,426	2,490,426	2,490,426
30 SUPPLIES AND MATERIALS	180,285	114,113	140,083	136,923	136,923
40 BUSINESS AND TRAVEL	307,566	276,793	367,684	399,144	399,144
50 CAPITAL OUTLAY	771,531	418,834	0	0	0
70 MISCELLANEOUS	8,321	11,340	13,800	13,800	13,800
GRAND TOTAL	10,554,957	6,423,831	7,363,469	8,117,644	8,117,644
<u>FUNDING SOURCE:</u>					
11 GENERAL	10,554,957	6,423,830	7,363,469	8,117,644	8,117,644

SHERIFF'S OFFICE
Administrative Services
Index #211100

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$314,875</u>
2,513,711	2,514,045	334	Full-time salaries
		334	Offset - difference between estimated lump sum budget for FY 21 wage pkg and actual
	209,010	209,010	FY 22 Sheriff's Office Wage Package
608,718	330,159	(278,559)	Temporary Salaries reflect changes as requested by Sheriff's Office
	222,685	222,685	The net result to this division of full-time staff transfers between divisions of the Sheriff's Office:
523,558	630,491	106,933	Pension adjustments
603,379	634,766	31,387	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
55,317	50,850	(4,467)	Workers' Compensation adjustments
246,653	242,343	(4,310)	FICA adjustments
200,000	218,002	18,002	Overtime increase based on actual expense history
0	13,500	13,500	PEHP (Post Employment Health Plan)
11,140	11,500	360	Uniform Allowance and Life Insurance

SHERIFF'S OFFICE
Administrative Services
Index #211100

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES increase \$411,000</u>
1,264,143	1,621,763	357,620	Data Processing Software increases based on actual expenses for software licenses, etc.
0	15,463	15,463	Space & Real Estate Rental additional funds provided for CAM charges
533,112	574,671	41,559	Telephone Service and Internet Line Service increase based on actual expense history
72,846	69,104	(3,742)	Office Equipment, Medical Services, Communications Service, and Operating Equipment service were adjusted based on actual expense history
5,000	10,200	5,200	Personnel/Recruitment adjusted for an increase based on actual expenses
			<u>SUPPLIES & MATERIALS decrease (\$3,160)</u>
48,400	34,400	(14,000)	General Office Supplies and Duplicating Machine Supplies decrease based on actual expense history
14,283	24,743	10,460	Safety Equipment, commercial printing and medical supplies increase based on actual expense history
			<u>BUSINESS & TRAVEL increase \$31,460</u>
108,000	129,460	21,460	Vehicle Maintenance increase based on actual expense history
95,300	105,800	10,500	Meals, Lodging, Membership Fees & Dues and Training Seminars increase based on actual expense history

DIVISION STAFF SUMMARY

Administration

Index #211100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	1.00	138,598	1.00	141,765	1.00	143,696
Chief Deputy	1.00	140,628	1.00	140,629	1.00	176,582
Major	1.00	138,338	1.00	138,341	1.00	166,771
Captain	1.00	125,376	1.00	125,382	1.00	146,455
Lieutenant	1.00	113,695	1.00	113,693	1.00	132,872
Sergeant	1.00	100,187	1.00	100,194	1.00	120,510
Corporal	1.00	88,192	1.00	88,192	1.00	84,925
Senior Deputy	1.00	87,288	1.00	87,298	4.00	348,868
Budget Director	1.00	113,342	1.00	114,691	1.00	125,210
Budget Technician	2.00	131,732	2.00	98,092	2.00	107,088
IT Director	1.00	91,066	1.00	91,728	1.00	100,142
Public Information Director	1.00	86,302	1.00	86,840	1.00	94,806
Public Information Officer	0.00	0	1.00	60,736	1.00	66,320
Human Resources Director	1.00	105,376	1.00	106,475	1.00	116,259
Information Technology Specialist	1.00	81,830	1.00	82,222	1.00	89,780
Human Resources Specialist	1.00	66,834	1.00	66,789	1.00	72,913
Public Information Specialist	1.00	60,968	0.00	0	0.00	0
Quartermaster Fleet Manager	1.00	81,269	1.00	81,640	1.00	89,140

DIVISION STAFF SUMMARY

Administration

Index #211100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Applicant Investigator	2.00	119,170	2.00	118,352	2.00	129,202
Computer Resources Technician	2.00	138,537	2.00	141,253	2.00	154,226
Fleet Technician	1.00	60,781	1.00	60,549	1.00	66,099
Executive Office Manager	1.00	65,419	1.00	65,312	1.00	71,303
Electronic Services Technician	1.00	57,453	1.00	57,117	1.00	62,351
Administrative Support Technician	1.00	53,126	1.00	52,666	1.00	57,501
Quartermaster Fleet Assistant	1.00	52,939	1.00	52,458	1.00	57,280
Community & Legislative Director	1.00	93,894	1.00	94,661	1.00	103,361
TOTAL FULL-TIME SALARIES	28.00	2,392,340	28.00	2,367,075	31.00	2,883,659
TEMPORARY SALARIES		595,398		599,175		349,970
FY21 Sheriff's Office Wage Package				156,179		0
SALARY TOTAL	28.00	2,987,738	28.00	3,122,429	31.00	3,233,629

DIVISION STAFF SUMMARY

Administration

Index #211100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		402,596		523,558		660,008
Workers' Compensation		36,912		55,317		53,218
Health Benefits		576,342		603,379		634,766
Overtime and Shift Differential		551,829		200,000		218,002
FICA		266,664		246,653		252,728
Miscellaneous		12,660		11,140		25,000
TOTAL OTHER PERSONAL SERVICES		1,847,003		1,640,047		1,843,722
TOTAL PERSONAL SERVICES	28.00	4,834,741 *	28.00	4,762,476	31.00	5,062,851

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	26,989,753	30,029,714	29,574,411	31,202,637	31,202,637
20 CONTRACTUAL SERVICES	548,459	595,732	788,776	1,157,440	1,157,440
30 SUPPLIES AND MATERIALS	592,576	699,396	569,055	766,160	766,160
40 BUSINESS AND TRAVEL	979,926	977,742	974,322	1,036,207	1,036,207
50 CAPITAL OUTLAY	1,147,991	393,039	390,570	422,070	422,070
70 MISCELLANEOUS	0	0	0	0	0
GRAND TOTAL	30,258,705	32,695,623	32,297,134	34,584,514	34,584,514
<u>FUNDING SOURCE:</u>					
11 GENERAL	30,258,705	32,695,623	32,297,134	34,584,514	34,584,514

SHERIFF'S OFFICE
Patrol Operations
Index #211200

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$1,628,226</u>
15,686,599	15,590,800	(95,799)	Full-time Salaries
			205,070 Promotions & Salary adjustments
			(200,686) Staff Turnover (1.3)%
			(100,183) Offset - difference between estimated lump sum budget for FY 21 wage pkg and actual
			<u>(95,799)</u>
	1,258,135	1,258,135	FY 22 Sheriff's Office Wage Package
416,951	635,706	218,755	Temporary Salaries - adjusted per actuals
	(201,425)	(201,425)	The net result to this division of full-time staff transfers between divisions of the Sheriff's Office:
5,365,545	5,338,462	(27,083)	Pension adjustments
3,530,182	3,675,445	145,263	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes
580,364	505,078	(75,286)	Workers' Compensation adjustments
1,412,435	1,424,777	12,342	FICA adjustments
1,814,835	2,094,736	279,901	Overtime increase based on actual expense history
566,200	660,394	94,194	Shift Differential increase based on actual expense history
151,300	150,280	(1,020)	Uniform Allowance & Life Insurance
0	20,250	20,250	PEHP (Post Employment Health Plan)

SHERIFF'S OFFICE
Patrol Operations
Index #211200

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES</u> increase \$386,664
238,197	220,358	(17,839)	Electricity, Medical Services, Data Processing Software, and Building/Custodial Services, are adjusted based on expense history for a net decrease
432,858	817,315	384,457	Other Insurance increases based on Treasury's estimates for General, Auto, and Property coverage
			<u>SUPPLIES AND MATERIALS</u> increase \$197,105
247,340	457,590	210,250	Safety Equipment and Weapons & Ammunition increase based on actual expense
11,200	13,500	2,300	Duplicating Machine Supplies and Animal Food Supplies are adjusted for an increase based on actual expenses
108,225	92,600	(15,625)	Other Supplies & Materials, medical supplies and audio visual supplies decrease based on actual expenses
			<u>BUSINESS AND TRAVEL</u> increase \$61,885
929,762	975,917	46,155	County-owned vehicles, Fuel, and Non-Targeted Charges increase based on actual expense history
38,480	54,210	15,730	Meals, Lodging, Profession Books and Training Seminars, Courses & Meetings increase based on actual expense history
			<u>EQUIPMENT</u> increase \$31,500
390,570	422,070	31,500	Police Car Package for outfitting 30 cars, including cost of installing in-car cameras and additional funds for audio visual equipment

DIVISION STAFF SUMMARY
Patrol Operations
Index #211200

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	1.00	134,598	1.00	130,957	1.00	164,434
Captain	4.00	491,419	4.00	484,515	4.00	569,815
Lieutenant	8.00	909,920	8.00	910,230	10.00	1,317,600
Sergeant	23.00	2,200,523	22.00	2,135,933	21.00	2,396,276
Corporal	17.00	1,395,291	17.00	1,425,820	16.00	1,461,372
Senior Deputy	59.00	4,557,783	50.00	3,828,150	45.00	3,923,824
Deputy First Class	78.00	4,670,888	79.00	4,541,879	82.00	5,291,947
Deputy	16.00	842,167	10.00	509,810	10.00	571,598
Cadet	1.00	32,930	0.00	0	0.00	0
Administrative Support Technician	2.00	122,560	2.00	120,899	2.00	132,001
Law Enforcement Records Technician II	1.00	43,933	1.00	43,181	1.00	47,138
School Crossing Guard	1.00	46,302	0.00	0	0.00	0
Animal Control Manager	1.00	61,550	1.00	61,339	1.00	66,960
Animal Control Officer I	0.00	0	3.00	115,626	2.00	91,756
Animal Control Officer II	5.00	268,815	2.00	101,067	3.00	156,227
Animal Control Clerk	1.00	40,106	1.00	39,250	1.00	42,861
TOTAL FULL-TIME SALARIES	<u>218.00</u>	<u>15,818,785</u>	<u>201.00</u>	<u>14,448,656</u>	<u>199.00</u>	<u>16,233,809</u>
PART-TIME SALARIES						
School Crossing Guard	<u>6.35</u>	<u>236,677</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
TEMPORARY SALARIES		<u>409,736</u>		<u>401,150</u>		<u>673,848</u>
FY21 Sheriff's Office Wage Package				1,253,744		0
SALARY TOTAL	<u>224.35</u>	<u>16,465,198</u>	<u>201.00</u>	<u>16,103,550</u>	<u>199.00</u>	<u>16,907,657</u>

DIVISION STAFF SUMMARY

Patrol Operations

Index #211200

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		5,055,303		5,365,544		5,625,854
Workers' Compensation		479,364		580,364		531,576
Health Benefits		4,183,994		3,580,182		3,725,445
Overtime and Shift Differential		1,918,753		2,381,035		2,755,130
FICA		1,404,088		1,412,435		1,486,445
Miscellaneous		179,080		151,300		170,530
TOTAL OTHER PERSONAL SERVICES		13,220,582		13,470,861		14,294,980
SALARY ENHANCEMENTS						
Law Enforcement Pay Study Implementation - Phase Two						
FY 19 Law Enforcement Merit Step Increase						
FY 19 Civilian Merit Salary Increase						
TOTAL SALARY ENHANCEMENTS						
TOTAL PERSONAL SERVICES	224.35	29,685,780 *	201.00	29,574,411	199.00	31,202,637

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	8,705,125	9,785,494	10,195,128	11,217,812	11,217,812
20 CONTRACTUAL SERVICES	520,705	576,024	344,260	358,577	358,577
30 SUPPLIES AND MATERIALS	61,526	71,607	74,202	77,511	77,511
40 BUSINESS AND TRAVEL	320,777	319,989	353,569	400,814	400,814
50 CAPITAL OUTLAY	13,118	16,053	0	0	0
70 MISCELLANEOUS	75,000	37,500	75,000	40,000	40,000
GRAND TOTAL	9,696,251	10,806,667	11,042,159	12,094,714	12,094,714
<u>FUNDING SOURCE:</u>					
11 GENERAL	9,696,251	10,806,667	11,042,159	12,094,714	12,094,714

SHERIFF'S OFFICE
Investigative Services
Index #211300

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$1,022,684</u>
5,453,516	5,429,961	(23,555)	Full Time Salaries
			8,029 Promotions & Salary adjustments
			(14,424) Offset - difference between estimated lump sum budget for FY 21 wage pkg and actual
			(17,160) Staff Turnover (0.31)%
			<u>(23,555)</u>
	475,940	475,940	FY 22 Sheriff's Office Wage Package
202,599	250,906	48,307	Temporary Salaries adjusted per actuals
	138,216	138,216	The net result to this division of full-time staff transfers between divisions of the Sheriff's Office:
	74,964	74,964	Two (2) positions created for the Body Worn Camera Program - Coordinator (full year) and a Records Technician (1/2 year)
1,625,323	1,694,229	68,906	Pension adjustments
1,233,390	1,309,588	76,198	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
177,794	157,683	(20,111)	Workers' Compensation adjustments
503,757	530,911	27,154	FICA adjustments
958,950	1,113,464	154,514	Overtime and Shift Differential increase based on actual expense history
39,800	41,950	2,150	Life Insurance and Uniform Allowance

SHERIFF'S OFFICE
Investigative Services
Index #211300

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES</u> increase \$14,317
55,920	70,418	14,498	Data Processing Software increases for software licenses
288,340	288,159	(181)	Office Equipment, Electricity, Heating Fuel (Gas), Telephone Service and Internet Line, Other Professional services and security systems were adjusted for a net slight decrease based on actual expense history
			<u>SUPPLIES & MATERIALS</u> increase \$3,309
74,202	77,511	3,309	Funds provide for general office supplies, duplicating machine supplies, safety equipment, ice and bottled water, etc and were adjusted for an increase based on expense history
			<u>BUSINESS & TRAVEL</u> increase \$47,245
353,569	400,814	47,245	County-owned vehicles, transportation costs, meals, lodging, and Training Seminars, Courses and meetings increase based on actual expense history
			<u>MISCELLANEOUS</u> decrease (\$35,000)
75,000	40,000	(35,000)	Confidential Expenses adjusted per Sheriff's request

DIVISION STAFF SUMMARY

Investigative Services

Index #211300

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	1.00	134,598	1.00	134,597	1.00	168,998
Captain	2.00	257,936	2.00	257,920	2.00	284,854
Lieutenant	2.00	230,689	3.00	329,264	2.00	258,373
Sergeant	7.00	699,208	6.00	571,459	9.00	1,028,437
Corporal	8.00	669,632	7.00	577,179	7.00	650,838
Senior Deputy	22.00	1,682,340	20.00	1,523,201	17.00	1,498,586
Deputy First Class	8.00	513,794	10.00	599,166	13.00	896,554
Deputy	1.00	55,692	0.00	0	0.00	0
BWC Coordinator	0.00	0	0.00	0	1.00	62,771
BWC Records Technician	0.00	0	0.00	0	1.00	17,634
Crime Analysis Manager	1.00	73,053	1.00	73,174	1.00	79,902
Digital Forensics Examiner	2.00	131,397	2.00	128,981	2.00	142,673
Forensics Lab Director	1.00	63,173	1.00	63,003	1.00	68,790
Electronic Surveillance Technician	1.00	66,106	1.00	66,019	1.00	72,075
Financial Investigator	1.00	59,096	1.00	64,709	1.00	70,642
Law Enforcement Analyst	4.00	236,051	4.00	234,895	4.00	256,439
Law Enforcement Pawn Analyst	0.00	0	1.00	52,458	1.00	57,280
Victim & Child Advocate	2.00	118,483	2.00	117,915	1.00	66,387
Property Manager	1.00	76,152	1.00	76,378	1.00	65,196
Property Management Assistant	1.00	49,445	1.00	48,859	1.00	53,334
TRAC Coordinator	0.00	0	0.00	0	1.00	62,351
Administrative Support Technician	2.00	103,507	2.00	102,503	2.00	111,915
Law Enforcement Records Supervisor	1.00	52,939	0.00	0	0.00	0
Law Enforcement Records Technician II	1.00	46,054	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	69.00	5,319,345	66.00	5,021,680	70.00	5,974,029
TEMPORARY SALARIES		135,019		197,143		265,960
FY 21 Sheriff's Office Wage Package				437,292		0
SALARY TOTAL	69.00	5,454,364	66.00	5,656,115	70.00	6,239,989

DIVISION STAFF SUMMARY

Investigative Services

Index #211300

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		1,450,515		1,625,323		1,791,213
Workers' Compensation		139,197		177,794		166,866
Health Benefits		1,287,998		1,233,390		1,309,588
Overtime and Shift Differential		871,657		958,950		1,113,464
FICA		481,645		503,756		554,742
Miscellaneous		40,540		39,800		41,950
TOTAL OTHER PERSONAL SERVICES		4,271,552		4,539,013		4,977,823
TOTAL PERSONAL SERVICES	69.00	9,725,916 *	66.00	10,195,128	70.00	11,217,812

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

SHERIFF'S OFFICE**School Safety****Index #211400****ORIGIN/PURPOSE:**

The School Policing Unit is responsible for the public school-based activities of the Harford County Sheriff's Office. Personnel in this division include uniformed law enforcement deputies (School Resource Officers) and part-time School Crossing Guards. The functions of the School Policing Unit fall under the oversight of Patrol Operations, but for better budgeting and accounting purposes, the expenses of the School Policing Unit are allocated to Index 211400 (School Safety).

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	3,468,644	3,050,529	3,050,529
20 CONTRACTUAL SERVICES	0	0	4,341	3,600	3,600
30 SUPPLIES AND MATERIALS	0	0	70,294	48,020	48,020
40 BUSINESS AND TRAVEL	0	0	94,245	101,245	101,245
50 CAPITAL OUTLAY	0	0	0	0	0
70 MISCELLANEOUS	0	0	0	0	0
GRAND TOTAL	0	0	3,637,524	3,203,394	3,203,394
<u>FUNDING SOURCE:</u>					
11 GENERAL	0	0	3,637,524	3,203,394	3,203,394

SHERIFF'S OFFICE**School Safety****Index #211400****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,577,560	1,581,590	4,030	<u>PERSONAL SERVICES decrease (\$418,115)</u> Full Time Salaries 4,030 Offset - difference between estimated lump sum budget for FY 21 wage pkg and actuals
272,188	256,407	(15,781)	Part-time salaries adjusted per actuals for School Crossing Guards
	126,485	126,485	FY 22 Sheriff's Office Wage Package
	(292,323)	(292,323)	The net result to this division of full-time staff transfers between divisions of the Sheriff's Office:
577,343	480,160	(97,183)	Pension Adjustments
582,021	478,218	(103,803)	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
66,538	50,234	(16,304)	Workers' Compensation adjustments
157,010	133,794	(23,216)	FICA adjustments
33,280	25,940	(7,340)	Life Insurance and Uniform Allowance
	6,750	6,750	PEHP (Post Employment Health Plan)

SHERIFF'S OFFICE
School Safety
Index #211400

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
70,294	48,020	(22,274)	<u>SUPPLIES & MATERIALS</u> decrease (\$22,274) Funds for uniform purchases, general office supplies, safety equipment and weapons and ammunition were adjusted for a decrease based on actual expenses
94,245	101,245	7,000	<u>BUSINESS & TRAVEL</u> increase \$7,000 Funds for meals, lodging and training seminars and courses were adjusted for an increase based on actual expenses

DIVISION STAFF SUMMARY

School Safety

Index #211400

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sergeant	0.00	0	1.00	91,915	1.00	110,569
Corporal	0.00	0	2.00	150,322	2.00	177,584
Senior Deputy	0.00	0	13.00	986,085	11.00	935,392
Deputy First Class	0.00	0	3.00	182,479	2.00	138,207
Deputy	0.00	0	1.00	50,981	0.00	0
TOTAL FULL-TIME SALARIES	<u>0.00</u>	<u>0</u>	<u>20.00</u>	<u>1,461,782</u>	<u>16.00</u>	<u>1,361,752</u>
PART-TIME SALARIES						
School Crossing Guard	<u>0.00</u>	<u>0</u>	<u>6.75</u>	<u>256,821</u>	<u>6.75</u>	<u>271,789</u>
TEMPORARY SALARIES				<u>39,762</u>		<u>44,150</u>
FY21 Sheriff's Office Wage Package				132,463		0
SALARY TOTAL	<u><u>0.00</u></u>	<u><u>0</u></u>	<u><u>26.75</u></u>	<u><u>1,890,828</u></u>	<u><u>22.75</u></u>	<u><u>1,677,691</u></u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		577,343		506,510
Workers' Compensation		0		66,538		53,090
Health Benefits		0		582,021		478,218
Overtime and Shift Differential		0		161,624		161,624
FICA		0		157,010		140,706
Miscellaneous		0		33,280		32,690
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>1,577,816</u>		<u>1,372,838</u>
TOTAL PERSONAL SERVICES	<u><u>0.00</u></u>	<u><u>0 *</u></u>	<u><u>26.75</u></u>	<u><u>3,468,644</u></u>	<u><u>26.75</u></u>	<u><u>3,050,529</u></u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	19,011,665	19,754,126	20,648,227	21,441,386	21,441,386
20 CONTRACTUAL SERVICES	3,986,990	3,968,442	4,674,226	4,673,475	4,673,475
30 SUPPLIES AND MATERIALS	1,377,066	1,424,033	1,521,803	1,596,186	1,596,186
40 BUSINESS AND TRAVEL	19,107	4,595	24,360	24,360	24,360
50 CAPITAL OUTLAY	3,504	41,802	0	25,660	25,660
GRAND TOTAL	24,398,332	25,192,997	26,868,616	27,761,067	27,761,067

FUNDING SOURCE:

11 GENERAL					
	24,398,332	25,192,997	26,868,616	27,761,067	27,761,067

SHERIFF'S OFFICE
Correctional Services
Index #212000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$793,159</u>
10,975,511	10,851,404	(124,107)	Full Time Salaries
			96,071 Promotions & Salary Enhancements
			25,228 Offset - difference between estimated lump sum budget for FY 21 wage pkg and actual
			(245,406) Staff Turnover (2.24)%
			<u>(124,107)</u>
	708,095	708,095	FY 22 Sheriff's Office Wage Package
165,210	163,359	(1,851)	Temporary Salaries - increase to reflect actual
3,132,569	3,090,055	(42,514)	Pension adjustments
2,771,154	2,820,676	49,522	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
384,463	326,531	(57,932)	Workers' Compensation adjustments
1,011,320	1,015,929	4,609	FICA adjustments
1,773,274	1,992,442	219,168	Overtime increase based on actual expense history
324,486	361,634	37,148	Shift Differential increase based on actual expense history
110,240	111,260	1,020	Uniform Allowance and Life Insurance

SHERIFF'S OFFICE
Correctional Services
Index #212000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES decrease (\$751)</u>
5,609	9,167	3,558	Other Insurance increase based on Treasury's estimates
538,000	450,000	(88,000)	Electricity and Heating Fuel decrease based on actual expenses
31,800	21,680	(10,120)	Office Equipment decrease
243,641	271,292	27,651	Building Custodial and Security System increase based on actual expenses
3,448,002	3,513,002	65,000	Medical Services contract increased \$65,000
			<u>MATERIALS & SUPPLIES increase \$74,383</u>
1,035,258	1,061,406	26,148	Meals-Special Purpose increases due to higher rate for food service contract at Detention Center
279,645	290,280	10,635	General Office Supplies, Paper Supplies, Janitorial supplies, and safety equipment were adjusted for a net increase based on actual expenses
60,000	98,000	38,000	Uniform Purchase increase based on actual expense history
			<u>BUSINESS & TRAVEL no change in funding over FY 21</u>
24,360	24,360	0	Funds provide for training seminars, lodging, transportation costs, and meals based on based on actual expense history
0	25,660	25,660	<u>CAPITAL OUTLAY increase \$25,660</u> Funds are provided to purchase portable radios

DIVISION STAFF SUMMARY

Correctional Services

Index #212000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major - Corrections	1.00	128,968	1.00	128,960	1.00	139,431
Captain - Corrections	2.00	233,988	2.00	234,000	2.00	247,931
Lieutenant - Corrections	8.00	813,344	8.00	805,144	8.00	876,736
Sergeant - Corrections	13.00	1,114,394	13.00	1,124,280	16.00	1,516,411
Corporal - Corrections	14.00	1,055,167	14.00	1,040,021	11.00	905,121
Senior Deputy - Corrections	35.00	2,361,353	42.00	2,774,174	35.00	2,559,785
Officer First Class	45.00	2,420,135	41.00	2,081,815	51.00	2,670,570
Officer	23.00	1,080,360	20.00	925,180	17.00	847,883
Warden	1.00	129,192	1.00	130,998	1.00	173,694
Classification Supervisor	1.00	77,317	1.00	77,584	1.00	84,709
Corrections Records Administrator	1.00	79,542	1.00	79,872	1.00	87,200
DC Project Coordinator	1.00	56,870	1.00	56,514	1.00	61,712
Standards/Accreditation Manager	1.00	76,630	1.00	76,877	1.00	83,937
Pre-Trial Services Coordinator	2.00	110,767	2.00	109,970	2.00	120,051
Classification Counselor	3.00	165,412	3.00	164,195	3.00	176,111
Community Services Coordinator	1.00	62,570	1.00	62,379	1.00	68,106
Commissary Coordinator	1.00	46,117	1.00	45,448	1.00	49,630
Corrections Quartermaster	1.00	64,421	1.00	64,293	1.00	70,201
Program Coordinator	1.00	47,406	1.00	46,758	1.00	45,860
Maintenance Officer	2.00	116,985	2.00	116,376	2.00	127,063
Maintenance Officer II	1.00	58,285	1.00	57,970	1.00	63,300
Corrections Records Technician I	0.00	0	1.00	31,491	1.00	38,497
Corrections Records Technician II	5.00	203,961	4.00	157,498	4.00	176,229
Inmate Property Coordinator	1.00	58,389	1.00	57,964	1.00	63,278
Corrections Records Clerk	2.00	96,227	2.00	94,982	2.00	103,691
TOTAL FULL-TIME SALARIES	166.00	10,657,800	166.00	10,544,743	166.00	11,357,137

DIVISION STAFF SUMMARY
Correctional Services
Index #212000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		164,086		161,566		173,160
FY 21 Sheriff's Office Wage Package				434,412		0
SALARY TOTAL	166.00	10,821,886	166.00	11,140,721	166.00	11,530,297
 OTHER PERSONAL SERVICES						
Pension & Retirement		3,017,652		3,132,569		3,229,953
Workers' Compensation		299,219		384,463		341,076
Health Benefits		2,861,241		2,771,154		2,820,676
Overtime and Shift Differential		1,891,486		2,097,760		2,354,076
FICA		971,261		1,011,320		1,054,048
Miscellaneous		111,400		110,240		111,260
TOTAL OTHER PERSONAL SERVICES		9,152,259		9,507,506		9,911,089
 SALARY ENHANCEMENTS						
Law Enforcement Pay Study Implementation - Phase Two (Corrections)						
TOTAL SALARY ENHANCEMENTS						
 TOTAL PERSONAL SERVICES	166.00	19,974,145	166.00	20,648,227	166.00	21,441,386

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	148,222	151,846	160,704	161,238	161,238
20 CONTRACTUAL SERVICES	100,772	167,134	173,926	206,380	206,380
30 SUPPLIES AND MATERIALS	346,109	427,683	463,950	456,214	456,214
40 BUSINESS AND TRAVEL	80,242	82,215	84,260	91,620	91,620
50 CAPITAL OUTLAY	8,075	34,034	48,000	48,000	48,000
70 MISCELLANEOUS	0	0	0	0	0
GRAND TOTAL	683,420	862,912	930,840	963,452	963,452

FUNDING SOURCE:

11 GENERAL					
	683,420	862,912	930,840	963,452	963,452

SHERIFF'S OFFICE
Inmate Welfare Fund
Index #212100

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$534</u>
106,750	104,986	(1,764)	.
	6,752	6,752	FY 22 Sheriff's Office Wage Package
11,144	6,895	(4,249)	Pension adjustments
680	388	(292)	Workers' Compensation
10,304	7,934	(2,370)	Health Benefits adjusted due to changes in coverage
9,818	9,887	69	FICA adjustments
21,588	24,256	2,668	Overtime increase based on actual expense history
			<u>CONTRACTUAL SERVICES increases \$32,454</u>
165,726	198,180	32,454	Other Professional Services funds provided for behavioral health & substance abuse services, inmate transportation, and job training
			<u>SUPPLIES & MATERIALS decrease (\$7,736)</u>
288,000	315,064	27,064	Meals-Special Purpose increase based on actual expense history
90,400	56,000	(34,400)	Other Supplies and materials decrease based on actual expense history for inmate supplies
			<u>BUSINESS & TRAVEL increase \$7,360</u>
66,260	73,620	7,360	In-House Training for inmates increase based on actual expense history Commercial Printing and Paper Supplies
			<u>EQUIPMENT no change for FY 22</u>
48,000	48,000	0	Other Equipment expenses in Inmate Welfare account for furniture purchase

DIVISION STAFF SUMMARY

Inmate Welfare Fund

Index #212100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		106,018		103,430		111,285
FY 21 Sheriff's Office Wage Package				3,320		0
SALARY TOTAL		<u>106,018</u>		<u>106,750</u>		<u>111,285</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		9,882		11,144		6,895
Workers' Compensation		54		680		388
Health Benefits		8,978		10,304		7,934
Overtime		19,800		21,588		24,256
FICA		9,625		9,818		10,340
Miscellaneous		420		420		140
TOTAL OTHER PERSONAL SERVICES		<u>48,759</u>		<u>53,954</u>		<u>49,953</u>
TOTAL PERSONAL SERVICES		<u>154,777</u>		<u>160,704</u>		<u>161,238</u>

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	6,258,130	7,749,271	7,848,749	8,697,402	8,697,402
20 CONTRACTUAL SERVICES	29,729	29,776	40,193	37,036	37,036
30 SUPPLIES AND MATERIALS	36,401	65,314	67,381	70,735	70,735
40 BUSINESS AND TRAVEL	240,386	241,145	268,475	287,836	287,836
50 CAPITAL OUTLAY	547	0	0	0	0
70 MISCELLANEOUS	0	0	0	0	0
GRAND TOTAL	<u>6,565,193</u>	<u>8,085,506</u>	<u>8,224,798</u>	<u>9,093,009</u>	<u>9,093,009</u>

FUNDING SOURCE:

11 GENERAL	<u>6,565,193</u>	<u>8,085,506</u>	<u>8,224,798</u>	<u>9,093,009</u>	<u>9,093,009</u>

SHERIFF'S OFFICE**Court Services****Index #213000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$848,652</u>
3,425,787	3,433,956	8,169	Full-time Salaries
			85,920 Offset - difference between estimated lump sum budget for FY 21 wage pkg and actuals
			(77,751) Staff Turnover (2.27)%
			<u>8,169</u>
	328,911	328,911	FY 22 Sheriff's Office Wage Package
1,097,056	1,094,950	(2,106)	Temporary Salaries - decrease based on actual staffing levels and transfers
	24,688	24,688	The net result to this division of full-time staff transfers between divisions of the Sheriff's Office:
1,254,027	1,575,726	321,699	Pension adjustments
1,135,905	1,192,871	56,966	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
96,629	116,217	19,588	Workers' Compensation adjustments
377,904	384,374	6,470	FICA adjustments
332,000	366,278	34,278	Overtime
93,562	123,820	30,258	Shift Differential increase based on actual expense history
35,880	35,360	(520)	Uniform Allowance and Life Insurance decrease based on actuals
0	20,250	20,250	PEHP (Post Employment Health Plan)

SHERIFF'S OFFICE**Court Services****Index #213000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES decrease (\$3,157)</u>
21,022	17,773	(3,249)	Office Equipment Service increase offset by a decrease in Other Professional Services based on actual expense history
			<u>SUPPLIES & MATERIALS increase \$3,354</u>
35,151	39,005	3,854	General Office Supplies, Duplicating Machine Supplies, Printing Commercial and Safety equipment were adjusted for a net increase based on actual expenses
			<u>BUSINESS & TRAVEL increase \$19,361</u>
268,475	287,836	19,361	Provides funds for County-Owned Vehicles, Fuel, Non-targeted Charges, Training Seminars, and related expenses and adjusted based on actual expense history

DIVISION STAFF SUMMARY

Court Services

Index #213000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Captain	1.00	128,968	1.00	128,960	1.00	146,455
Lieutenant	2.00	233,988	1.00	113,693	2.00	251,002
Sergeant	4.00	389,803	3.00	286,708	3.00	341,734
Corporal	5.00	439,153	5.00	419,328	6.00	578,747
Senior Deputy	13.00	1,018,214	16.00	1,238,405	15.00	1,326,872
Deputy First Class	3.00	201,971	0.00	0	0.00	0
Law Enforcement Records Manager	1.00	69,766	1.00	69,805	1.00	58,317
Law Enforcement Records Supervisor	2.00	96,123	3.00	140,482	3.00	152,131
Law Enforcement Records Technician I	2.00	71,101	3.00	99,652	6.00	209,957
Law Enforcement Records Technician II	20.00	870,399	19.00	810,106	16.00	732,671
Security Systems Admin	1.00	62,507	1.00	62,317	1.00	68,040
Sex Offender Verification Investigator	2.00	104,027	2.00	103,023	2.00	112,466
SUB-TOTAL FULL-TIME SALARIES	56.00	3,686,020	55.00	3,472,480	56.00	3,978,392
SALARY OFFSET		(505,025)		(297,292)		(329,015)
TOTAL FULL-TIME SALARIES	56.00	3,180,995	55.00	3,175,187	56.00	3,649,377
TEMPORARY SALARIES		1,155,205		1,056,311		1,160,647
FY 21 Sheriff's Office Wage Package				291,345		0
SALARY TOTAL	56.00	4,336,200	55.00	4,522,843	56.00	4,810,024

DIVISION STAFF SUMMARY

Court Services

Index #213000

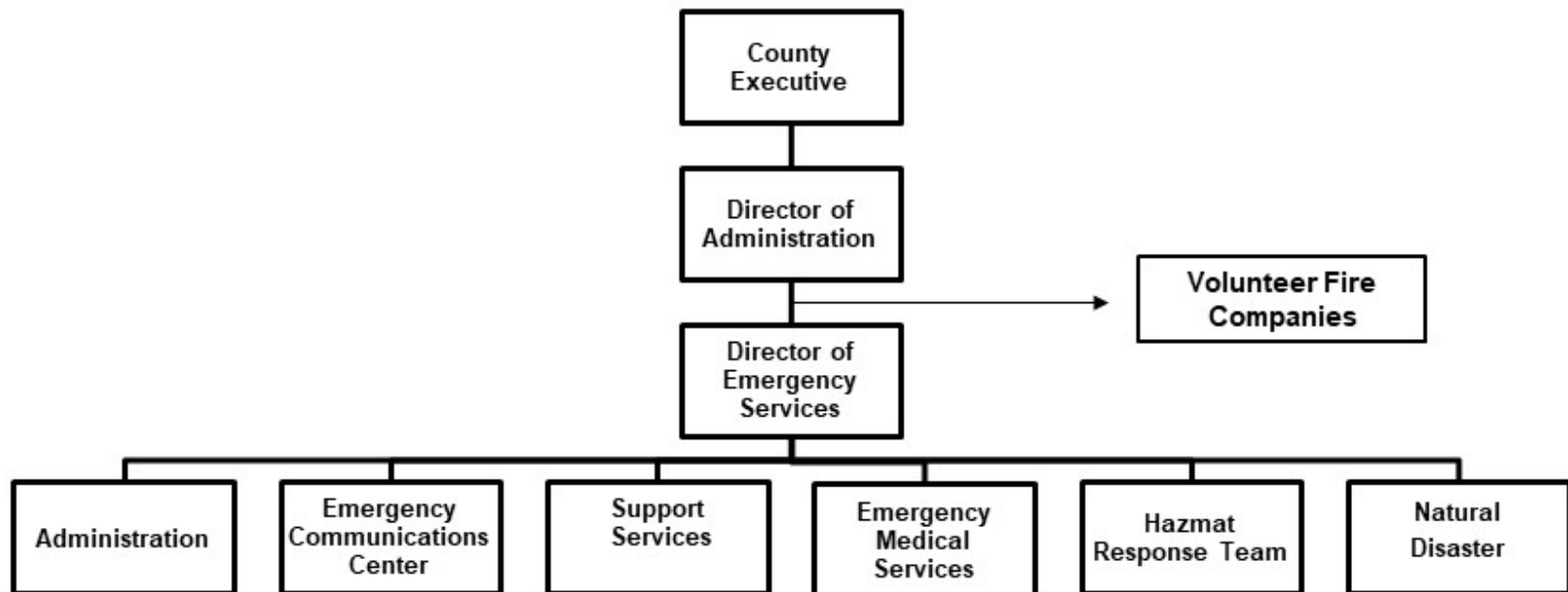
POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		875,037		1,254,026		1,625,501
Workers' Compensation		66,139		96,629		120,565
Health Benefits		1,004,428		1,135,905		1,192,871
Overtime and Shift Differential		421,192		425,562		490,098
FICA		363,291		377,904		402,733
Miscellaneous		36,480		35,880		55,610
TOTAL OTHER PERSONAL SERVICES		2,766,567		3,325,906		3,887,378
SALARY ENHANCEMENTS						
Law Enforcement Pay Study Implementation - Phase Two						
FY 19 Law Enforcement Merit Step Increase						
FY 19 Civilian Merit Salary Increase						
TOTAL SALARY ENHANCEMENTS						
TOTAL PERSONAL SERVICES	56.00	7,102,767 *	55.00	7,848,749	56.00	8,697,402

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Harford County Sheriff's Office - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Child Enforcement Administration Cooperative Reimbursement Agreement	This grant provides funding for the salary and benefits for seven positions who concentrate their efforts specifically in the service of summons, warrants and writs of paternity, AFDC and non-AFDC child support cases and the data entry and tracking of each.	\$406,739			\$232,814	10/1/21-9/30/22	Recurring
Traffic Safety Grant	This grant provides funding for deputies to work overtime to pro-actively seek out impaired, aggressive and distracted drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County.	\$87,900				10/1/21-9/30/22	Recurring
Maryland Highway Safety Office - Commercial Motor Vehicle Grant	This grant provides funding for deputies to patrol the roads on an overtime basis to perform routine commercial vehicle enforcement and North American Standard Inspections to ensure that trucks and buses driving on the highways are operating safely on county roads.	\$15,000				10/1/21-9/30/22	Recurring
Heroin Coordinator	This grant provides funding for the Heroin Prevention Team Information Coordinator who acts as the main outlet for heroin related information and data, and maintains a database tracking all heroin overdoses and compiles related reports for appropriate dissemination.		\$84,884			7/1/21 - 6/30/22	Recurring
School Traffic Safety 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.		\$35,000			8/1/21 - 6/30/22	Recurring
Monitoring Sex Offender Compliance	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 HCSO Sex Offender Registration Program as mandated by MD law.		\$29,546			7/1/21 - 6/30/22	Recurring
TOTALS:		\$509,639	\$149,430	\$0	\$232,814		

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) Emergency Medical Services, 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.

DES is designated as the County's EMS Operational Authority which has oversight of the County's EMS Foundation and Volunteer EMS programs providing EMS to Harford County.

MISSION STATEMENT:

THE HARFORD COUNTY DEPARTMENT OF EMERGENCY SERVICES WILL PROVIDE A COMPREHENSIVE AND INTEGRATED SYSTEM OF PUBLIC SAFETY AND EMERGENCY MEDICAL 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 22 GOALS:

TO PROVIDE ADMINISTRATIVE SUPPORT, TECHNICAL SUPPORT AND TRAINING TO HARFORD COUNTY GOVERNMENT AND PUBLIC SAFETY PARTNERS

TO CONDUCT TWO CABINET LEVEL TABLETOP EXERCISES ANNUALLY TESTING COUNTY RESPONSE PLANS TO ALL NATURAL AND MANMADE DISASTERS

TO 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

TO INVESTIGATE AND DEVELOP A PLAN FOR SINGLE SITE 911 CALL PROCESSING AND POTENTIAL DISPATCH CONSOLIDATION

TO ACHIEVE AND MAINTAIN ANSWERING 90% OF ALL 911 CALLS WITHIN TEN SECONDS AND ANSWER 95% OF 911 CALLS WITHIN 20 SECONDS

TO MAINTAIN OPERATIONAL READINESS IN THE EMERGENCY OPERATIONS CENTER

TO PURSUE A RADIO AND TELEPHONE QUALITY ASSURANCE PROGRAM TO COINCIDE WITH OUR CURRENT PROTOCOL QUALITY ASSURANCE PROGRAM

TO PROMOTE 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

TO 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

TO CONTINUE DEVELOPMENT AND BUILD OUT OF A CAREER-BASED EMS SYSTEM

DEPARTMENT OF EMERGENCY SERVICES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	9,302,525	9,985,633	11,951,477	12,543,133	12,543,133
20 CONTRACTUAL SERVICES	7,079,754	7,636,760	9,372,584	9,411,944	9,411,944
30 SUPPLIES AND MATERIALS	435,784	472,582	679,300	697,000	697,000
40 BUSINESS AND TRAVEL	128,448	121,414	138,348	138,048	138,048
50 CAPITAL OUTLAY	63,691	165,473	0	0	0
70 MISCELLANEOUS	6,530,790	6,694,533	7,207,576	7,511,122	7,511,122
80 INTER-GOVERNMENTAL	0	0	0	0	0
GRAND TOTAL	23,540,992	25,076,395	29,349,285	30,301,247	30,301,247

SUMMARY BY DIVISION:

GENERAL FUND:

221000 ADMINISTRATION	5,225,079	1,755,486	2,070,756	1,931,332	1,931,332
222100 EMERGENCY COMMUNICATIONS	7,175,689	6,821,891	7,848,134	8,324,369	8,324,369
222200 SUPPORT SERVICES	2,359,313	2,460,298	2,627,408	2,664,683	2,664,683
223000 VOLUNTEER FIRE COMPANIES	6,814,659	7,033,473	7,194,862	7,688,408	7,688,408
224000 EMERGENCY MEDICAL SERVICES	1,343,711	6,430,315	8,851,775	8,863,582	8,863,582
225000 HAZMAT RESPONSE TEAM	433,059	373,025	446,252	728,873	728,873
226000 RESCUE SUPPORT	189,483	201,908	210,099	0	0
229000 NATURAL DISASTERS	0	0	100,000	100,000	100,000
GRAND TOTAL	23,540,992	25,076,395	29,349,285	30,301,247	30,301,247

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
6,384,078	6,324,792	(59,286)	<u>PERSONAL SERVICES increase \$591,656</u> Full-time salaries 103,456 Salary adjustments (12,742) Staff Turnover (1.96)% (150,000) Salary offset (1/2 funding of six vacant EMT positions) (59,286)
	538,366	538,366	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
472,661	541,679	69,018	Temporary Salaries
715,837	738,626	22,789	Pension adjustments
75,938	58,170	(17,768)	Workers' Compensation adjustments
2,026,885	2,050,597	23,712	Health Benefits are adjusted due to staff opting for changes in levels of coverage
314,580	351,000	36,420	PEHP (Post Employment Health Plan)
1,255,000	1,185,000	(70,000)	Overtime adjusted based on actual expense
96,000	96,000	0	Shift Differential
595,077	643,222	48,145	FICA adjustments

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
<u>CONTRACTUAL SERVICES increase \$39,360</u>			
5,337,069	5,497,069	160,000	Emergency Medical Services - Provides annual county contribution to Harford County Fire & EMS Foundation. Additional funds provide for a 3% increase.
89,440	15,200	(74,240)	Space & Real Estate Rental decreases due to reallocation EMS leased space expense to Treasury account per GASB 87 and a reduction in CAM charges based on actual expenses
578,425	528,625	(49,800)	Vehicle and Operating Equipment, Other Professional Services for equipment maintenance, and Building/Custodial Services decreased offset slightly by increase in grounds maintenance and operating equipment service based on actual expenses
<u>SUPPLIES & MATERIALS increase \$17,700</u>			
531,800	549,500	17,700	Safety equipment, computer supplies and other supplies and materials increase offset by decrease in uniform purchase based on actual expenses
<u>BUSINESS AND TRAVEL decrease (\$300)</u>			
33,178	32,878	(300)	Adjustments in membership fees & dues, training seminars, professional books and vehicle maintenance expense
<u>MISCELLANEOUS increase \$303,546</u>			
7,207,576	7,511,122	303,546	Payments to Volunteer Fire Companies - 3% increase in contribution to each VFC and to Association; as well as funding for Fire Service Tuition Loan Forgiveness Program @ \$300,000 offset by reduction for one-time contribution for Jarrettsville Fire Pond

DEPARTMENT STAFF SUMMARY

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	66,656	0.00	0	0.00	0
Administrative Budget Technician II	1.00	75,550	1.00	79,101	1.00	84,564
Administrative Secretary III	1.00	78,293	1.00	79,859	1.00	85,345
Administrative Specialist II	1.00	61,998	0.00	0	0.00	0
Computer System Engineer I	1.00	50,000	1.00	50,000	0.00	0
Database Administrator	1.00	61,691	1.00	61,691	0.00	0
Deputy Director of Emergency Services	1.00	120,975	1.00	122,975	1.00	125,435
Director of Emergency Services	1.00	132,211	1.00	134,211	1.00	136,895
Electronic Services Technician II	1.00	54,196	1.00	57,320	1.00	62,130
GIS Analyst	.00	0	0.00	0	1.00	62,842
Grants Coordinator	1.00	79,450	1.00	83,079	1.00	88,661
Paramedic	16.00	767,220	16.00	797,463	16.00	866,299
EMT	0.00	0	8.00	320,000	8.00	400,000
Planner I	1.00	53,693	0.00	0	0.00	0
Public Safety Dispatcher I	8.00	296,704	14.00	549,831	13.00	530,870
Public Safety Dispatcher II	25.00	1,110,506	18.00	864,152	18.00	925,270
Public Safety Dispatcher III	25.00	1,461,365	26.00	1,561,360	27.00	1,751,982
Public Safety Hazmat Manager	1.00	59,996	1.00	63,236	1.00	68,223
Public Safety Manager	5.00	406,289	5.00	432,195	5.00	460,611
Public Safety Shift Manager	4.00	321,629	4.00	336,222	4.00	358,668
Public Safety Supervisor	11.00	788,500	8.00	582,031	7.00	546,353
Public Safety Support Specialist I	0.00	0	2.00	114,029	1.00	75,220
Public Safety Support Specialist II	0.00	0	3.00	202,745	5.00	338,540
Public Safety Support Specialist III	0.00	0	1.00	77,031	1.00	82,432
Public Safety Shift Supervisor I	0.00	0	0.00	0	1.00	55,872
FULL-TIME SALARIES	106.00	6,046,922	114.00	6,568,531	114.00	7,106,212
SALARY OFFSET		(180,452)		(184,452)		(330,452)
TOTAL FULL-TIME SALARIES	106.00	5,866,470	114.00	6,384,079	114.00	6,775,760
TEMPORARY SALARIES		360,112		472,661		541,679
SALARY TOTAL	106.00	6,226,582	114.00	6,856,740	114.00	7,317,439

**DEPARTMENT STAFF SUMMARY
EMERGENCY SERVICES**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		594,381		715,837		788,232
Workers' Compensation		66,158		75,398		61,463
Health Benefits		1,887,915		2,026,885		2,050,597
Overtime & Shift Differential		958,400		1,351,000		1,281,000
PEHP		227,964		314,580		351,000
FICA		570,910		595,077		677,721
Miscellaneous		14,980		15,960		15,680
TOTAL OTHER PERSONAL SERVICES		4,320,708		5,094,737		5,225,693
TOTAL PERSONAL SERVICES	106.00	10,547,290 *	114.00	11,951,477	114.00	12,543,132

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 GOALS:

TO CONTINUE DEVELOPMENT AND BUILD OUT OF CAREER-BASED EMS SYSTEM

TO MAINTAIN OPERATIONAL READINESS IN THE EMERGENCY OPERATIONS CENTER

TO PROVIDE ADMINISTRATIVE SUPPORT, TECHNICAL SUPPORT AND TRAINING TO HARFORD COUNTY GOVERNMENT AND PUBLIC SAFETY PARTNERS

PUBLIC EDUCATION AND AWARENESS

TO CONDUCT TWO QUARTERLY CABINET EXERCISES TESTING COUNTY RESPONSE PLANS TO ALL NATURAL AND MAN-MADE DISASTERS ANNUALLY

TO PURSUE A RADIO AND TELEPHONE TO COINCIDE WITH OUR CURRENT PROTOCOL QUALITY ASSURANCE PROGRAM

TO ENHANCE COUNTY'S RESPONSE TO ALL DISASTERS, DES WILL ACQUIRE CCTV FEEDS FROM RELEVANT TO CRITICAL INFRASTRUCTURE

DEPARTMENT OF EMERGENCY SERVICES**Administration****Index #221000****ALL FUND SUMMARY:**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	960,335	966,278	988,803	1,032,679	1,032,679
20 CONTRACTUAL SERVICES	4,097,820	625,423	602,600	619,300	619,300
30 SUPPLIES AND MATERIALS	60,875	39,154	50,500	50,500	50,500
40 BUSINESS AND TRAVEL	34,369	18,623	28,853	28,853	28,853
50 CAPITAL OUTLAY	2,781	831	0	0	0
70 MISCELLANEOUS	68,901	105,177	400,000	200,000	200,000
80 INTER-GOVERNMENTAL	0	0	0	0	0
GRAND TOTAL	<u>5,225,079</u>	<u>1,755,486</u>	<u>2,070,756</u>	<u>1,931,332</u>	<u>1,931,332</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>5,225,079</u>	<u>1,755,486</u>	<u>2,070,756</u>	<u>1,931,332</u>	<u>1,931,332</u>

DEPARTMENT OF EMERGENCY SERVICES**Administration****Index #221000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES</u> increase \$43,876
550,556	559,700	9,144	Full-Time Salaries
			<u>9,144</u> Salary Adjustments
	39,187	39,187	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
77,652	75,563	(2,089)	Temporary Salaries - Building Attendants
81,459	85,929	4,470	Pension adjustments
170,909	173,751	2,842	Health Benefits are adjusted due to staff opting for changes in levels of coverage
30,000	20,000	(10,000)	Overtime - adjusted based on actual spending history

DEPARTMENT OF EMERGENCY SERVICES**Administration****Index #221000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES</u> increase \$16,700
602,600	619,300	16,700	Provides funding for electricity, water and sewer, building maintenance; increase in funding for operating equipment service offset by a reduction in building/custodial services
50,500	50,500	0	<u>SUPPLIES AND MATERIALS</u> no change in funding from FY 21 Commercial Printing, Meals - Special Purpose, and Other Supplies & Materials
28,853	28,853	0	<u>BUSINESS AND TRAVEL</u> no change in funding from FY 21 Professional Books/Periodicals, county owned vehicle expense, fuel and memberships and dues
400,000	200,000	(200,000)	<u>MISCELLANEOUS</u> decrease (\$200,000) Provides funding for VFC Ladies Auxiliary Legacy Service Program and EMS Community Service Scholarship, decrease result of one-time contribution provided in FY 21 for Jarrettsville fire pond

DIVISION STAFF SUMMARY

Administration

Index #221000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	66,656	1.00	0	0.00	0
Administrative Budget Technician II	1.00	75,550	1.00	79,101	1.00	84,564
Administrative Secretary III	1.00	78,293	1.00	79,859	1.00	85,345
Deputy Director of Emergency Services	1.00	120,975	1.00	122,975	1.00	125,435
Director of Emergency Services	1.00	132,211	1.00	134,211	1.00	136,895
Grants Coordinator	1.00	79,450	1.00	83,079	1.00	88,661
Public Safety Manager	1.00	84,983	1.00	88,723	1.00	94,474
Public Safety Supervisor	1.00	71,380	1.00	0	0.00	0
Public Safety Support Specialist I	0.00	0	1.00	70,029	1.00	75,220
Public Safety Support Specialist III	0.00	0	1.00	77,031	1.00	82,433
FULL-TIME SALARIES	8.00	709,498	8.00	735,008	8.00	773,027
SALARY OFFSET		(180,452)		(184,452)		(180,452)
TOTAL FULL-TIME SALARIES	8.00	529,046	8.00	550,556	8.00	592,575
TEMPORARY SALARIES		71,490		77,652		75,563
SALARY TOTAL	8.00	600,536	8.00	628,208	8.00	668,138

DIVISION STAFF SUMMARY

Administration

Index #221000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		71,322		81,459		89,545
Workers' Compensation		6,395		7,534		7,593
Health Benefits		166,758		170,909		173,752
Overtime & Shift Differential		30,200		30,000		20,000
PEHP		5,181		6,420		6,750
FICA		61,052		63,154		65,642
Miscellaneous		1,260		1,120		1,260
TOTAL OTHER PERSONAL SERVICES		342,168		360,595		364,541
TOTAL PERSONAL SERVICES	9.00	942,705 *	8.00	988,803	8.00	1,032,679

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 GOALS:

TO DEVELOP NEEDS AND IMPLEMENTATION PLAN FOR NEXT GENERATION 911 (NG911)

TO 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

TO 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 SUPERVISION AND EXPENSE CONTROL IN THE 911 CENTER

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	6,470,894	6,370,053	6,909,950	7,393,685	7,393,685
20 CONTRACTUAL SERVICES	685,769	424,971	896,000	896,000	896,000
30 SUPPLIES AND MATERIALS	9,720	10,219	17,000	12,000	12,000
40 BUSINESS AND TRAVEL	9,306	16,648	17,470	14,970	14,970
70 MISCELLANEOUS	0	0	7,714	7,714	7,714
80 INTER-GOVERNMENTAL	0	0	0	0	0
GRAND TOTAL	<u>7,175,689</u>	<u>6,821,891</u>	<u>7,848,134</u>	<u>8,324,369</u>	<u>8,324,369</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>7,175,689</u>	<u>6,821,891</u>	<u>7,848,134</u>	<u>8,324,369</u>	<u>8,324,369</u>

DEPARTMENT OF EMERGENCY SERVICES**Emergency Communications Center****Index #222100****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$483,735</u>
4,161,522	4,157,409	(4,113)	Full-Time Salaries
			8,629 Salary adjustments
			(12,742) Staff Turnover
			<u>(4,113)</u>
	372,513	372,513	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
16,000	16,000	0	Temporary Salaries - For part-time Quality Assurance position
436,960	457,315	20,355	Pension adjustments
28,482	23,496	(4,986)	Workers' Compensation adjustments
1,199,669	1,276,806	77,137	Health Benefits are adjusted due to staff opting for changes in levels of coverage
192,600	222,750	30,150	PEHP (Post Employment Health Plan)
318,356	361,035	42,679	FICA adjustments
546,000	496,000	(50,000)	Overtime & Shift Differential
			<u>CONTRACTUAL SERVICES no change in funding from FY 21</u>
896,000	896,000	0	Funds provide for emergency reporting system, telephone service, and communications service
			<u>SUPPLIES AND MATERIALS decrease in funding of (\$5,000)</u>
17,000	12,000	(5,000)	Decrease in uniform purchase based on actual spending
			<u>BUSINESS AND TRAVEL decrease in funding of (\$2,500)</u>
17,470	14,970	(2,500)	Funding provided for Training Seminars, County-owned Vehicles, Fuel; decrease in Professional Books and Periodicals based on actual spending history

DIVISION STAFF SUMMARY
Emergency Communications Center
Index #222100

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	61,998	0.00	0	0.00	0
Database Administrator	1.00	61,690	1.00	61,691	0.00	0
GIS Analyst I	.00	0	.00	0	1.00	62,842
Public Safety Dispatcher I	8.00	296,704	14.00	549,831	13.00	530,870
Public Safety Dispatcher II	25.00	1,110,506	18.00	864,152	18.00	925,270
Public Safety Dispatcher III	25.00	1,461,365	26.00	1,561,360	27.00	1,751,982
Public Safety Manager	2.00	158,327	2.00	169,383	2.00	180,645
Public Safety Shift Manager	3.00	246,608	3.00	257,660	3.00	274,660
Public Safety Shift Supervisor	.00	0	.00	0	1.00	55,872
Public Safety Supervisor	9.00	655,757	7.00	514,272	6.00	473,471
Public Safety Support Specialist I	0.00	0	1.00	44,000	0.00	0
Public Safety Support Specialist II	0.00	0	2.00	139,173	3.00	214,288
FULL-TIME SALARIES	<u>74.00</u>	<u>4,052,956</u>	<u>74.00</u>	<u>4,161,522</u>	<u>74.00</u>	<u>4,469,900</u>
TEMPORARY SALARIES				16,000		16,000
SALARY TOTAL	<u>74.00</u>	<u>4,052,956</u>	<u>74.00</u>	<u>4,177,522</u>	<u>74.00</u>	<u>4,485,900</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		385,031		436,960		491,689
Workers' Compensation		25,177		28,482		25,239
Health Benefits		1,222,474		1,199,669		1,276,807
Overtime & Shift Differential		546,000		546,000		496,000
PEHP		129,525		192,600		222,750
FICA		351,820		318,356		384,940
Miscellaneous		10,360		10,360		10,360
TOTAL OTHER PERSONAL SERVICES		<u>2,670,387</u>		<u>2,732,427</u>		<u>2,907,785</u>
TOTAL PERSONAL SERVICES	<u>74.00</u>	<u>6,723,343</u>	<u>74.00</u>	<u>6,909,950</u>	<u>74.00</u>	<u>7,393,685</u>

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	568,340	643,582	693,018	740,933	740,933
20 CONTRACTUAL SERVICES	1,745,417	1,762,452	1,884,390	1,862,750	1,862,750
30 SUPPLIES AND MATERIALS	34,733	40,126	43,000	55,000	55,000
40 BUSINESS AND TRAVEL	7,412	6,282	7,000	6,000	6,000
50 CAPITAL OUTLAY	3,412	7,856	0	0	0
GRAND TOTAL	<u>2,359,313</u>	<u>2,460,298</u>	<u>2,627,408</u>	<u>2,664,683</u>	<u>2,664,683</u>

FUNDING SOURCE:

11 GENERAL	<u>2,359,313</u>	<u>2,460,298</u>	<u>2,627,408</u>	<u>2,664,683</u>	<u>2,664,683</u>

DEPARTMENT OF EMERGENCY SERVICES

Support Services

Index #222200

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$47,915</u>
423,542	429,225	5,683	<u>Full-Time Salaries</u>
			5,683 Salary adjustments
	31,888	31,888	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
44,472	47,215	2,743	Pension adjustments
130,059	133,889	3,830	Health Benefits are adjusted due to staff opting for changes in levels of coverage
32,401	36,661	4,260	FICA adjustments
50,000	50,000	0	Overtime
			<u>CONTRACTUAL SERVICES decrease (\$21,640)</u>
1,884,390	1,862,750	(21,640)	Funds provide for telephone service, communications service, Motorola maintenance contract expenses, operating equipment service, other professional services for striping and lights for new/replacement vehicles, and CAM charges for space and real estate; and were adjusted for a net decrease based on actual expense history
			<u>SUPPLIES AND MATERIALS increase \$12,000</u>
43,000	55,000	12,000	Increase in Safety Equipment for AED purchases and in computer supplies based on actual expense
			<u>BUSINESS AND TRAVEL decrease (\$1,000)</u>
7,000	6,000	(1,000)	Decrease for Membership Fees & Dues based on anticipated expenses

DIVISION STAFF SUMMARY

Support Services

Index #222200

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer System Engineer I	1.00	50,000	1.00	50,000	0.00	0
Electronic Services Technician II	1.00	54,196	1.00	57,320	1.00	62,130
Planner I	1.00	53,693	0.00	0	0.00	0
Public Safety Manager	2.00	162,979	2.00	174,090	2.00	185,492
Public Safety Shift Manager	1.00	75,021	1.00	78,561	1.00	84,008
Public Safety Support Specialist II	0.00	0	1.00	63,572	2.00	124,252
FULL-TIME SALARIES	6.00	395,889	6.00	423,542	6.00	455,882
SALARY TOTAL	6.00	395,889	6.00	423,542	6.00	455,882
OTHER PERSONAL SERVICES						
Pension & Retirement		37,609		44,472		50,147
Workers' Compensation		4,215		5,283		4,725
Health Benefits		127,889		130,059		133,889
Overtime & Shift Differential		32,000		50,000		50,000
PEHP		5,181		6,420		6,750
FICA		32,734		32,401		38,700
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		240,468		269,475		285,051
TOTAL PERSONAL SERVICES	6.00	636,357	6.00	693,018	6.00	740,933

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	356,929	397,609	410,000	400,000	400,000
30 SUPPLIES & MATERIALS	0	0	0	0	0
50 CAPITAL OUTLAY	0	48,619	0	0	0
70 MISCELLANEOUS	6,457,730	6,587,245	6,784,862	7,288,408	7,288,408
GRAND TOTAL	6,814,659	7,033,473	7,194,862	7,688,408	7,688,408
<u>FUNDING SOURCE:</u>					
11 GENERAL	6,814,659	7,033,473	7,194,862	7,688,408	7,688,408

DEPARTMENT OF EMERGENCY SERVICES
Volunteer Fire Companies
Index #223000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
410,000	400,000	(10,000)	<u>CONTRACTUAL SERVICES</u> decrease in funding of (\$10,000) Funding for new fire service student loan program moved to different line item for FY 22
6,784,862	7,288,408	503,546	<u>MISCELLANEOUS</u> increases \$503,546

Fire Service Tuition Loan Forgiveness Program funded at \$300,000.

Payments to Volunteer Fire Companies increase by 3%:

	FY 21	FY 22	Change
Level	436,578	449,675	13,097
Aberdeen	692,049	712,810	20,761
Bel Air	986,006	1,015,588	29,582
Abingdon	822,712	847,393	24,681
Susquehanna Hose	427,002	439,812	12,810
HdG Ambulance	237,291	244,410	7,119
Whiteford	402,247	414,314	12,067
Jarrettsville	504,747	519,889	15,142
Joppa-Magnolia	784,176	807,701	23,525
Darlington	414,374	426,805	12,431
Norrisville	387,727	399,359	11,632
Fallston	521,985	537,645	15,660
	<u>6,616,894</u>	<u>6,815,401</u>	<u>198,507</u>

Funds provided for support services increase 3%:

	FY 21	FY 22	Change
Fire Training	8,415	8,667	252
Administration	14,431	14,864	433
Safety	1,202	1,238	36
Fire Prevention	20,440	21,053	613
EMS Ops & Training	60,117	61,921	1,804
Recruitment	13,227	13,624	397
Immunizations	6,011	6,191	180
Trainee Program	44,125	45,449	1,324
	<u>167,968</u>	<u>173,007</u>	<u>5,039</u>

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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	972,055	1,671,768	2,746,206	2,734,113	2,734,113
20 CONTRACTUAL SERVICES	51,309	4,278,715	5,557,569	5,602,569	5,602,569
30 SUPPLIES AND MATERIALS	261,575	326,986	507,000	482,700	482,700
40 BUSINESS AND TRAVEL	37,812	44,679	41,000	44,200	44,200
50 CAPITAL OUTLAY	20,959	108,168	0	0	0
GRAND TOTAL	1,343,711	6,430,315	8,851,775	8,863,582	8,863,582

FUNDING SOURCE:

11 GENERAL	1,343,711	6,430,315	8,851,775	8,863,582	8,863,582

DEPARTMENT OF EMERGENCY SERVICES
Emergency Medical Services
Index #224000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES decrease (\$12,093)</u>
1,185,222	1,115,222	(70,000)	Full-Time Salaries
			80,000 Salary Adjustments - seven (7) vacant EMT's increase in entry salary
			<u>(150,000) Offset - half funding for six (6) vacant EMT's</u>
			<u>(70,000)</u>
	88,789	88,789	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
50,000	82,355	32,355	Temporary Salaries - provides for temporary on-call paramedics
129,698	127,924	(1,774)	Pension adjustments
19,912	16,766	(3,146)	Workers' Compensation adjustments
508,338	447,714	(60,624)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
109,140	114,750	5,610	PEHP (Post Employment Health Plan)
140,394	137,514	(2,880)	FICA adjustments
600,000	600,000	0	Overtime

DEPARTMENT OF EMERGENCY SERVICES Emergency Medical Services Index #224000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES increase \$45,000</u>
5,337,069	5,497,069	160,000	Emergency Medical Services - Provides annual county contribution to Harford County Fire & EMS Foundation
75,000	0	(75,000)	Funding for Space and Real Estate moved to Treasury index per GASB regulations
126,500	96,500	(30,000)	Other Professional Services - provides for training, medicine disposal, medicaid director and EMS billing decreased based on actual expense history
			<u>SUPPLIES AND MATERIALS decrease (\$24,300)</u>
297,000	272,700	(24,300)	Safety Equipment decreases based on actual supply costs
			<u>BUSINESS AND TRAVEL increase \$3,200</u>
41,000	44,200	3,200	Increase based on actual expense history for vehicle maintenance

DIVISION STAFF SUMMARY
Emergency Medical Services
Index #224000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Supervisor	1.00	61,363	1.00	67,760	1.00	72,882
Paramedic	16.00	767,220	16.00	797,462	16.00	866,299
EMT	0.00	0	8.00	320,000	8.00	400,000
TOTAL FULL-TIME SALARIES	<u>17.00</u>	<u>828,583</u>	<u>25.00</u>	<u>1,185,222</u>	<u>25.00</u>	<u>1,339,181</u>
SALARY OFFSET						(150,000)
TEMPORARY SALARIES				50,000		82,355
SALARY TOTAL	<u>17.00</u>	<u>828,583</u>	<u>25.00</u>	<u>1,235,222</u>	<u>25.00</u>	<u>1,271,536</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		78,715		129,698		136,060
Workers' Compensation		11,849		19,912		17,802
Health Benefits		353,175		508,339		447,713
Overtime & Shift Differential		225,000		600,000		600,000
PEHP		88,077		109,140		114,750
FICA		83,889		140,394		143,172
Miscellaneous		2,380		3,500		3,080
TOTAL OTHER PERSONAL SERVICES		<u>843,085</u>		<u>1,510,983</u>		<u>1,462,577</u>
TOTAL PERSONAL SERVICES	<u>17.00</u>	<u>1,671,668</u>	<u>25.00</u>	<u>2,696,206</u>	<u>25.00</u>	<u>2,734,113</u>

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 22 GOALS:

TO PROVIDE EFFECTIVE AND EFFICIENT HAZMAT RESPONSE

TO 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

ALL FUND SUMMARY:

SUMMARY BY CHARACTER:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
10 PERSONAL SERVICES	252,374	244,792	356,802	541,723	541,723
20 CONTRACTUAL SERVICES	71,527	71,237	12,425	31,325	31,325
30 SUPPLIES AND MATERIALS	42,466	37,028	42,000	96,800	96,800
40 BUSINESS AND TRAVEL	28,084	19,968	25,025	44,025	44,025
50 CAPITAL OUTLAY	36,539	0	0	0	0
70 MISCELLANEOUS	2,068	0	10,000	15,000	15,000
80 INTER-GOVERNMENTAL	0	0	0	0	0
GRAND TOTAL	433,058	373,025	446,252	728,873	728,873

FUNDING SOURCE:

11 GENERAL	433,058	373,025	446,252	728,873	728,873

DEPARTMENT OF EMERGENCY SERVICES
Hazardous Materials Response Team
Index #225000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$184,921</u>
63,236	63,236	0	Full-Time Salaries
	5,987	5,987	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
215,168	367,761	152,593	Temporary Salaries - funds from Rescue Support index moved to Hazmat index for better accounting
12,989	20,243	7,254	Pension adjustments
1,062	6,034	4,972	Workers' Compensation adjustments
17,909	13,287	(4,622)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
21,298	34,885	13,587	FICA adjustments
25,000	25,000	0	Overtime
			<u>CONTRACTUAL SERVICES increase \$18,900</u>
0	8,900	8,900	Space & Real Estate Rental - CAM charges only per GASB regulations reallocated from Rescue Support
2,000	5,500	3,500	Increase in electricity based on actual expense and reallocated from Rescue Support
2,925	8,925	6,000	Increase in operating equipment service based on actual expense history and reallocated from Rescue Support
			<u>SUPPLIES AND MATERIALS increase of \$54,800</u>
42,000	96,800	54,800	Funding provided for Safety Equipment, Uniform Purchase, and Other Supplies & Materials increased based on actual expense
			<u>BUSINESS AND TRAVEL increase \$19,000</u>
25,025	44,025	19,000	Increase based on actual expense for county owned vehicles, fuel and non-targeted charges for vehicles
10,000	15,000	5,000	<u>MISCELLANEOUS increase of \$5,000</u>
			Funding to reimburse VFCs for hazmat incidents per GASB 34.

DIVISION STAFF SUMMARY
Hazmat Response Team
Index #225000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Hazmat Manager	1.00	59,996	1.00	63,236	1.00	68,223
TOTAL FULL-TIME SALARIES	1.00	59,996	1.00	63,236	1.00	68,223
TEMPORARY SALARIES		184,414		215,168		367,761
SALARY TOTAL	1.00	244,410	1.00	278,404	1.00	435,984
OTHER PERSONAL SERVICES						
Pension & Retirement		11,444		12,989		20,792
Workers' Compensation		5,398		1,062		6,104
Health Benefits		17,619		17,909		18,437
Overtime & Shift Differential		25,200		25,000		25,000
FICA		20,610		21,298		35,266
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		80,411		78,398		105,739
TOTAL PERSONAL SERVICES	1.00	324,820 *	1.00	356,802	1.00	541,723

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 GOAL:

TO PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER FIRE AND EMS SERVICES.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	78,528	89,161	156,699	0	0
20 CONTRACTUAL SERVICES	70,983	76,354	9,600	0	0
30 SUPPLIES AND MATERIALS	26,416	19,068	19,800	0	0
40 BUSINESS AND TRAVEL	11,466	15,215	19,000	0	0
70 MISCELLANEOUS	2,091	2,111	5,000	0	0
GRAND TOTAL	189,483	201,908	210,099	0	0

FUNDING SOURCE:

11 GENERAL	189,483	201,908	210,099	0	0

DEPARTMENT OF EMERGENCY SERVICES**Rescue Support****Index #226000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
156,699	0	(156,699)	<u>PERSONAL SERVICES decrease (\$156,699)</u> Funds from Rescue Support index moved to Hazmat Index for accounting purposes.
9,600	0	(9,600)	<u>CONTRACTUAL SERVICES decrease (\$9,600)</u> Funds from Rescue Support index moved to Hazmat Index for accounting purposes.
19,800	0	(19,800)	<u>SUPPLIES AND MATERIALS decrease (\$19,800)</u> Funds from Rescue Support index moved to Hazmat Index for accounting purposes.
19,000	0	(19,000)	<u>BUSINESS AND TRAVEL decrease (\$19,000)</u> Funds from Rescue Support index moved to Hazmat Index for accounting purposes.
5,000	0	(5,000)	<u>MISCELLANEOUS decrease (\$5,000)</u> Funds from Rescue Support index moved to Hazmat Index for accounting purposes.

DIVISION STAFF SUMMARY

Rescue Support

Index #226000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		104,208		113,841		0
SALARY TOTAL		104,208		113,841		0
OTHER PERSONAL SERVICES						
Pension & Retirement		10,259		10,259		0
Workers' Compensation		13,125		13,125		0
Overtime & Shift Differential		10,000		10,000		0
FICA		10,805		9,474		0
TOTAL OTHER PERSONAL SERVICES		44,189		42,858		0
TOTAL PERSONAL SERVICES		148,397 *		156,699		0

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF EMERGENCY SERVICES Natural Disasters Index #229000

ORIGIN/PURPOSE:

Funding is allocated here for better accounting of overtime expenses associated with responding to and managing emergency events that are extraordinary in nature.

ALL FUND SUMMARY:

SUMMARY BY CHARACTER:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 21
10 PERSONAL SERVICES	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

FUNDING SOURCE:

11 GENERAL	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

**Fiscal Year 22
Summary of Grants**

Department of Emergency Services - Anticipated FY 22 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.	130,452			130,452	10/1/21 - 6/30/22	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.	114,308				9/1/21 - 6/30/22	Recurring
Exelon Nuclear Emergency Planning	Funds are designated as corporate/business revenue to pay toward the Emergency Planner Position			50,000		1/1/21 - 12/31/22	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.	500,000				9/1/21 - 6/30/23	Recurring
Senator Amoss Grant	Funding is for the local Volunteer Fire Companies and the 3 Municipalities for their local Fire Companies	572,739				7/1/21 - 6/30/23	Recurring
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		3,000			9/1/21 - 6/15/23	Recurring
Hazardous Materials Emergency Preparedness Grant Program	Grant monies provide for much needed training for the Harford County Hazmat team.	7,132			1,783	10/1/22 - 9/30/23	Recurring
Maryland Institute for Emergency Medical Services System 50/50 AED	Grant funding will be used for the purchase of new AED equipment for the EMS units.		16,000		19,500	12/1/21 - 5/11/22	Recurring
TOTALS:		1,324,631	19,000	50,000	151,735		

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 2018	Actual 2019	Actual 2020	Actual 2021	Estimated 2022
<u>Input:</u>					
Number of Supervisors	6	5	5	6	6
Number of Dispatchers	50	55	62	57	61
Overtime Spent	\$502,077	\$353,119	\$360,000	\$447,889	\$450,000
Overtime Budgeted	\$380,000	\$355,000	\$450,000	\$450,000	\$450,000
Minimum # of Staff on Shift for 24 hrs.	29	29	29	31	29
<u>Output:</u>					
Number of inbound telephone calls into 9-1-1 Center	226,884	221,604	234,652	213,484	233,000
Number of outbound telephone calls from 9-1-1 Center	78,217	77,923	78,846	81,248	86,000
Total number of Computer Aided Dispatch incidents created	293,889	271,707	297,976	274,064	295,000
<u>Outcome:</u>					
Ratio Supervisors to Staff (optimal 1:7)	1 to 8.3	1 to 11	1 to 12.4	1 to 10.5	1 to 10.1
Overtime Difference	(122,077)	1,881	90,000	2,111	TBD

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 SERVICES - TRAINING & EMERGENCY MANAGEMENT

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Provide Public Education and Awareness

Department Objective

Provide public education and awareness training to users of the County's Emergency Services System

County Goal(s) Supported

III. Strengthen Our Communities

Measure	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Estimated 2022
<u>Input:</u>					
Money allocated for training materials and supplies	\$8,410	\$7,700	\$9,000	\$18,535	\$7,500
Number of staff hours used to provide internal supplemental and external training	572	582	945	593	620
Number of 911 calls to the 9-1-1 Center	103,629	102,443	104,350	101,784	106,000
Number of 10 digit calls to the 9-1-1 Center on Citizen inbound lines	62,265	63,123	180,336	192,115	100,000
<u>Output:</u>					
Number of events attended or hosted	83	77	105	91	60+
Number of staff hours per event	6.89	5	10	6.5	8
Number of individuals contacted or trained	3,785	3,229	3,680	1,477	3,800
<u>Outcome:</u>					
Ratio of individuals trained to staff hours	1:07	1:08	1:04	1.025	1:09
Ratio of telephone calls to individuals trained	44 to 1	51 to 1	77 to 1	287 to 1	40 to 1

Explanation and Analysis of Performance Measures

\$2500 is provided annually from the Emergency Numbers System Board Trust Fund for 9-1-1 Public Education

We are striving to educate and train all internal and external customers on the essentials of emergency preparedness and 9-1-1 operations.

The Public Education program was expanded in FY18 to include all forms of public outreach and education which justifies the increase in money allocated for supplies.

Budget reflects additional funds to purchase a Simulated Training Manikan which is a shared purchase with the HCSO Tactical team for the TEMS program.

DEPARTMENT OF EMERGENCY RESPONSE - SPECIAL OPERATIONS

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% call 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

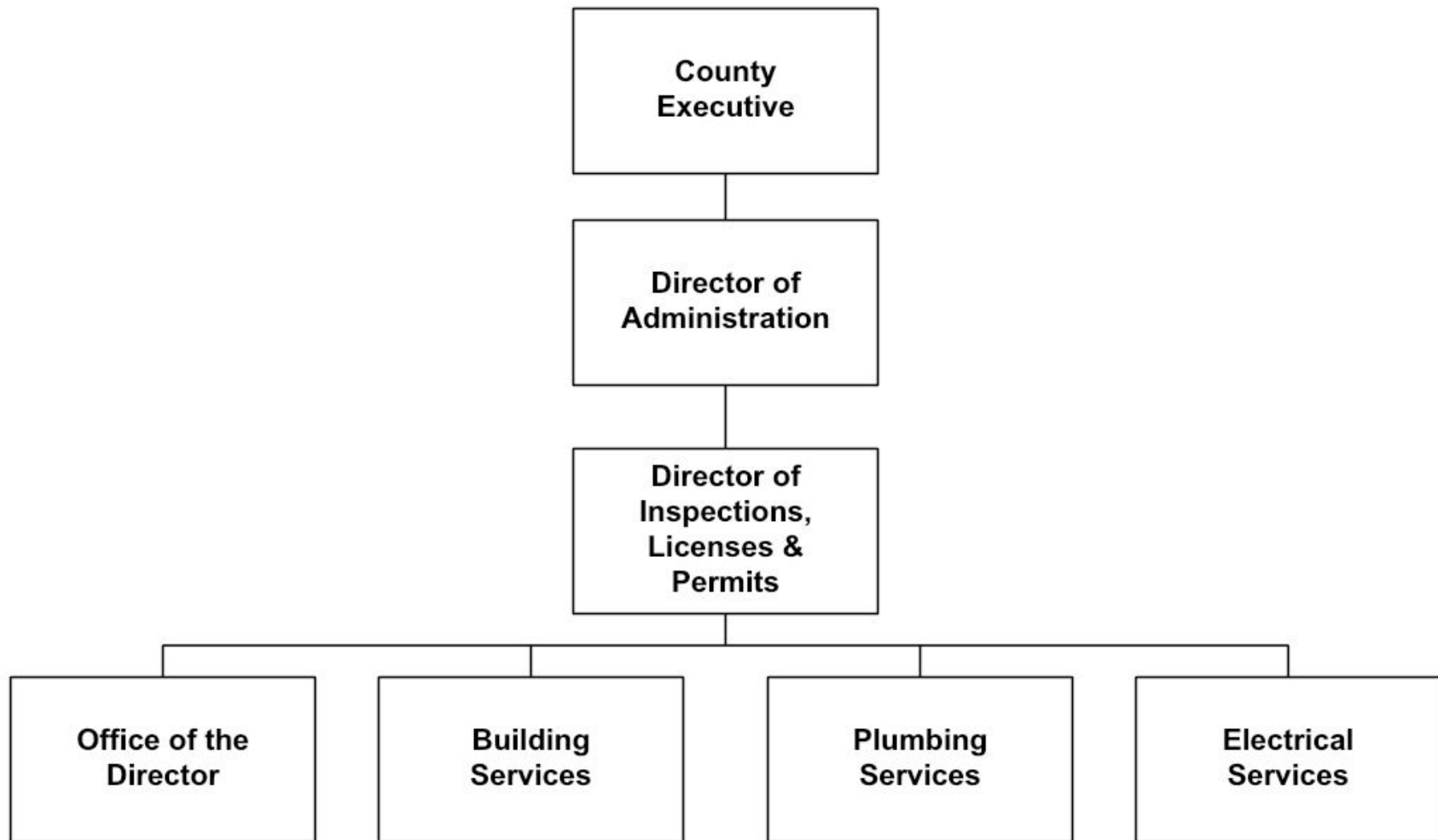
III. Strengthen Our Communities

Measure	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>					
Special Operations Budget	\$585,985	\$670,075	\$758,337	\$656,351	\$728,873
<u>Output:</u>					
# of Incidents	204	233	272	235	245
# of Training Manhours	1,597	2,032	3,776	2,711	2,500
# of Required Training man hours	904	800	800	1,600	1,600
<u>Outcome:</u>					
Percentage of Incidents Alerted for that Special Operations responded with adequately trained personnel	100%	100%	100%	100%	100%
Add'l Training hours above reqd	693	1,236	2,976	1,111	900

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 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. ISSUES PERMITS AND LICENSES, AND OFFERS PROFESSIONAL GUIDANCE WITH CODE INTERPRETATIONS, REVIEWS AND INSPECTIONS FOR STRUCTURES THAT REQUIRE PERMITS WITHIN OUR JURISDICTION. THE DEPARTMENT ALSO REGISTERS PROFESSIONALS IN CERTAIN TRADES.

FY 22 GOALS:

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

INSPECTIONS, LICENSES & PERMITS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	3,066,423	3,179,179	3,390,139	3,566,653	3,566,653
20 CONTRACTUAL SERVICES	55,248	45,606	55,781	55,781	55,781
30 SUPPLIES AND MATERIALS	18,823	14,702	28,275	28,275	28,275
40 BUSINESS AND TRAVEL	57,515	56,983	80,760	80,760	80,760
70 MISCELLANEOUS	2,040	2,160	2,500	2,500	2,500
GRAND TOTAL	3,200,048	3,298,630	3,557,455	3,733,969	3,733,969

SUMMARY BY FUND:

11 GENERAL	3,200,048	3,298,630	3,557,455	3,733,969	3,733,969
GRAND TOTAL	3,200,048	3,298,630	3,557,455	3,733,969	3,733,969

SUMMARY BY DIVISION:

261000	DIRECTOR OF DILP	768,687	797,199	846,142	887,660	887,660
263000	BUILDING SERVICES	1,063,470	1,099,090	1,222,849	1,252,445	1,252,445
264000	PLUMBING SERVICES	638,521	673,115	715,780	770,096	770,096
265000	ELECTRICAL SERVICES	729,370	729,227	772,684	823,767	823,767
GRAND TOTAL		3,200,048	3,298,630	3,557,455	3,733,969	3,733,969

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$176,514</u>
2,102,435	2,070,966	(31,469)	Full-time Salaries
			(51,972) Staff Turnover (2.47)%
			20,503 Salary Adjustment
			<u>(31,469)</u>
	173,066	173,066	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
16,000	16,000	0	Temporary Salaries provides for summer intern and additional support as needed
220,756	227,806	7,050	Pension adjustments
28,088	22,782	(5,306)	Workers' Compensation adjustments
735,859	758,698	22,839	Health Benefits are adjusted due to staff opting for changes in levels of coverage
121,980	135,000	13,020	PEHP (Post Employment Health Plan)
160,481	157,795	(2,686)	FICA adjustments
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
55,781	55,781	0	Funding provides for Office Equipment, telephone services and other professional services
			<u>SUPPLIES AND MATERIALS no change in funding over FY 21</u>
28,275	28,275	0	Funding provides for office supplies, printing, safety equipment and small tools
			<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
80,760	80,760	0	Funding provides for Training Seminars, county owned vehicles, fuel, and travel expenses
			<u>MISCELLANEOUS no change in funding over FY 21</u>
2,500	2,500	0	Funding provides for Boards and Commissions

**DEPARTMENT STAFF SUMMARY
INSPECTIONS, LICENSES AND PERMITS**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	78,145	1.00	81,748	1.00	87,290
Administrative Specialist I	0.00	0	0.00	0	1.00	57,217
Building Inspections Supervisor	1.00	104,010	1.00	108,130	0.00	0
Chief, Inspections, Licenses & Permits	2.00	175,204	2.00	182,788	3.00	270,517
Customer Support Analyst I	2.00	74,176	0.00	0	0.00	0
Customer Support Analyst II	6.00	297,349	7.00	330,260	6.00	310,448
Deputy Director of DILP	1.00	100,717	1.00	107,717	1.00	111,871
Director of Inspections, Licenses & Permits	1.00	120,233	1.00	124,233	1.00	128,718
Inspector II	8.00	418,924	8.00	435,012	7.00	417,409
Inspector III	5.00	343,284	5.00	360,350	6.00	445,241
Permits Review Supervisor	1.00	97,965	1.00	101,964	1.00	108,113
Plans Reviewer II	1.00	62,784	1.00	66,080	1.00	59,116
Senior Customer Support Analyst	0.00	0	1.00	56,620	1.00	61,409
Senior Plans Reviewer	2.00	140,640	2.00	147,533	2.00	158,139
FULL-TIME SALARIES	31.00	2,013,431	31.00	2,102,435	31.00	2,215,487
TEMPORARY SALARIES		16,000		16,000		16,000
SALARY TOTAL	31.00	2,029,431	31.00	2,118,435	31.00	2,231,487
OTHER PERSONAL SERVICES						
Pension & Retirement		191,276		220,756		243,704
Workers' Compensation		23,036		28,088		24,372
Health Benefits		729,716		735,859		758,699
PEHP		88,347		121,980		135,000
FICA		155,144		160,481		168,851
Miscellaneous		4,340		4,540		4,540
TOTAL OTHER PERSONAL SERVICES		1,191,859		1,271,704		1,335,166
TOTAL PERSONAL SERVICES	31.00	3,221,290	31.00	3,390,139	31.00	3,566,653

*FY 20 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 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 22 GOALS:

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	712,002	745,107	780,355	821,873	821,873
20 CONTRACTUAL SERVICES	4,121	4,047	2,852	2,852	2,852
30 SUPPLIES AND MATERIALS	678	532	1,100	1,100	1,100
40 BUSINESS AND TRAVEL	51,886	47,512	61,835	61,835	61,835
GRAND TOTAL	768,687	797,199	846,142	887,660	887,660

FUNDING SOURCE:

11 GENERAL	768,687	797,199	846,142	887,660	887,660

INSPECTIONS, LICENSES & PERMITS

Director of DILP

Index #261000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$41,518</u>
503,695	512,334	8,639	Full-time Salaries
			8,639 Salary Adjustment
	24,477	24,477	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
16,000	16,000	0	Temporary Salaries - provides for summer intern and additional support as needed
52,888	56,357	3,469	Pension adjustments
4,875	4,098	(777)	Workers' Compensation adjustment
144,420	148,757	4,337	Health Benefits are adjusted due to staff opting for changes in levels of coverage
19,260	20,250	990	PEHP (Post Employment Health Plan)
38,177	38,560	383	FICA adjustments
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
2,852	2,852	0	Funding provides for Office Equipment, telephone and fax service
			<u>SUPPLIES AND MATERIALS no change in funding over FY 21</u>
1,100	1,100	0	Funding provides for General Office Supplies, Printing and Safety Equipment
			<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
61,835	61,835	0	Funding County owned vehicles, fuel, non-targeted FVS charges and travel expenses

DIVISION STAFF SUMMARY
Director of Inspections, Licenses and Permits
Index #261000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	78,145	1.00	81,748	1.00	87,290
Customer Support Analyst I	1.00	37,088	0.00	0	0.00	0
Customer Support Analyst II	1.00	42,046	2.00	88,033	2.00	96,854
Deputy Director of DILP	1.00	100,717	1.00	107,717	1.00	111,871
Director of Inspections, Licenses & Permits	1.00	120,233	1.00	124,233	1.00	128,718
Permits Review Supervisor	1.00	97,965	1.00	101,964	1.00	108,113
FULL-TIME SALARIES	6.00	476,194	6.00	503,695	6.00	532,847
TEMPORARY SALARIES		16,000		16,000		16,000
SALARY TOTAL	6.00	492,194	6.00	519,695	6.00	548,847
OTHER PERSONAL SERVICES						
Pension & Retirement		45,238		52,888		58,613
Workers' Compensation		4,007		4,875		4,237
Health Benefits		142,042		144,420		148,757
PEHP		15,543		19,260		20,250
FICA		37,545		38,177		40,129
Miscellaneous		840		1,040		1,040
TOTAL OTHER PERSONAL SERVICES		245,215		260,660		273,026
TOTAL PERSONAL SERVICES	6.00	737,409 *	6.00	780,355	6.00	821,873

*FY 20 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 22 GOALS:

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,009,540	1,051,781	1,157,234	1,186,830	1,186,830
20 CONTRACTUAL SERVICES	42,091	32,762	39,100	39,100	39,100
30 SUPPLIES AND MATERIALS	9,302	8,706	16,450	16,450	16,450
40 BUSINESS AND TRAVEL	2,537	5,841	10,065	10,065	10,065
GRAND TOTAL	1,063,470	1,099,090	1,222,849	1,252,445	1,252,445

FUNDING SOURCE:

11 GENERAL	1,063,470	1,099,090	1,222,849	1,252,445	1,252,445

INSPECTIONS, LICENSES & PERMITS

Building Services

Index #263000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$29,596</u>
700,487	654,684	(45,803)	Full-time Salaries
			6,169 Salary Adjustments
			(51,972) Turnover
			<u>(45,803)</u>
	64,293	64,293	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
73,551	72,015	(1,536)	Pension adjustments
10,657	8,228	(2,429)	Workers' Compensation adjustments
259,632	268,487	8,855	Health Benefits are adjusted due to staff opting for changes in levels of coverage
57,780	67,500	9,720	PEHP (Post Employment Health Plan)
53,587	50,083	(3,504)	FICA adjustments
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
39,100	39,100	0	Funding provides for telephone service and other professional services
			<u>SUPPLIES AND MATERIALS no change in funding over FY 21</u>
16,450	16,450	0	Funding provides for general office mailing, office supplies and printing
			<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
10,065	10,065	0	Funding provides for training seminars and courses, membership fees and professional books

DIVISION STAFF SUMMARY

Building Services

Index #263000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Building Inspections Supervisor	1.00	104,010	1.00	108,130	0.00	0
Chief, Inspections, Licenses & Permits	0.00	0	0.00	0	1.00	76,066
Customer Support Analyst I	1.00	37,088	0.00	0	0.00	0
Customer Support Analyst II	1.00	45,848	2.00	91,054	2.00	99,966
Inspector II	4.00	206,895	4.00	210,582	3.00	173,886
Inspector III	1.00	73,596	1.00	77,108	2.00	141,142
Plans Reviewer II	1.00	62,784	1.00	66,080	1.00	59,116
Senior Plans Reviewer	2.00	140,640	2.00	147,533	2.00	158,139
SALARY TOTAL	11.00	670,861	11.00	700,487	11.00	708,314
OTHER PERSONAL SERVICES						
Pension & Retirement		63,732		73,551		77,915
Workers' Compensation		8,756		10,657		8,887
Health Benefits		261,482		259,632		268,488
PEHP		41,448		57,780		67,500
FICA		51,321		53,587		54,186
Miscellaneous		1,540		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		428,279		456,747		478,516
TOTAL PERSONAL SERVICES	11.00	1,099,140 *	11.00	1,157,234	11.00	1,186,830

*FY 20 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 journey person 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, journey person 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 22 GOALS:

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	627,959	664,203	699,056	753,372	753,372
20 CONTRACTUAL SERVICES	4,912	4,771	7,229	7,229	7,229
30 SUPPLIES AND MATERIALS	3,905	3,094	5,000	5,000	5,000
40 BUSINESS AND TRAVEL	824	327	2,645	2,645	2,645
70 MISCELLANEOUS	920	720	1,850	1,850	1,850
GRAND TOTAL	638,520	673,115	715,780	770,096	770,096
<u>FUNDING SOURCE:</u>					
11 GENERAL	638,520	673,115	715,780	770,096	770,096

INSPECTIONS, LICENSES & PERMITS Plumbing Services Index #264000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$54,316</u>
430,472	435,209	4,737	Full-time Salaries
			4,737 Salary Adjustment
	41,544	41,544	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
45,200	47,873	2,673	Pension adjustments
5,976	4,984	(992)	Workers' Compensation adjustments
157,817	162,489	4,672	Health Benefits are adjusted due to staff opting for changes in levels of coverage
25,680	27,000	1,320	PEHP (Post Employment Health Plan)
32,931	33,293	362	FICA adjustments
			<u>CONTRACTUAL SERVICES no change in funding over FY 21</u>
7,229	7,229	0	Funding provides for telephone service
			<u>SUPPLIES AND MATERIALS no change in funding over FY 21</u>
5,000	5,000	0	Funding provides for general office supplies, printing and general office mailing
			<u>BUSINESS AND TRAVEL no change in funding over FY 21</u>
2,645	2,645	0	Funding provides for training, seminars and courses, professional books and membership fees

DIVISION STAFF SUMMARY

Plumbing Services

Index #264000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	0.00	0	1.00	57,217
Chief, Inspections, Licenses & Permits	1.00	79,864	1.00	83,501	1.00	89,096
Customer Support Analyst II	2.00	95,636	2.00	102,962	1.00	59,894
Inspector II	2.00	103,628	2.00	109,781	2.00	119,254
Inspector III	2.00	127,596	2.00	134,228	2.00	144,435
SALARY TOTAL	7.00	406,724	7.00	430,472	7.00	469,895
OTHER PERSONAL SERVICES						
Pension & Retirement		38,639		45,200		51,688
Workers' Compensation		4,850		5,976		5,372
Health Benefits		155,169		157,817		162,490
PEHP		20,724		25,680		27,000
FICA		31,114		32,931		35,947
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		251,476		268,584		283,477
TOTAL PERSONAL SERVICES	7.00	658,200 *	7.00	699,056	7.00	753,372

*FY 20 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 22 GOALS:

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	716,921	718,088	753,494	804,577	804,577
20 CONTRACTUAL SERVICES	4,124	4,026	6,600	6,600	6,600
30 SUPPLIES AND MATERIALS	4,938	2,371	5,725	5,725	5,725
40 BUSINESS AND TRAVEL	2,268	3,303	6,215	6,215	6,215
70 MISCELLANEOUS	1,120	1,440	650	650	650
GRAND TOTAL	729,370	729,227	772,684	823,767	823,767
<u>FUNDING SOURCE:</u>					
11 GENERAL	729,370	729,227	772,684	823,767	823,767

INSPECTIONS, LICENSES & PERMITS Electrical Services Index #265000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$51,083</u>
467,781	468,739	958	Full-time Salaries
			958 Salary Adjustment
	42,752	42,752	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
49,117	51,561	2,444	Pension adjustments
6,580	5,473	(1,107)	Workers' Compensation adjustments
173,991	178,963	4,972	Health Benefits are adjusted due to staff opting for changes in levels of coverage
19,260	20,250	990	PEHP (Post Employment Health Plan)
35,785	35,859	74	FICA adjustments

DIVISION STAFF SUMMARY

Electrical Services

Index #265000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Inspections, Licenses & Permits	1.00	95,340	1.00	99,287	1.00	105,355
Customer Support Analyst II	2.00	113,819	1.00	48,211	1.00	53,734
Inspector II	2.00	108,401	2.00	114,649	2.00	124,268
Inspector III	2.00	142,092	2.00	149,014	2.00	159,664
Senior Customer Support Analyst	0.00	0	1.00	56,620	1.00	61,409
SALARY TOTAL	7.00	459,652	7.00	467,781	7.00	504,431
OTHER PERSONAL SERVICES						
Pension & Retirement		43,667		49,117		55,487
Workers' Compensation		5,423		6,580		5,876
Health Benefits		171,023		173,991		178,964
PEHP		10,632		19,260		20,250
FICA		35,164		35,785		38,589
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		266,889		285,713		300,146
TOTAL PERSONAL SERVICES	7.00	726,541 *	7.00	753,494	7.00	804,577

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 25%

County Goal(s) Supported

I. Fiscal Balance & Efficiency

III. Strengthening Our Communities

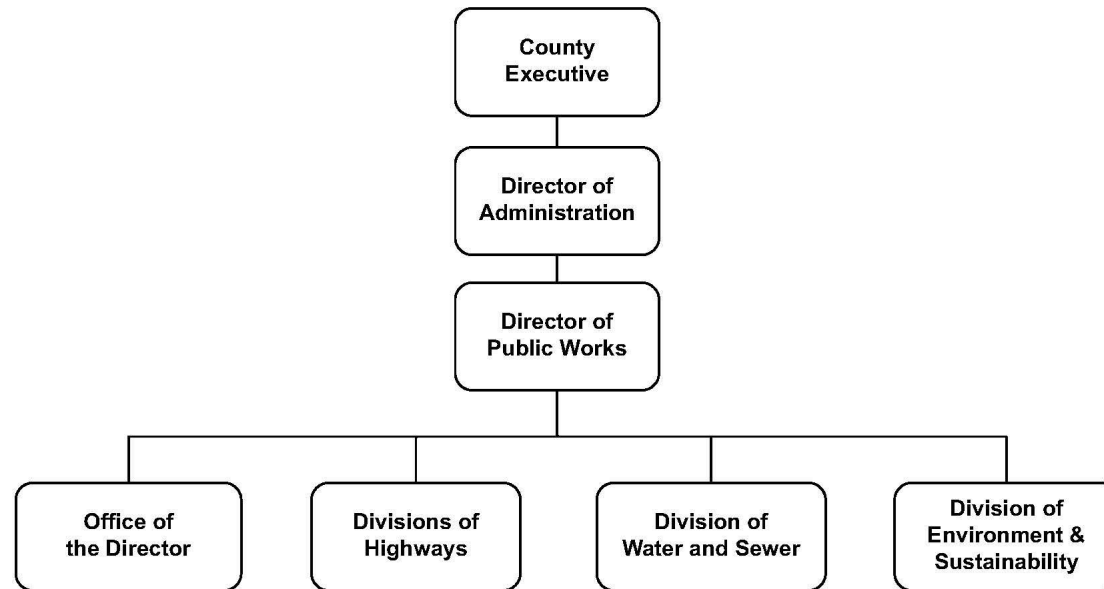
Measure	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Estimated 2022
Input:			*		
Staff	31	31	31	31	31
Output:					
Total number of permits	293	107	330	834	330
Permit Eligibility Reports	Monthly	Monthly	Monthly	Monthly	Monthly
Outcome:					
Amount of eligible expired permits closed	41	62	128	672	83
Percentage of eligible expired permits	14%	58%	39%	81%	25%

Explanation and Analysis of Performance Measures

By reducing the amount of expired permits, the Department will help to assure public safety and reduce future expenditures of staff time.

*Calculations based on (8) months of valid permit data.

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, Program Management and Environmental Services.

MISSION STATEMENT:

HARFORD COUNTY DEPARTMENT OF PUBLIC WORKS, GUIDED BY COMMON SENSE, ACCOUNTABILITY, AND COMPASSION STRIVES 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 22 GOALS:

TO PROVIDE RESPONSIVE AND EFFECTIVE CUSTOMER SERVICE TO PUBLIC WORKS STAKEHOLDERS

QUALITY AND CUSTOMER SERVICE

TO INVEST IN EMPLOYEES AND ORGANIZATION

TO MANAGE PROJECT CONSTRUCTION AND INSPECTIONS

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

TO MANAGE AND COORDINATE MS4 ACTIVITIES

TO MANAGE THE PERMIT AND REVIEW PROCESS

TO ENFORCE GRADING AND SWM PERMIT REQUIREMENTS

TO DIRECT AND MANAGE PROJECT DESIGN

TO MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

MAINTENANCE AND MONITORING OF COUNTY LANDFILLS

COST-EFFECTIVE RECYCLING PROGRAM

DEPARTMENT OF PUBLIC WORKS

TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY

MANAGEMENT AND OVERSEE M.E.S. CONTRACT

TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

TO PROVIDE RESPONSIVE AND EFFECTIVE CUSTOMER SERVICE TO PUBLIC WORK'S STAKEHOLDERS

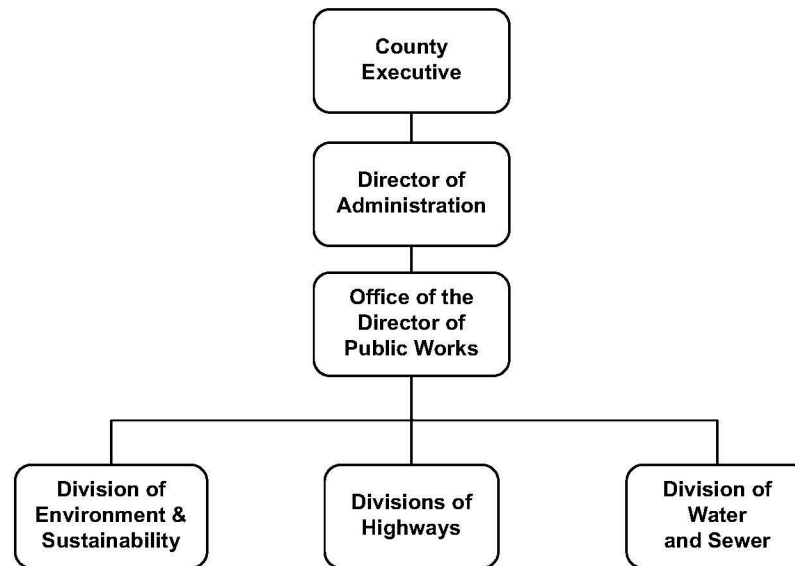
TO PROVIDE RESPONSIVE AND ECONOMICAL SERVICE TO CUSTOMERS

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

TO PROVIDE CLEAN, AFFORDABLE WATER TO CUSTOMERS

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 Program 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 22 GOALS:

PROVIDE RESPONSIVE AND EFFECTIVE CUSTOMER SERVICE TO PUBLIC WORKS STAKEHOLDERS

QUALITY AND CUSTOMER SERVICE

INVEST IN EMPLOYEES AND ORGANIZATION

PUBLIC WORKS
Director's Office
Index #303110

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	295,384	313,826	328,479	343,423	343,423
20 CONTRACTUAL SERVICES	4,260	8,292	12,840	12,840	12,840
30 SUPPLIES & MATERIALS	1,432	678	975	975	975
40 BUSINESS AND TRAVEL	5,757	3,938	6,690	6,690	6,690
50 CAPITAL OUTLAY	0	0	0	0	
80 INTER-GOVERNMENTAL/INTERFUND	0	0	700	700	700
GRAND TOTAL	306,833	326,733	349,684	364,628	364,628
<u>FUNDING SOURCE:</u>					
25 HIGHWAYS	306,833	326,733	349,684	364,628	364,628

PUBLIC WORKS Director's Office Index #303110

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$14,944</u>
232,651	237,940	5,289	Full-time salaries 5,289 Salary adjustments
	6,112	6,112	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
24,428	26,173	1,745	Pension adjustments
1,070	880	(190)	Workers Compensation
42,263	43,514	1,251	Health Benefits are adjusted due to staff opting for changes in levels of coverage
12,840	13,500	660	PEHP (Post Employment Health Plan)
14,947	15,024	77	FICA adjustments

DIVISION STAFF SUMMARY

Director of Public Works

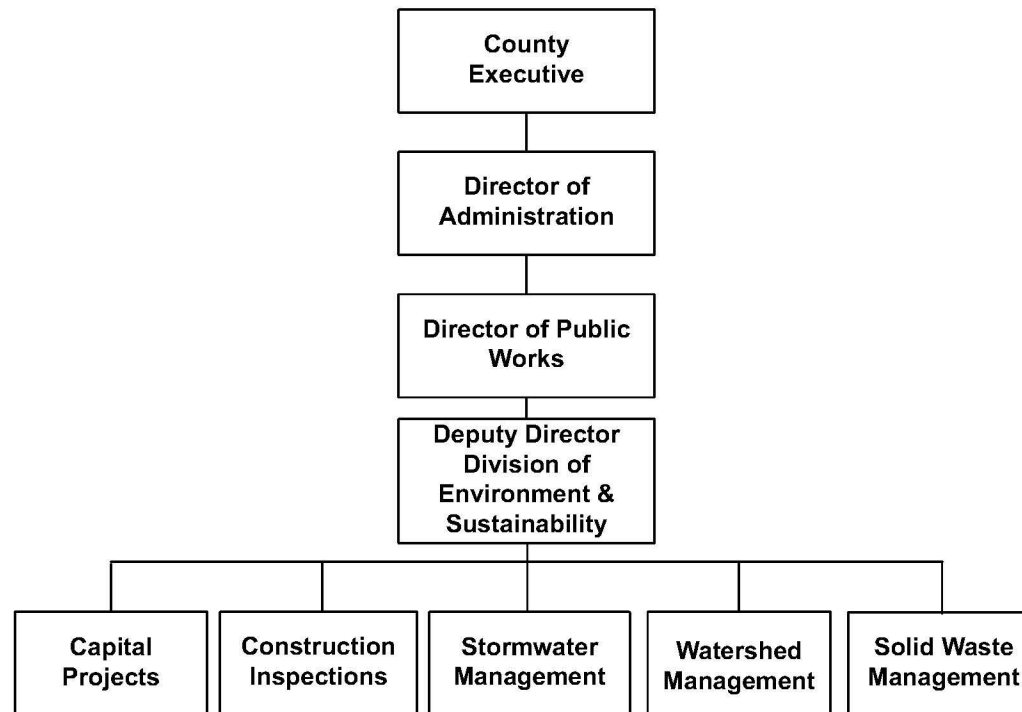
Index #303110

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	62,344	1.00	68,175	1.00	73,309
Director of Public Works	1.00	162,476	1.00	164,476	1.00	169,766
SALARY TOTAL	2.00	224,820	2.00	232,651	2.00	243,075
OTHER PERSONAL SERVICES						
Pension & Retirement		21,358		24,428		26,738
Workers' Compensation		944		1,070		899
Health Benefits		41,562		42,263		43,514
PEHP		10,362		12,840		13,500
FICA		14,472		14,947		15,417
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		88,978		95,828		100,348
TOTAL PERSONAL SERVICES	2.00	313,798 *	2.00	328,479	2.00	343,423

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PUBLIC WORKS

DIVISION OF ENVIRONMENT & SUSTAINABILITY



PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY

ORIGIN/PURPOSE:

The Division of Environment and Sustainability is one of three 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.

Environmental compliance and enforcement inspections for construction of stormwater management facilities and erosion & sediment control measures at all public and private construction sites county-wide.

Implementation of the County's Municipal Storm Separate Sewer System (MS4) Permit and compliance with our National Pollution Discharge Elimination System (NPDES) permit.

Engineering plan review and approval services for stormwater management and sediment control, and post-construction/maintenance inspections for stormwater management facilities.

Implementation of the County's environmental, solid waste management and recycling programs, including the administration of the contracts with Maryland Environment Service (MES) and Baltimore County Government.

MISSION STATEMENT:

PROVIDE COMPREHENSIVE DESIGN, CONSTRUCTION, INSPECTION AND MANAGEMENT SERVICES ASSOCIATED WITH ENVIRONMENTAL AND SUSTAINABLE PROJECTS AND PROGRAMS IN A COST EFFECTIVE MANNER, AND DELIVER HIGH QUALITY INFRASTRUCTURE AND FACILITIES TO MEET THE NEEDS OF HARFORD COUNTY

FY 22 GOALS:

DIRECT AND MANAGE PROJECT DESIGN, CONSTRUCTION AND INSPECTIONS
COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM
MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES
MANAGE THE PERMIT AND REVIEW PROCESS AND ENFORCE GRADING AND SWM PERMIT REQUIREMENTS
ENSURE SWM FACILITIES FUNCTION LONG-TERM
MANAGE AND COORDINATE MS4 PERMIT COMPLIANCE ACTIVITIES
MAINTENANCE AND MONITORING OF COUNTY LANDFILLS AND COST EFFECTIVE RECYCLING PR
MANAGE AND OVERSEE M.E.S. CONTRACT

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY

Capital Projects

Index #302000

ORIGIN/PURPOSE:

The Capital Projects group 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.

FY 22 GOALS:

MANAGE PROJECT CONSTRUCTION AND INSPECTIONS

COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

DIRECT AND MANAGE PROJECT DESIGN

MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	702,180	725,955	965,498	908,648	965,498
20 CONTRACTUAL SERVICES	7,092	7,212	8,846	8,846	8,846
30 SUPPLIES & MATERIALS	3,805	5,321	3,500	4,200	3,500
40 BUSINESS AND TRAVEL	7,100	4,582	11,700	11,700	11,700
70 MISCELLANEOUS	0	0	4,948	4,718	4,718
80 INTER-GOVERNMENTAL/INTERFUND	0	0	400	400	400
GRAND TOTAL	<u>720,177</u>	<u>743,071</u>	<u>994,892</u>	<u>938,512</u>	<u>938,512</u>
<u>FUNDING SOURCE:</u>					
11 General	<u>720,177</u>	<u>743,071</u>	<u>994,892</u>	<u>938,512</u>	<u>938,512</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Capital Projects Index #302000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE						
			<u>PERSONAL SERVICES decrease (\$56,850)</u>						
646,680	646,680	0	Full-time Salaries — Salary Adjustment						
	(104,084)	(104,084)	The net result of a Inspector II position transferred to Watershed as a GIS Technician						
			<table><tr><td>Salary</td><td>Fringe</td><td>Total</td></tr><tr><td>(66,329)</td><td>(37,755)</td><td>(104,084)</td></tr></table>	Salary	Fringe	Total	(66,329)	(37,755)	(104,084)
Salary	Fringe	Total							
(66,329)	(37,755)	(104,084)							
	33,358	33,358	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees						
67,901	70,803	2,902	Pension adjustments						
7,131	6,084	(1,047)	Workers' Compensation adjustments						
180,050	184,661	4,611	Health Benefits are adjusted due to staff opting for changes in levels of coverage						
12,840	20,250	7,410	PEHP (Post Employment Health Plan)						
48,776	48,776	0	FICA adjustments						
			<u>Supplies and Materials increase \$700</u>						
1,200	1,900	700	General Office Supplies, Computer Supplies and Other Supplies and Materials increase based on actual expense history						
			<u>MISCELLANEOUS decrease (\$230)</u>						
4,948	4,718	(230)	Pro Rata Shares - per Treasury recommendation						

DIVISION STAFF SUMMARY

Capital Projects

Index #302000*

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	45,820	0.00	0	0.00	0
Administrative Specialist I	0.00	0	1.00	48,776	1.00	48,776
Chief, Vertical Inspector	1.00	71,546	1.00	75,017	1.00	80,356
Civil Engineer IV	1.00	125,169	1.00	129,712	1.00	136,693
Engineering Associate V	1.00	70,664	1.00	91,290	1.00	97,119
Inspector II	2.00	124,976	2.00	131,556	2.00	141,683
Inspector III	1.00	66,329	1.00	66,329	0.00	0
Project Manager	1.00	104,000	1.00	104,000	1.00	104,000
SALARY TOTAL	8.00	608,504	8.00	646,680	7.00	608,627
OTHER PERSONAL SERVICES						
Pension & Retirement		57,808		67,901		66,949
Workers' Compensation		5,948		7,131		5,213
Health Benefits		177,034		180,050		160,197
PEHP		15,543		12,840		20,250
Overtime		1,000		1,000		1,000
FICA		46,137		48,776		45,432
Miscellaneous		1,120		1,120		980
TOTAL OTHER PERSONAL SERVICES		304,590		318,818		300,021
TOTAL PERSONAL SERVICES	8.00	913,094	8.00	965,498	7.00	908,648

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Construction Inspections Index #303220

ORIGIN/PURPOSE:

Construction Inspections (BCI) provides inspection services for construction of roads, bridges, stormwater 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 environmental compliance and enforcement inspections of stormwater management facilities and erosion and sediment control measures at all public and private construction sites county-wide.

FY 22 GOALS:

MANAGE PROJECT CONSTRUCTION AND INSPECTION
 COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM
 ENFORCE GRADING AND SWM PERMIT REQUIREMENTS
 ENSURE SWM FACILITES FUNCTION LONG-TERM
 MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,760,017	1,844,855	1,946,235	2,047,201	2,047,201
20 CONTRACTUAL SERVICES	199,440	195,184	306,250	356,250	356,250
30 SUPPLIES & MATERIALS	12,063	6,960	13,959	13,959	13,959
40 BUSINESS AND TRAVEL	41,647	33,651	63,475	63,475	63,475
80 INTER-GOVERNMENTAL/INTERFUND	0	0	3,500	3,500	3,500
GRAND TOTAL	<u>2,013,167</u>	<u>2,080,650</u>	<u>2,333,419</u>	<u>2,484,385</u>	<u>2,484,385</u>

FUNDING SOURCE:

25 HIGHWAYS	<u>2,013,167</u>	<u>2,080,650</u>	<u>2,333,419</u>	<u>2,484,385</u>	<u>2,484,385</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Construction Inspection Index #303220

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$ 100,966</u>
1,283,945	1,292,325	8,380	Full-time salaries 8,380 Salary Adjustments
	88,928	88,928	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
134,814	142,156	7,342	Pension adjustments
19,984	16,753	(3,231)	Workers' Compensation adjustments
313,633	324,059	10,426	Health Benefits are adjusted due to staff opting for changes in levels of coverage
38,520	27,000	(11,520)	PEHP (Post Employment Health Plan)
97,819	98,460	641	FICA adjustments
			<u>Contractual Services increase \$50,000</u>
83,000	133,000	50,000	Other Professional Services increase to offset the continued 2 vacant inspector positions with contractual services

DIVISION STAFF SUMMARY
Construction Inspections
Index #303220

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	52,946	1.00	56,045	1.00	60,816
Administrative Budget Technician II	1.00	70,542	1.00	73,993	1.00	79,303
Chief, Bureau of Construction Mgt	1.00	104,949	1.00	109,088	1.00	115,451
Chief, Construction Inspector	2.00	170,685	2.00	178,179	2.00	189,704
Deputy Director of Public Works	1.00	117,519	1.00	125,000	1.00	125,000
Inspector II	8.00	466,469	8.00	464,557	7.00	437,030
Inspector III	4.00	263,650	4.00	277,083	5.00	359,184
FULL-TIME SALARIES	18.00	1,246,760	18.00	1,283,945	18.00	1,366,488
TEMPORARY SALARIES		0		0		0
SALARY TOTAL	18.00	1,246,760	18.00	1,283,945	18.00	1,366,488
OTHER PERSONAL SERVICES						
Pension & Retirement		118,442		134,814		150,314
Workers' Compensation		16,581		19,984		17,688
Health Benefits		308,495		313,633		324,058
PEHP		31,083		38,520		27,000
Overtime		55,000		55,000		55,000
FICA		99,586		97,819		104,133
Miscellaneous		2,520		2,520		2,520
TOTAL OTHER PERSONAL SERVICES		631,707		662,290		680,713
TOTAL PERSONAL SERVICES	18.00	1,878,467 *	18.00	1,946,235	18.00	2,047,201

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Stormwater Management Index #301603

ORIGIN/PURPOSE:

The Stormwater Management group is responsible for:

Plan review and approval for stormwater management and sediment control facilities for all private and public construction projects

Post-construction/maintenance inspections for completed stormwater management facilities

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 and more effective 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.

FY 22 GOALS:

COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

MANAGE THE PERMIT AND REVIEW PROCESS

MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Stormwater Management Index #301603

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,169,837	1,184,508	694,749	750,528	750,528
20 CONTRACTUAL SERVICES	223,993	266,022	191,730	192,730	192,730
30 SUPPLIES & MATERIALS	5,298	6,630	4,475	5,975	5,975
40 BUSINESS AND TRAVEL	11,516	8,661	8,825	9,225	9,225
50 CAPITAL OUTLAY	604	1,094	0	0	0
70 MISCELLANEOUS	10,600	6,586	4,530	4,841	4,841
80 INTER-GOVERNMENTAL/INTERFUND	0	0	100	100	100
GRAND TOTAL	<u>1,421,847</u>	<u>1,473,501</u>	<u>904,409</u>	<u>963,399</u>	<u>963,399</u>
<u>SUMMARY BY FUND:</u>					
11 GENERAL	<u>1,421,847</u>	<u>1,473,501</u>	<u>904,409</u>	<u>963,399</u>	<u>904,409</u>
	<u>1,421,847</u>	<u>1,473,501</u>	<u>904,409</u>	<u>963,399</u>	<u>904,409</u>
<u>SUMMARY BY DIVISION:</u>					
301603 STORMWATER MANAGEMENT	<u>1,421,847</u>	<u>1,473,501</u>	<u>904,409</u>	<u>963,399</u>	<u>963,399</u>
GRAND TOTAL	<u>1,421,847</u>	<u>1,473,501</u>	<u>904,409</u>	<u>963,399</u>	<u>963,399</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Stormwater Management Index #301603

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$55,779</u>
497,799	474,041	(23,758)	Full-time salaries (23,758) Turnover
	35,264	35,264	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
0	30,000	30,000	Temporary funding for 2 summer Interns to assist with MS4 compliance moved to new division
52,269	52,144	(125)	Pension adjustments
1,294	948	(346)	Workers' Compensation adjustment
102,341	105,372	3,031	Health Benefits are adjusted due to staff opting for changes in levels of coverage
3,210	13,500	10,290	PEHP (Post Employment Health Plan)
37,135	38,559	1,424	FICA adjustments
			<u>CONTRACTUAL SERVICES increase \$1,000</u>
375	1,375	1,000	Office Equipment increase for Canon copier shared between several offices
			<u>SUPPLIES AND MATERIALS increase \$1,500</u>
0	1,500	1,500	Computer Hardware increase for necessary upgrades and Uniform purchase for personnel
			<u>BUSINESS AND TRAVEL increase \$400</u>
100	500	400	Lodging increase for anticipated conferences
			<u>MISCELLANEOUS increase \$311</u>
4,530	4,841	311	Pro Rata Share

DIVISION STAFF SUMMARY
Stormwater Management
Index #301603

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	47,103	0.00	0	0.00	0
Civil Engineer II	1.00	77,657	0.00	0	0.00	0
Civil Engineer III	1.00	88,000	0.00	0	0.00	0
Civil Engineer IV	2.00	238,144	1.00	133,757	1.00	116,390
Engineering Associate II	1.00	52,114	1.00	55,196	1.00	59,942
Engineering Associate IV	1.00	94,104	1.00	98,026	1.00	104,057
Engineering Associate V	2.00	202,686	2.00	210,820	2.00	223,323
FULL-TIME SALARIES	<u>9.00</u>	<u>799,808</u>	<u>5.00</u>	<u>497,799</u>	<u>5.00</u>	<u>503,712</u>
TEMPORARY SALARIES		<u>18,600</u>		<u>0</u>		<u>30,000</u>
TOTAL	<u>9.00</u>	<u>818,408</u>	<u>5.00</u>	<u>497,799</u>	<u>5.00</u>	<u>533,712</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		75,982		52,269		55,408
Workers' Compensation		2,631		1,294		1,007
Health Benefits		180,419		102,341		105,372
PEHP		0		3,210		13,500
FICA		61,948		37,136		40,829
Miscellaneous		<u>1,260</u>		<u>700</u>		<u>700</u>
TOTAL OTHER PERSONAL SERVICES		<u>322,240</u>		<u>196,950</u>		<u>216,816</u>
TOTAL PERSONAL SERVICES	<u>9.00</u>	<u>1,140,648 *</u>	<u>5.00</u>	<u>694,749</u>	<u>5.00</u>	<u>750,528</u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY

Watershed Management

Index #303320

ORIGIN/PURPOSE:

The Watershed Management group is responsible for implementation of the County's Municipal Storm Separate Sewer System (MS4) Permit and compliance with our National Pollution Discharge Elimination System (NPDES) permit.

The MS4 permit is required by the Environmental Protection Agency (EPA) and is issued by the Maryland Department of the Environment (MD). Harford County received its most recent five year MS4 permit in December, 2014, which expired in December 3029. The permit has been administratively continued by MDE, and the MS4 program continues to operate under the terms of the previous permit. Permit requirements include assessing stream health through watershed assessments, identifying opportunities for improvement through watershed restoration plans, and designing and constructing watershed restoration projects.

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.

FY 22 GOALS:

MANAGE PROJECT CONSTRUCTION AND INSPECTION

COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

MANAGE AND COORDINATE MS4 ACTIVITIES

DIRECT AND MANAGE PROJECT DESIGN

MEET FUNCTIONAL NEEDS OF CUSTOMER

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Watershed Management Index #303320

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	18,295	504,670	591,222	591,222
20 CONTRACTUAL SERVICES	0	0	598,091	599,091	599,091
30 SUPPLIES & MATERIALS	0	245	4,845	6,398	6,398
40 BUSINESS AND TRAVEL	0	0	9,750	10,050	10,050
70 MISCELLANEOUS	0	1,125,394	5,581	755,642	755,642
GRAND TOTAL	0	1,143,934	1,122,937	1,962,403	1,962,403
<u>SUMMARY BY FUND:</u>					
29 WATERSHED MANAGEMENT	0	1,143,934	1,122,937	1,962,403	1,122,937
	0	1,143,934	1,122,937	1,962,403	1,122,937
<u>SUMMARY BY DIVISION:</u>					
303320 Bureau of Watershed Management	0	1,143,934	1,985,000	1,962,403	1,962,403
GRAND TOTAL	0	1,143,934	1,985,000	1,962,403	1,962,403

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Watershed Management Index #303320

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE						
			<u>PERSONAL SERVICES increase \$86,555</u>						
337280	343,737	6,457	Full-time salaries						
			6,457 Salary Adjustments						
	20,007	20,007	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees						
18,600	18,600	0	Temporary funding for 2 summer Interns to assist with MS4 compliance						
	56,443	56,443	The net result of a Inspector II position from Capital Projects transferred to here as a GIS Technician						
			<table><tr><td><u>Salary</u></td><td><u>Fringe</u></td><td><u>Total</u></td></tr><tr><td>45,900</td><td>10,543</td><td>56,443</td></tr></table>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>	45,900	10,543	56,443
<u>Salary</u>	<u>Fringe</u>	<u>Total</u>							
45,900	10,543	56,443							
35,414	37,811	2,397	Pension adjustments						
983	777	(206)	Workers' Compensation adjustment						
81,098	83,483	2,385	Health Benefits are adjusted due to staff opting for changes in levels of coverage						
3,210	3,210	0	PEHP (Post Employment Health Plan)						
27,224	26,296	(928)	FICA for Temporary summer interns						
			<u>CONTRACTUAL SERVICES increased \$1,000</u>						
598,091	599,091	1,000	Office Equipment increased						
			<u>SUPPLIES AND MATERIALS increase \$1,553</u>						
0	1,500	1,500	Uniform purchase and Computer Hardware increased for needed hardware						
			<u>BUSINESS AND TRAVEL increase \$300</u>						
9,750	10,050	300	Meals increased for Outreach events						
			<u>MISCELLANEOUS increase \$750,061</u>						
0	750,000	750,000	Payments to Other Government Agencies funding transferred here for payments to City's and Towns per Treasury						
5,581	5,642	61	Pro Rata Shares						

DIVISION STAFF SUMMARY
Watershed Management
Index #303320

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	1.00	53,040	1.00	57,721
Civil Engineer II	0.00	0	1.00	81,250	0.00	0
Civil Engineer III	0.00	0	1.00	89,760	2.00	183,189
Civil Engineer IV	0.00	0	1.00	113,230	1.00	119,717
GIS Technician	0.00	0	0.00	0	1.00	45,900
FULL-TIME SALARIES	0.00	0	4.00	337,280	5.00	406,527
TEMPORARY SALARIES		0		18,600		18,600
TOTAL	0.00	0	4.00	355,880	5.00	425,127
OTHER PERSONAL SERVICES						
Pension & Retirement		0		35,414		44,718
Workers' Compensation		0		982		1,462
Health Benefits		0		81,100		84,681
PEHP		0		3,210		3,210
FICA		0		27,224		31,024
Miscellaneous		0		860		1,000
TOTAL OTHER PERSONAL SERVICES		0		148,790		166,095
TOTAL PERSONAL SERVICES	0.00	0 *	4.00	504,670	5.00	591,222

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Solid Waste Management

ORIGIN/PURPOSE:

The Solid Waste Management group implements the County's environmental, solid waste management and recycling programs. Responsibilities include administration 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.

Administer the County's environmental, solid waste management, and recycling programs, including management and oversight of the County's contract with Maryland Environmental Services (MES)

Administer and support the Municipal Solid Waste Disposal Agreement between Harford County Government and Baltimore County Government for trash disposal and recycling

Maintain and operate a sanitary landfill and homeowner drop-off center; process and dispose of residential refuse, recyclables, yard waste and miscellaneous debris; and oversee 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.

Educate and motivate 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.

Manage post closure care and monitoring associate with closed landfills.

FY 22 GOALS:

MAINTENANCE AND MONITORING COUNTY LANDFILLS

COST-EFFECTIVE RECYCLING PROGRAM

MANAGE AND OVERSEE M.E.S. CONTRACT

PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY
Solid Waste Management - Administration & Engineering
Index #301111

ORIGIN/PURPOSE:

The Administration & Engineering staff 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.

ALL FUND SUMMARY:

SUMMARY BY CHARACTER:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
10 PERSONAL SERVICES	173,978	174,554	176,482	185,488	185,488
40 BUSINESS AND TRAVEL	0	2,490	0	0	0
70 MISCELLANEOUS	0	0	882	937	937
	<u>173,978</u>	<u>177,045</u>	<u>177,364</u>	<u>186,425</u>	<u>186,425</u>

FUNDING SOURCE:

11 GENERAL	<u>173,978</u>	<u>177,045</u>	<u>177,364</u>	<u>186,425</u>	<u>186,425</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY Solid Waste Management - Administration & Engineering Index #301111

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES</u> increase \$9,007
	7,688	7,688	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
13,037	13,658	621	Pension adjustments
570	459	(111)	Workers Compensation
29,422	30,232	810	Health Benefits adjusted for anticipated cost increase coverage
			<u>MISCELLANEOUS</u> increase \$55
882	937	55	Pro Rata Shares for Director's Office

DIVISION STAFF SUMMARY
Solid Waste Management - Administration & Engineering
Index #301111

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator	1.00	119,730	1.00	124,165	1.00	130,979
SALARY TOTAL	1.00	119,730	1.00	124,165	1.00	130,979
OTHER PERSONAL SERVICES						
Pension & Retirement		11,374		13,037		14,408
Workers' Compensation		503		571		485
Health Benefits		28,910		29,422		30,230
Overtime		0		0		0
FICA		9,083		9,147		9,246
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		50,010		52,317		54,509
TOTAL PERSONAL SERVICES	1.00	169,740 *	1.00	176,482	1.00	185,488

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY
Solid Waste Management - Transfer Station
Index #301213

ORIGIN/PURPOSE:

The Transfer Station 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.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	9,571,566.03	10,959,003	12,000,000	13,270,000	13,270,000
GRAND TOTAL	9,571,566.03	10,959,003	12,000,000	13,270,000	13,270,000

FUNDING SOURCE:

011 GENERAL	9,571,566.03	10,959,003	12,000,000	13,270,000	13,270,000

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
12,000,000	13,270,000	1,270,000	Management Services - Payment to Baltimore County for the Transfer Station Agreement, Waste tonnages continue to increase along with fuel

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY
Solid Waste Management - Environmental Services
Index #301214

ORIGIN/PURPOSE:

The Environmental Services budget funds the contract with Maryland Environmental Services (MES) to provide the daily service for the Landfill now under their oversight. MES is responsible to maintain and operate the sanitary landfill and homeowner drop-off center, process and dispose of residential refuse, recyclables, yard waste and miscellaneous debris; and oversee 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.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	4,555,343	4,528,705	5,129,760	5,220,280	5,220,280
30 SUPPLIES & MATERIALS	6,747	2,639	610	300	300
40 BUSINESS AND TRAVEL	383,457	502,763	395,500	521,590	521,590
50 CAPITAL OUTLAY	0	1,258,891	975,000	850,000	850,000
80 INTER-GOVERNMENTAL/INTERFUND	0	67	0	1,800	
GRAND TOTAL	<u>4,945,547</u>	<u>6,293,065</u>	<u>6,500,870</u>	<u>6,593,970</u>	<u>6,592,170</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>4,945,547</u>	<u>6,293,065</u>	<u>6,500,870</u>	<u>6,593,970</u>	<u>6,592,170</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES Solid Waste Management - Environmental Services Index #301214

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES increase \$90,520</u>
29,830	24,750	(5,080)	Electricity and Telephone service decreased based on actual expense history
5,098,000	5,193,600	95,600	Other Professional Services - contract with Maryland Environmental Services includes 2% State increase and fee to Northeast Maryland Waste Disposal Authority
			<u>BUSINESS AND TRAVEL increase \$126,090</u>
197,000	321,606	124,606	Vehicle Maintenance adjusted per the requested contract
198,500	199,974	1,474	Fuel Charges adjusted per the requested contract
			<u>CAPITAL OUTLAY decrease (\$125,000)</u>
975,000	850,000	(125,000)	Other funding - funding to purchase contractually obligated equip for landfill, to include Horizontal Grinder
			<u>INTER-GOVERNMENTAL/INTERFUND increase \$1,800</u>
0	1,800	1,800	Inspection fees - Per contract request

PUBLIC WORKS - DIVISION OF ENVIRONMENT & SUSTAINABILITY
Solid Waste Management - Post Closure
Index #301251

ORIGIN/PURPOSE:

The Administration and Engineering staff 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 is provided under a contract with 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	220,420	224,394	252,840	252,840	252,840
GRAND TOTAL	220,420	224,394	252,840	252,840	252,840
<u>FUNDING SOURCE:</u>					
11 GENERAL	220,420	224,394	252,840	252,840	252,840

DPW - DIVISION OF ENVIRONMENT & SUSTAINABILITY

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 2019	Actual 2020	Budget 2021	Est. Budget 2022
<u>Input:</u>				
Number of Assigned Inspectors	2	2	2.5	2.5
<u>Output:</u>				
Number of SWM/BMP Inspections by Due Date	447	534	595	828
<u>Outcome:</u>				
Number of Inspections/Assigned Inspectors	223	267	241	331

Explanation and Analysis of Performance Measures

Tracking this measure helps to keep inspection workload balanced per Inspector.

DPW - DIVISION OF ENVIRONMENT & SUSTAINABILITY 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

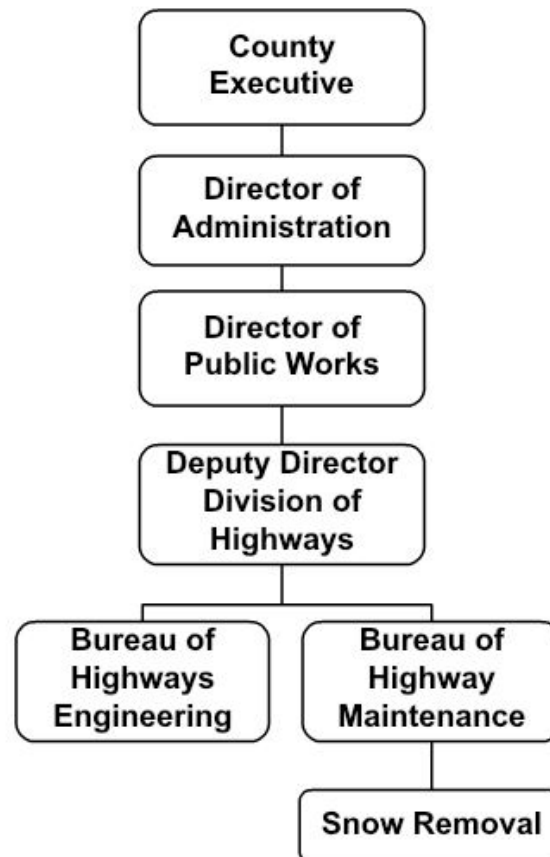
Measure	Actual 2019	Actual 2020	Budget 2021	Est. Budget 2022
<u>Input:</u>				
Number of Meetings to Develop/ Review System	N/A	N/A	N/A	4
<u>Output:</u>				
Number of Lessons Learned in the Dataset	N/A	N/A	N/A	20
<u>Outcome:</u>				
Number of Lessons Learned Incorporated into design standards	N/A	N/A	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 Incorporated into design standards will provide for continuous improvement.

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 two 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 1,064 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,450 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 AND MAINTAIN ROADWAY INFRASTRUCTURE IN A COST EFFECTIVE MANNER TO MEET THE NEEDS OF HARFORD COUNTY

FY 22 GOALS:

TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

TO PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS.

PUBLIC WORKS - DIVISION OF HIGHWAYS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	14,111,483	13,354,619	15,259,535	16,044,488	16,044,488
20 CONTRACTUAL SERVICES	3,495,302	4,100,104	4,629,230	4,883,941	4,883,941
30 SUPPLIES & MATERIALS	3,073,486	2,132,886	3,596,470	3,693,724	3,693,724
40 BUSINESS AND TRAVEL	1,422,229	1,288,725	1,739,750	1,739,750	1,739,750
50 CAPITAL OUTLAY	71,814	116,387	17,000	17,000	17,000
70 MISCELLANEOUS	2,854,997	3,047,482	3,108,146	3,445,820	3,445,820
80 INTER-GOVERNMENTAL/INTERFUND	0	0	200	200	200
GRAND TOTAL	25,029,312	24,040,202	28,350,331	29,824,923	29,824,923

SUMMARY BY FUND:

25 HIGHWAYS	25,029,312	24,040,202	28,350,331	29,824,923	29,824,923
GRAND TOTAL	25,029,312	24,040,202	28,350,331	29,824,923	29,824,923

SUMMARY BY DIVISION:

303210	BUREAU OF HIGHWAYS ENGINEERING	2,334,732	2,196,414	2,509,440	2,715,951	2,715,951
303410	BUREAU OF HIGHWAYS MAINTENANCE	20,770,639	21,372,385	23,281,392	24,544,474	24,544,474
303430	SNOW REMOVAL	1,923,941	471,404	2,559,498	2,564,498	2,564,498
GRAND TOTAL		25,029,312	24,040,202	28,350,331	29,824,923	29,824,924

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS - HIGHWAYS FUND</u>						
Accounting Technician II	2.00	98,794	1.00	61,678	1.00	65,588
Administrative Assistant II	5.00	272,525	4.00	216,220	4.00	235,067
Administrative Budget Technician II	1.00	53,000	0.00	0	0.00	0
Administrative Specialist I	0.00	0	2.00	104,485	2.00	112,770
Administrator	1.00	67,586	1.00	70,978	1.00	76,197
Central Stores Coordinator	1.00	41,258	1.00	44,123	1.00	48,537
Central Stores Manager	1.00	66,521	1.00	69,891	1.00	75,078
Chauffeur-Laborer	25.00	1,064,377	15.00	720,917	14.00	717,146
Chief, Construction Inspector	1.00	84,983	0.00	0	0.00	0
Chief, Engineering Division	1.00	135,469	1.00	135,469	1.00	120,000
Chief, Highways Division	1.00	103,149	1.00	98,940	1.00	104,998
Civil Engineer III	4.00	408,145	4.00	424,468	4.00	425,962
Civil Engineer IV	1.00	105,913	1.00	110,071	1.00	110,071
Communications Specialist II	1.00	54,977	1.00	58,117	1.00	62,951
Crew Chief	12.00	661,803	12.00	696,439	12.00	736,079
Customer Support Analyst I	1.00	38,000	1.00	40,800	0.00	0
Customer Support Analyst II	0.00	0	1.00	71,234	2.00	137,354
Deputy Director of Public Works	0.00	0	1.00	127,500	1.00	146,118
Engineering Associate I	0.00	0	1.00	44,880	1.00	49,902
Engineering Associate III	1.00	61,562	3.00	207,359	3.00	222,849
Engineering Associate IV	2.00	167,776	1.00	84,045	0.00	0
Engineering Associate V	1.00	109,452	0.00	0	1.00	96,820
Engineering Records Technician	1.00	85,731	0.00	0	0.00	0
Equipment Operator	26.00	1,157,221	28.00	1,374,808	29.00	1,555,120
Equipment Operator Trainee	4.00	169,552	13.00	502,270	14.00	565,740
Equipment Repair Specialist	6.00	344,758	6.00	358,353	6.00	387,644

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS - HIGHWAYS FUND</u>						
GIS Coordinator	1.00	80,397	1.00	84,045	1.00	89,656
Inspector I	1.00	44,705	1.00	44,705	1.00	40,800
Inspector II	2.00	116,414	2.00	115,603	2.00	114,871
Inspector III	1.00	83,378	2.00	153,386	2.00	164,168
Laborer	3.00	133,596	3.00	142,388	2.00	97,778
Land Surveyor	1.00	100,647	1.00	104,700	1.00	110,931
Maintenance Supervisor	7.00	452,242	7.00	456,775	7.00	492,109
Management Assistant II	1.00	94,104	1.00	98,026	1.00	104,057
Permits Clerk	1.00	65,919	0.00	0	0.00	0
Road Marking Equipment Operator I	3.00	191,862	2.00	99,039	3.00	147,439
Road Marking Equipment Operator II	1.00	40,226	1.00	43,071	1.00	47,453
Road Marking Equipment Operator III	1.00	47,102	1.00	50,084	1.00	54,677
Senior Equipment Operator	14.00	711,535	14.00	725,772	14.00	793,624
Superintendent Highways	2.00	152,433	2.00	164,730	2.00	175,852
Trades / Laborer	6.00	282,175	6.00	245,097	4.00	188,295
Traffic Operations Supervisor	2.00	137,811	2.00	144,647	2.00	155,166
Traffic Sign Mechanic I	2.00	104,521	1.00	66,338	2.00	105,501
Traffic Sign Mechanic II	2.00	98,100	3.00	149,703	2.00	116,072
Traffic Sign Mechanic III	1.00	56,539	1.00	59,710	1.00	51,778
Utility Worker I	2.00	88,738	2.00	93,051	3.00	137,856
Utility Worker II	4.00	174,636	4.00	186,289	4.00	204,238
FULL-TIME SALARIES HIGHWAYS FUND	157.00	8,609,632	157.00	8,850,204	157.00	9,444,312
TEMPORARY SALARIES		50,000		50,000		50,000
SALARY TOTAL HIGHWAYS FUND	157.00	8,659,632	157.00	8,900,204	157.00	9,494,312

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Uniform Allowance		0		20,200		20,200
Pension & Retirement		817,915		929,271		1,038,874
Workers' Compensation		480,668		600,936		590,051
Health Benefits		2,816,242		2,912,303		2,907,665
PEHP		227,964		393,225		432,000
Overtime		760,000		760,000		760,000
FICA		715,218		720,266		778,256
Miscellaneous		21,980		23,130		23,130
TOTAL OTHER PERSONAL SERVICES		5,839,987		6,359,331		6,550,176
*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts						
TOTAL SALARIES	157.00	8,659,632	157.00	8,900,204	157.00	9,494,312
TOTAL OTHER PERSONAL SERVICES		5,839,987		6,359,331		6,550,176
TOTAL	157.00	14,499,619	157.00	15,259,535	157.00	16,044,488

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Engineering
Index #303210

ORIGIN/PURPOSE:

The Bureau of Highways Engineering is a major section 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 22 GOALS:

TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

TO PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Engineering
Index #303210

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,196,331	2,062,748	2,337,994	2,462,500	2,462,500
20 CONTRACTUAL SERVICES	37,055	34,352	50,996	117,996	117,996
30 SUPPLIES & MATERIALS	11,066	13,429	15,600	30,605	30,605
40 BUSINESS AND TRAVEL	17,355	17,103	25,650	25,650	25,650
50 CAPITAL OUTLAY	88	0	4,000	4,000	4,000
70 MISCELLENOUS	72,837	68,782	75,000	75,000	75,000
80 INTER-GOVERNMENTAL/INTERFUND	0	0	200	200	200
GRAND TOTAL	<u>2,334,732</u>	<u>2,196,414</u>	<u>2,509,440</u>	<u>2,715,951</u>	<u>2,715,951</u>
<u>FUNDING SOURCE:</u>					
25 HIGHWAYS	<u>2,334,732</u>	<u>2,196,414</u>	<u>2,509,440</u>	<u>2,715,951</u>	<u>2,715,951</u>

PUBLIC WORKS - DIVISION OF HIGHWAYS Bureau of Highways Engineering Index #303210

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$124,506</u>
1,606,447	1,611,988	5,541	Full-time salaries
			26,891 Salary adjustments
			(21,350) Staff Turnover
			5,541
	96,053	96,053	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
50,000	50,000	0	Temporary funds for summer engineering interns
1,150	1,150	0	Cell Phone Reimbursement moved here from telephone service
168,677	177,319	8,642	Pension adjustments
10,313	8,426	(1,887)	Workers' Compensation adjustment
359,408	360,087	679	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
19,260	33,750	14,490	PEHP
120,219	121,207	988	FICA adjustments
			<u>CONTRACTUAL SERVICES increase \$67,000</u>
3,000	4,000	1,000	Funding for Telephone service increased for additional cell phone
8,000	58,000	50,000	Funding for Other Professional Services increased for consulting services to fill in for vacancies
3,000	19,000	16,000	Funding for Operating Equipment purchase to replace 16 year old Surveying Equipment
			<u>SUPPLIES & MATERIALS increase \$15,005</u>
1,000	15,805	14,805	Funding for Computer Hardware increased for Video Equipment in conference room for web conferencing capabilities

DIVISION STAFF SUMMARY
Bureau of Highways Engineering
Index #303210

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	70,402	1.00	73,850	1.00	79,156
Administrative Budget Technician II	1.00	53,000	0.00	0	0.00	0
Chief, Engineering Division	1.00	135,469	1.00	135,469	1.00	120,000
Civil Engineer III	4.00	408,145	4.00	424,468	4.00	425,962
Civil Engineer IV	1.00	105,913	1.00	110,071	1.00	110,071
Customer Support Analyst I	1.00	38,000	1.00	40,800	0.00	0
Customer Support Analyst II	0.00	0	1.00	71,234	2.00	137,354
Deputy Director Public Works	0.00	0	1.00	127,500	1.00	146,118
Engineering Associate I	0.00	0	1.00	44,880	1.00	49,902
Engineering Associate III	1.00	61,562	3.00	207,359	3.00	222,849
Engineering Associate IV	2.00	167,776	1.00	84,045	0.00	0
Engineering Associate V	1.00	109,452	0.00	0	1.00	96,820
Engineering Records Technician	1.00	85,731	0.00	0	0.00	0
GIS Coordinator	1.00	80,397	1.00	84,045	1.00	89,656
Land Surveyor	1.00	100,647	1.00	104,700	1.00	110,931
Management Assistant II	1.00	94,104	1.00	98,026	1.00	104,057
Permit Clerk	1.00	65,919	0.00	0	0.00	0
FULL-TIME SALARIES	18.00	1,576,517	18.00	1,606,447	18.00	1,692,876
TEMPORARY SALARIES		50,000		50,000		50,000
SALARY TOTAL	18.00	1,626,517	18.00	1,656,447	18.00	1,742,876

DIVISION STAFF SUMMARY
Bureau of Highways Engineering
Index #303210

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Cell Phone Reimbursement		0		1,150		1,150
Pension & Retirement		149,769		168,677		186,216
Workers' Compensation		7,642		10,313		8,770
Health Benefits		342,411		359,408		360,087
PEHP		0		19,260		33,750
FICA		119,044		120,219		127,131
Miscellaneous		2,520		2,520		2,520
TOTAL OTHER PERSONAL SERVICES		621,386		681,547		719,624
TOTAL PERSONAL SERVICES	18.00	2,247,903 *	18.00	2,337,994	18.00	2,462,500

*FY 20 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 1,064 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and 5,450 street lights.

FY 22 GOALS:

TO PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS
 TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS
 TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	11,229,007	11,173,880	12,275,640	12,936,088	12,936,088
20 CONTRACTUAL SERVICES	3,272,744	3,892,924	4,285,796	4,473,507	4,473,507
30 SUPPLIES & MATERIALS	2,119,057	1,950,222	2,270,710	2,347,959	2,347,959
40 BUSINESS AND TRAVEL	1,295,945	1,260,272	1,403,100	1,403,100	1,403,100
50 CAPITAL OUTLAY	71,726	116,387	13,000	13,000	13,000
70 MISCELLANEOUS	2,782,160	2,978,700	3,033,146	3,370,820	3,370,820
GRAND TOTAL	20,770,639	21,372,385	23,281,392	24,544,474	24,544,474

FUNDING SOURCE:

25 HIGHWAYS	20,770,639	21,372,385	23,281,392	24,544,474	24,544,474

PUBLIC WORKS - DIVISION OF HIGHWAYS Bureau of Highways Maintenance Index #303410

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
7,243,757	7,164,653	(79,104)	<u>PERSONAL SERVICES increase \$660,448</u> Full-time salaries 12,964 Salary adjustments (92,068) Staff Turnover (79,104)
	741,400	741,400	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
20,200	20,200	0	Uniform allowance
760,594	788,112	27,518	Pension/Retirement adjustments
590,623	536,100	(54,523)	Workers' Compensation adjustments
2,552,894	2,547,577	(5,317)	Health Benefits are adjusted due to staff opting for changes in levels of coverage
373,965	398,250	24,285	PEHP (Post Employment Health Plan)
554,147	560,336	6,189	FICA adjustments
			<u>CONTRACTUAL SERVICES increase \$187,700</u>
100,000	150,000	50,000	Funding for County Facility repair increased based on actual expense history and aging facilities
300,000	450,000	150,000	Funding for Pipe repair increased due to aging drainage pipes
25,800	0	(25,800)	Funding for Uniform Rental moved to Uniform Purchase based on new agreement
1,797,500	1,811,000	13,500	Funding for Grounds Maintenance increased for added mowing and Building Custodial Services increased based on contractual increase
			<u>SUPPLIES AND MATERIALS increase \$77,249</u>
24,000	49,800	25,800	Uniform Purchase increased due to new agreement and funding moved from Uniform Rental
782,910	834,359	51,449	Funding for Bituminous Concrete, Paint and Pipes and Culverts & Fittings increased based on actual expense history
			<u>MISCELLANEOUS increase \$337,674</u>
3,033,146	3,370,820	337,674	Pro Rata Shares - to the General Fund increased based on formula

DIVISION STAFF SUMMARY
Bureau of Highways Maintenance
Index #303410

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician II	2.00	98,794	1.00	61,678	1.00	65,588
Administrative Assistant II	4.00	202,123	3.00	142,370	3.00	155,911
Administrative Specialist I	0.00	0	2.00	104,485	2.00	112,770
Administrator	1.00	67,586	1.00	70,978	1.00	76,197
Central Stores Coordinator	1.00	41,258	1.00	44,123	1.00	48,537
Central Stores Manager	1.00	66,521	1.00	69,891	1.00	75,078
Chauffeur-Laborer	25.00	1,064,377	15.00	720,917	14.00	717,146
Chief Construction Inspector	1.00	84,983	0.00	0	0.00	0
Chief, Highways Division	1.00	103,149	1.00	98,940	1.00	104,998
Communications Specialist II	1.00	54,977	1.00	58,117	1.00	62,951
Crew Chief	12.00	661,803	12.00	696,439	12.00	736,079
Equipment Operator	26.00	1,157,221	28.00	1,374,808	29.00	1,555,120
Equipment Operator Trainee	4.00	169,552	13.00	502,270	14.00	565,740
Equipment Repair Specialist	6.00	344,758	6.00	358,353	6.00	387,644
Inspector I	1.00	44,705	1.00	44,705	1.00	40,800
Inspector II	2.00	116,414	2.00	115,603	2.00	114,871
Inspector III	1.00	83,378	2.00	153,386	2.00	164,168
Laborer	3.00	133,596	3.00	142,388	2.00	97,778
Maintenance Supervisor	7.00	452,242	7.00	456,775	7.00	492,109
Road Marking Equipment Operator I	3.00	191,862	2.00	99,039	3.00	147,439
Road Marking Equipment Operator II	1.00	40,226	1.00	43,071	1.00	47,453
Road Marking Equipment Operator III	1.00	47,102	1.00	50,084	1.00	54,677
Senior Equipment Operator	14.00	711,535	14.00	725,772	14.00	793,624
Superintendent Highways	2.00	152,433	2.00	164,730	2.00	175,852
Trades/Laborer	6.00	282,175	6.00	245,097	4.00	188,295
Traffic Operations Supervisor	2.00	137,811	2.00	144,647	2.00	155,166
Traffic Sign Mechanic I	2.00	104,521	1.00	66,338	2.00	105,501

DIVISION STAFF SUMMARY
Bureau of Highways Maintenance
Index #303410

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Traffic Sign Mechanic II	2.00	98,100	3.00	149,703	2.00	116,072
Traffic Sign Mechanic III	1.00	56,539	1.00	59,710	1.00	51,778
Utility Worker I	2.00	88,738	2.00	93,051	3.00	137,856
Utility Worker II	4.00	174,636	4.00	186,289	4.00	204,238
SALARY TOTAL	139.00	7,033,115	139.00	7,243,757	139.00	7,751,436
OTHER PERSONAL SERVICES						
Uniform Allowance		0		20,200		20,200
Pension & Retirement		668,146		760,594		852,658
Workers' Compensation		473,027		590,623		581,281
Health Benefits		2,473,831		2,552,894		2,547,578
PEHP		227,964		373,965		398,250
Overtime		160,000		160,000		160,000
FICA		550,272		554,147		605,225
Miscellaneous		19,460		19,460		19,460
TOTAL OTHER PERSONAL SERVICES		4,572,700		5,031,883		5,184,652
TOTAL PERSONAL SERVICES	139.00	11,605,815 *	139.00	12,275,640	139.00	12,936,088

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	686,146	117,991	645,900	645,900	645,900
20 CONTRACTUAL SERVICES	185,503	172,827	292,438	292,438	292,438
30 SUPPLIES & MATERIALS	943,363	169,236	1,310,160	1,315,160	1,315,160
40 BUSINESS AND TRAVEL	108,929	11,349	311,000	311,000	311,000
GRAND TOTAL	1,923,941	471,404	2,559,498	2,564,498	2,564,498

FUNDING SOURCE:

25 HIGHWAYS	1,923,941	471,404	2,559,498	2,564,498	2,564,498

PUBLIC WORKS - DIVISION OF HIGHWAYS Bureau of Highways Maintenance - Snow Removal Index #303430

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>SUPPLIES AND MATERIALS increase \$5,000</u>
60,000	65,000	5,000	Equipment repair parts increased based on actual expense history

DIVISION STAFF SUMMARY

Snow Removal

Index #303430

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Overtime		600,000		600,000		600,000
FICA		45,900		45,900		45,900
TOTAL OTHER PERSONAL SERVICES		645,900		645,900		645,900
TOTAL PERSONAL SERVICES	0.00	645,900 *	0.00	645,900	0.00	645,900

*FY 20 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 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 2019	Actual 2020	Budget 2021	Estimate 2022
<u>Input:</u>				
Dollars allocated (materials)	\$148,841	\$75,434	\$119,881	\$145,359
Number of staff	8	8	8	8
<u>Output:</u>				
Number of road miles striped	800.62	740.55	779.1	800.00
Cost per mile	\$293	\$284	\$290	\$350
<u>Outcome:</u>				
Percentage of roads that needed to be striped that were completed	80%	93%	91%	95%

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 - ENGINEERING 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 2019	Actual 2020	Budget 2021	Estimated 2022
<u>Input:</u>				
Dollars allocated (Total FY Bridge Funds)	\$4,695,000	\$8,265,000	\$8,625,392	\$7,950,000
Number of Staff	1.0+*	1.0+*	1.0+*	1.0+*
<u>Output:</u>				
Number of bridges in need of repair (i.e. those having rating < 60)	35	46	39	34
Average cost to bring bridges up to satisfactory rating	\$900,000	\$950,000	\$1,000,000	\$1,050,000
<u>Outcome:</u>				
Average rating of all County bridges	79.53	76.8	77.6	78.2
Percent of all bridges Countywide with rating of < 60	15.63%	20.6%	17.33%	15.11%

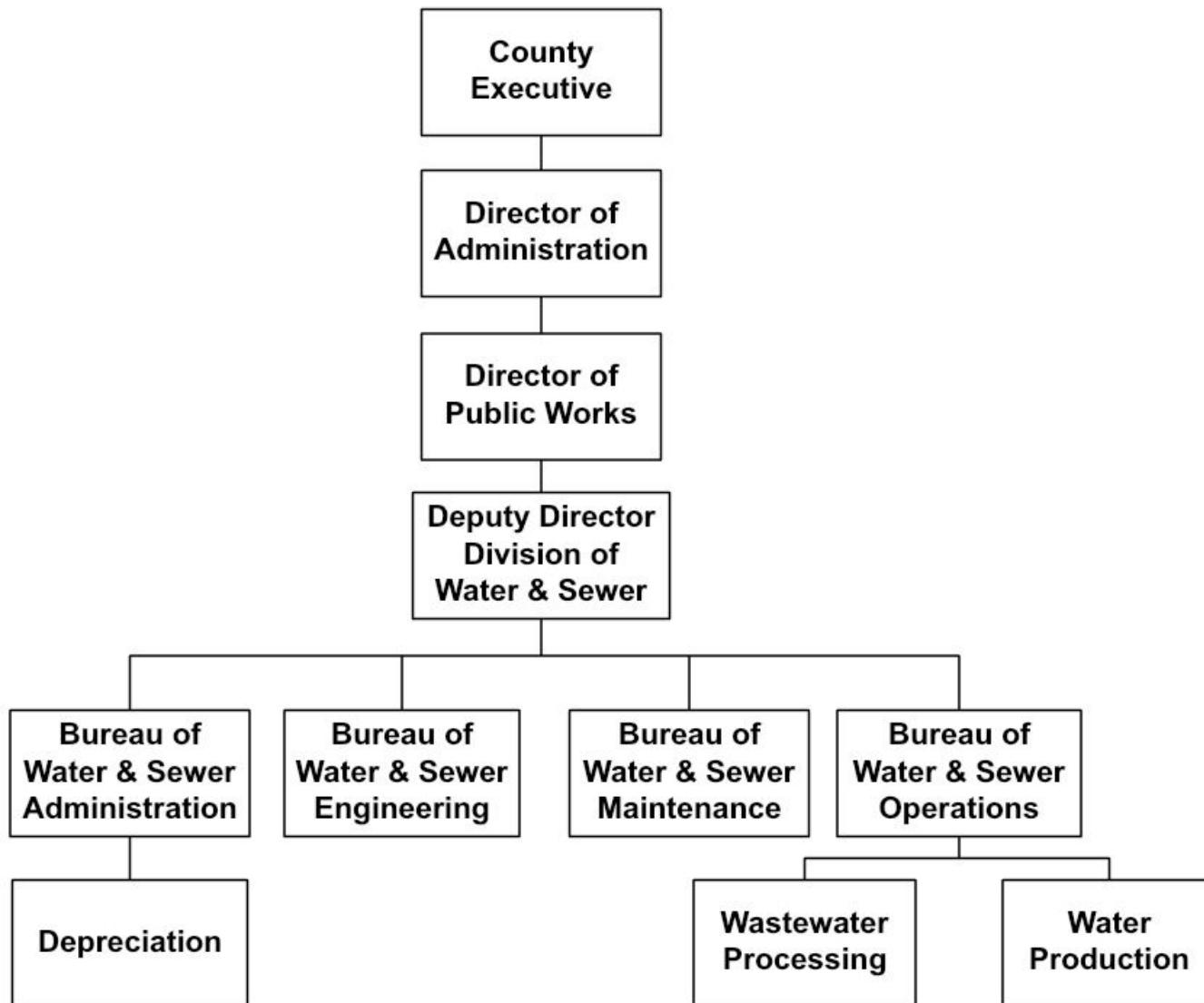
* One full time structural engineer supported by 3 other civil engineers who mix bridge construction projects in with their other assigned duties.

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.

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 OUR CUSTOMERS WITH SAFE, RELIABLE WATER AND SEWER SERVICES IN A RESPONSIVE AND COST EFFECTIVE MANNER; TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT, AND TO ADMINISTER WELL-PLANNED IMPROVEMENTS TO SUPPORT COMMUNITY OPPORTUNITIES.

FY 22 GOALS:

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

TO PROVIDE RESPONSIVE AND ECONOMICAL SERVICE TO OUR CUSTOMERS

TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	16,041,196	15,818,168	17,930,673	18,967,401	17,930,673
20 CONTRACTUAL SERVICES	8,666,658	7,210,958	13,579,798	13,416,718	13,579,798
30 SUPPLIES & MATERIALS	3,748,870	4,187,038	4,970,120	5,063,360	4,970,120
40 BUSINESS AND TRAVEL	549,046	546,879	872,397	929,275	872,397
50 CAPITAL OUTLAY	562,091	1,579,508	1,557,550	2,034,220	1,557,550
70 MISCELLANEOUS	17,336,276	3,613,822	17,940,830	17,996,299	17,940,830
					1
GRAND TOTAL	46,904,138	32,956,372	56,851,368	58,407,273	56,851,368

SUMMARY BY FUND:

51 WATER & SEWER OPERATING	46,904,138	32,956,372	56,851,368	58,407,273	56,851,368
GRAND TOTAL	46,904,138	32,956,372	56,851,368	58,407,273	56,851,368

PUBLIC WORKS - DIVISION OF WATER & SEWER

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY DIVISION:</u>					
BUREAU OF ADMINISTRATION	4,353,609	4,294,596	4,885,501	5,161,957	4,885,501
DEPRECIATION	14,084,272	0	14,200,000	13,965,000	14,200,000
BUREAU OF ENGINEERING	1,363,836	1,327,814	1,675,537	1,830,337	1,675,537
BUREAU OF WATER & SEWER MAINTENANCE	6,773,461	7,193,119	9,017,784	9,786,435	9,017,784
WASTEWATER PROCESSING	13,260,564	13,285,016	16,532,865	16,920,053	16,532,865
WATER PRODUCTION	7,068,395	6,855,827	10,539,681	10,743,490	10,539,681
GRAND TOTAL	<u>46,904,138</u>	<u>32,956,372</u>	<u>56,851,368</u>	<u>58,407,273</u>	<u>56,851,368</u>

PUBLIC WORKS - DIVISION OF WATER & SEWER

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$1,036,727</u>
10,992,664	10,897,831	(94,833)	Full-time salaries
			93,755 Salary adjustments
			(188,588) Staff Turnover (1.72)%
			<u>(94,833)</u>
	894,763	894,763	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
93,313	102,170	8,857	Temporary Salaries
	(25,516)	(25,516)	The net result of transfers between divisions of Water and Sewer:
5,260	5,260	0	Cell Phone Reimbursement
1,162,014	1,204,941	42,927	Pension adjustments
319,334	250,971	(68,363)	Workers' Compensation adjustments
2,928,803	3,054,786	125,983	Health Benefits are adjusted due to staff opting for changes in levels of coverage
454,496	553,504	99,008	PEHP (Post Employment Health Plan)
1,018,000	1,035,000	17,000	Overtime
99,000	99,800	800	Shift Differential adjusted based on actual expense history
834,410	870,371	35,961	Fica adjustments
			<u>CONTRACTUAL SERVICES decrease (\$163,080)</u>
4,033,975	3,650,179	(383,796)	Electricity decreased based on actual expense history
2,723,000	2,740,000	17,000	County Facility Repairs & Renovations - renovation of pumps and valves, HVAC etc
238,000	268,000	30,000	Utility Line Maintenance increased based on actual expense history
0	221,000	221,000	Generator Repair and Maintenance increased due to aging generators
4,011,700	3,946,700	(65,000)	Other Professional Services decreased due to one time services during FY 21 slightly offset due to 2 Instrumentation Technicians and 2 Electrical Apprentices to ensure succession planning.
138,400	148,400	10,000	Other Services increased for Itron Meter Read system annual subscription/maintenance for new equipment

PUBLIC WORKS - DIVISION OF WATER & SEWER

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>SUPPLIES AND MATERIALS increase \$93,240</u>
34,100	36,300	2,200	Meals special purpose increased based on actual expense history
836,000	863,000	27,000	Equipment repair parts increased based on actual expense history
2,297,550	2,324,640	27,090	Chemicals in Bulk increased for addition of Caustic soda 25% for AWTP pH backup system
34,075	53,775	19,700	Computer software and hardware increased for purchase of 2 tough books and 4 iPads for field work additional hardware for these. Also for Safety data sheet regulatory software and replacement of computer processing components
104,700	113,200	8,500	Diesel fuel, oil and lubricants and Bricks, blocks increased based on actual expense history
			<u>BUSINESS AND TRAVEL increase \$54,795</u>
84,647	139,442	54,795	Training Seminars, Courses and Meetings increased for additional management training
			<u>EQUIPMENT increase \$476,670</u>
1,557,550	2,034,220	476,670	Funding provides for: annual inspection and maintenance of all wells, plant improvements, meters, electronic process controls, electric heaters, air conditioners, blowers, saws, pumps, hydraulic power tools, testing gauges, leak detection equipment, flow meters, lab equipment, radios and tower antennas. Among the larger purchases are SCADA equipment upgrade, meter reading system equipment, flow tube replacement for new modern equipment, new portable load bank tester for generators and specialized remote controlled sewer inspection camera system
			<u>MISCELLANEOUS increase \$55,469</u>
3,457,630	3,802,099	344,469	Pro Rata Shares
14,200,000	13,965,000	(235,000)	Depreciation - per Treasury's recommendations
234,000	180,000	(54,000)	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 as well as Delta Borough for treatment of waste as required by inter-state agreement with an increase for added sludge disposal decreased due to overpayment in FY 21

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	0.00	0	0.00	0	1.00	66,435
Accountant III	1.00	120,844	1.00	125,301	0.00	0
Administrative Assistant I	1.00	56,386	0.00	0	0.00	0
Administrative Assistant II	7.00	396,032	9.00	547,772	9.00	587,874
Assistant Superintendent	7.00	626,009	6.00	550,985	7.00	683,327
Central Stores Manager	2.00	103,900	2.00	110,058	2.00	117,461
Chief, Water & Sewer	4.00	493,427	4.00	511,456	4.00	539,160
Civil Engineer I	1.00	46,778	0.00	0	0.00	0
Civil Engineer II	0.00	0	2.00	154,530	1.00	74,006
Civil Engineer III	3.00	304,696	3.00	309,770	4.00	417,943
Civil Engineer IV	3.00	377,791	3.00	388,238	3.00	400,226
Computer System Engineer III	2.00	176,325	1.00	90,307	1.00	96,106
Customer Support Analyst I	1.00	38,842	0.00	0	1.00	49,275
Customer Support Analyst II	1.00	43,062	2.00	108,192	1.00	47,882
Deputy Director of Public Works	1.00	135,704	1.00	137,704	1.00	141,862
Drafting Technician II	1.00	68,856	1.00	72,272	1.00	77,530
Electrician Water & Sewer Operations	1.00	59,162	0.00	0	0.00	0
Engineering Associate II	2.00	121,312	1.00	73,799	1.00	79,103
Engineering Associate III	0.00	0	1.00	57,138	1.00	61,942
Engineering Associate IV	1.00	66,958	1.00	70,337	1.00	75,537
Environmental Chemist	1.00	54,388	1.00	57,516	1.00	62,331
Equipment Repair Specialist	1.00	47,478	1.00	50,468	1.00	47,478
GIS Coordinator	1.00	88,723	1.00	92,537	1.00	98,403
Instrumentation Technician	1.00	68,881	1.00	72,299	1.00	77,558
Laboratory Technician	4.00	209,812	4.00	222,168	4.00	234,408
Management Assistant II	3.00	218,170	2.00	153,436	2.00	171,105
Permits Review Supervisor	1.00	88,368	1.00	92,175	1.00	66,740
Plant Operations Manager	2.00	155,086	1.00	71,665	2.00	153,769

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF WATER AND SEWER

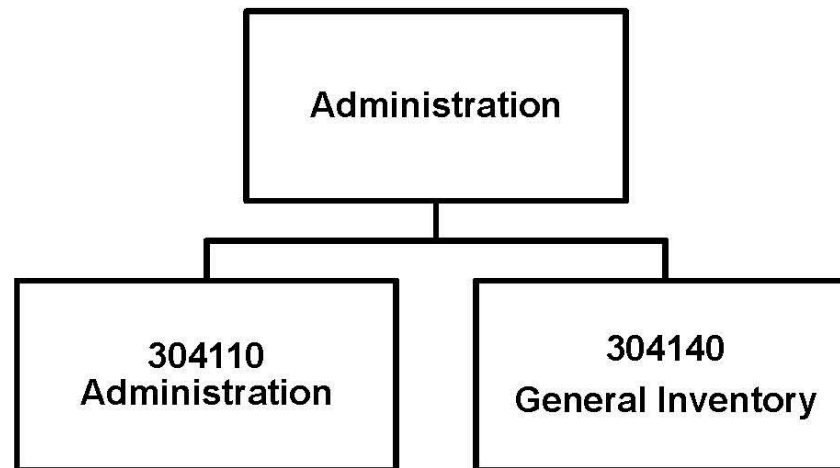
POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Plant Operator (Water/Wastewater)	22.00	1,192,359	20.00	1,221,215	20.00	1,311,378
Plant Operator Trainee I (Water/Wastewater)	1.00	33,824	7.00	286,784	6.00	262,044
Plant Operator Trainee II (Water/Wastewater)	6.00	231,965	4.00	180,611	6.00	292,995
Plant Superintendent Water & Sewer	3.00	324,370	2.00	211,900	1.00	122,570
Pretreatment Inspector	1.00	54,978	1.00	58,118	0.00	0
Process Engineer	1.00	103,007	1.00	107,107	1.00	113,410
Senior Computer Engineer	0.00	0	1.00	93,625	1.00	89,789
Senior Electrician Water & Sewer	1.00	71,380	2.00	140,250	2.00	150,637
Senior Instrumentation Technician	2.00	143,061	2.00	150,001	2.00	160,682
Senior Laboratory Technician	2.00	118,912	2.00	125,370	2.00	131,129
Senior Plant Operator	3.00	229,889	3.00	242,974	4.00	327,753
Senior Water/Wastewater Facility Mechanic	4.00	281,280	3.00	220,722	3.00	235,584
Shift Supervisor/Plant Operations	7.00	478,440	6.00	408,280	5.00	350,978
Storekeeper	1.00	38,152	1.00	40,955	1.00	45,274
Superintendent of Laboratories	1.00	92,893	1.00	96,791	1.00	116,390
Superintendent of Water & Sewer Facilities	1.00	89,411	1.00	93,239	1.00	99,126
Water & Sewer Facilities Maintenance Specialist	1.00	80,708	1.00	84,362	1.00	89,983
Water & Sewer Utility Crew Chief	6.00	332,866	6.00	376,588	6.00	417,541
Water & Sewer Utility Technician I	3.00	188,109	3.00	155,824	3.00	169,770
Water & Sewer Utility Technician II	1.00	57,040	1.00	60,221	1.00	65,118
Water & Sewer Utility Technician III	1.00	79,765	1.00	83,399	1.00	88,991
Water & Sewer Utility Worker I	4.00	128,360	6.00	246,168	3.00	110,515
Water & Sewer Utility Worker II	5.00	174,351	6.50	288,203	10.00	477,528
Water & Sewer Utility Worker III (Certified)	2.00	84,801	3.00	150,035	3.00	160,728
Water & Sewer Utility Worker III (Non-Certified)	8.00	335,015	7.50	354,587	7.00	365,318
Water & Sewer Utility Worker IV	6.00	275,279	3.00	159,892	3.00	173,959
Water/Wastewater Facility Mechanic	11.00	595,481	10.00	588,783	9.00	550,107
Water/Wastewater Facility Mechanic Trainee	1.00	57,000	2.00	96,217	2.00	96,531
Water Meter Mechanic I	3.00	101,472	4.00	150,423	3.00	128,666
Water Meter Mechanic II	4.00	187,727	4.00	211,527	3.00	154,404
Water Meter Technician I	2.00	116,271	1.00	56,480	3.00	185,011
Water Meter Technician II	2.00	121,448	1.00	75,985	2.00	142,964
Water Meter Technician III	0.00	0	1.00	55,905	0.00	0
FULL-TIME SALARIES	169.00	10,566,604	168.00	10,992,664	168.00	11,614,334

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TOTAL FULL-TIME SALARIES	169.00	10,566,604	168.00	10,992,664	168.00	11,614,334
TEMPORARY SALARIES		<u>93,313</u>		<u>93,313</u>		<u>102,170</u>
SALARY TOTAL	<u>169.00</u>	<u>10,659,917</u>	<u>168.00</u>	<u>11,085,977</u>	<u>168.00</u>	<u>11,716,504</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		1,011,611		1,162,014		1,286,563
Workers' Compensation		277,633		319,334		268,761
Health Benefits		2,966,837		2,928,802		3,054,786
PEHP		352,306		454,496		553,504
Overtime & Shift Differential		1,117,000		1,117,000		1,134,800
FICA		896,584		834,410		923,703
Miscellaneous		<u>23,660</u>		<u>28,640</u>		<u>28,780</u>
TOTAL OTHER PERSONAL SERVICES		6,645,631		6,844,696		7,250,897
TOTAL PERSONAL SERVICES	<u>169.00</u>	<u>17,305,548</u> *	<u>168.00</u>	<u>17,930,673</u>	<u>168.00</u>	<u>18,967,401</u>

*FY 20 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 22 GOALS:

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT
 TO PROVIDE RESPONSIVE & ECONOMICAL SERVICE TO CUSTOMERS
 TO PROVIDE CLEAN, AFFORDABLE WATER TO CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,061,810	1,003,299	1,136,799	1,065,150	1,065,150
20 CONTRACTUAL SERVICES	184,618	171,338	201,575	201,575	201,575
30 SUPPLIES AND MATERIALS	(69,542)	(328,015)	57,500	58,650	58,650
40 BUSINESS AND TRAVEL	22,692	30,289	31,997	34,483	34,483
50 CAPITAL OUTLAY	4,348	2,478	0	0	0
70 MISCELLANEOUS	3,149,683	3,415,207	3,457,630	3,802,099	3,802,099
GRAND TOTAL	4,353,609	4,294,596	4,885,501	5,161,957	5,161,957

FUNDING SOURCE:

51 WATER & SEWER OPERATING	4,353,609	4,294,596	4,885,501	5,161,957	5,161,957

SUMMARY BY DIVISION:

304110	BUREAU OF WATER & SEWER				
	ADMINISTRATION	4,429,339	4,628,482	4,835,501	5,111,957
304140	GENERAL INVENTORY	(75,730)	(333,886)	50,000	50,000
		4,353,609	4,294,596	4,885,501	5,161,957

PUBLIC WORKS - DIVISION OF WATER & SEWER
Bureau of Water & Sewer Administration
Index #304110, 304140

FINANCIAL NOTES:

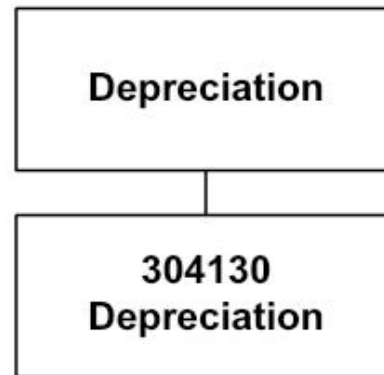
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE			
			<u>PERSONAL SERVICES decrease (\$71,649)</u>			
764,048	652,119	(111,929)	Full-time salaries			
			2,118	Salary Adjustment		
			(114,047)	Turnover		
			<u>(111,929)</u>			
	44,189	44,189	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees			
	(38,823)	(38,823)	The net result of transfers between divisions of Water and Sewer:			
44,833	50,450	5,617	Temporary Administrative position and summer clerical intern			
450	450	0	Cell Phone Reimbursement			
84,063	72,503	(11,560)	Pension/Retirement adjustments			
5,840	3,686	(2,154)	Workers Compensation			
141,898	165,824	23,926	Health Benefits are adjusted due to staff opting for changes in levels of coverage			
32,381	55,688	23,307	PEHP (Post Employment Health Plan)			
6,000	8,000	2,000	Overtime			
56,061	49,734	(6,327)	FICA adjustments			
			<u>SUPPLIES AND MATERIALS increase \$1,150</u>			
2,750	3,900	1,150	General Office supplies and Uniform Purchase increased based on actual expense history			
			<u>BUSINESS AND TRAVEL increase \$2,486</u>			
4,997	7,483	2,486	Training Seminars increased based on actual expense history			
			<u>MISCELLANEOUS increase \$344,469</u>			
3,457,630	3,802,099	344,469	Pro Rata Shares:	FY 21	FY 22	Change
			General Fund Administration	3,457,630	3,802,099	344,469

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Administration
Index #304110

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	0.00	0	0.00	0	1.00	66,435
Accountant III	1.00	120,844	1.00	125,301	0.00	0
Administrative Assistant I	1.00	56,386	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	46,920	1.00	49,316
Chief, Water & Sewer (Administration)	0.75	97,906	0.75	101,394	0.50	65,993
Customer Support Analyst I	1.00	38,842	0.00	0	1.00	49,275
Customer Support Analyst II	1.00	43,062	2.00	108,194	1.00	47,882
Deputy Director of Public Works	1.00	135,704	1.00	137,704	1.00	141,862
Engineering Associate II	1.00	70,352	1.00	73,799	1.00	79,103
Management Assistant II	1.00	75,021	1.00	78,561	1.00	84,008
Permits Review Supervisor	1.00	88,368	1.00	92,175	1.00	66,740
FULL-TIME SALARIES	8.75	726,485	8.75	764,048	8.50	650,614
TEMPORARY SALARIES		44,833		44,833		50,450
SALARY TOTAL	8.75	771,318	8.75	808,881	8.50	701,064
OTHER PERSONAL SERVICES						
Pension & Retirement		72,854		84,063		76,608
Workers' Compensation		5,147		5,840		3,809
Health Benefits		161,891		141,898		165,825
PEHP		32,381		32,381		55,688
Overtime & Shift Differential		6,000		6,000		8,000
FICA		57,693		56,061		52,376
Miscellaneous		1,365		1,675		1,780
TOTAL OTHER PERSONAL SERVICES		337,331		327,918		364,086
TOTAL PERSONAL SERVICES	8.75	1,108,649 *	8.75	1,136,799	8.50	1,065,150

*FY 20 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 22 will be \$13,965,000. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	14,084,272	0	14,200,000	13,965,000	13,965,000
GRAND TOTAL	14,084,272	0	14,200,000	13,965,000	13,965,000

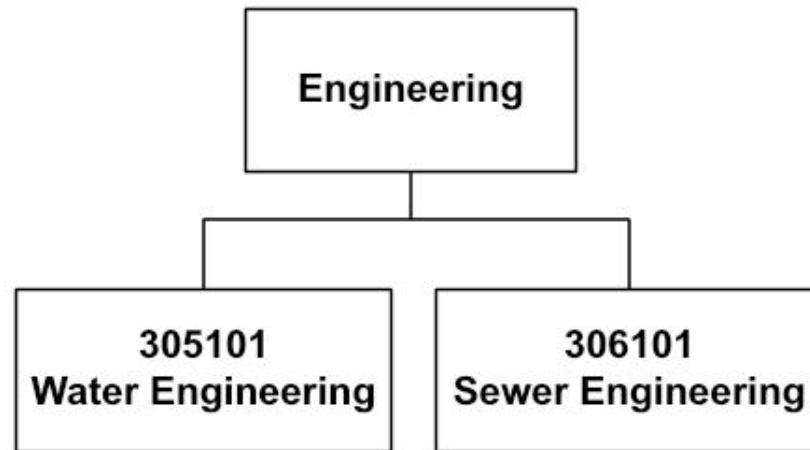
FUNDING SOURCE:

51 WATER & SEWER OPERATING	14,084,272	0	14,200,000	13,965,000	13,965,000

SUMMARY BY DIVISION:

304130 DEPRECIATION	14,084,272	0	14,200,000	13,965,000	13,965,000
GRAND TOTAL	14,084,272	0	14,200,000	13,965,000	13,965,000

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,303,985	1,245,199	1,520,788	1,672,962	1,520,788
20 CONTRACTUAL SERVICES	50,457	66,964	130,024	132,650	130,024
30 SUPPLIES AND MATERIALS	3,368	6,003	9,425	9,425	9,425
40 BUSINESS AND TRAVEL	6,025	7,368	15,300	15,300	15,300
50 CAPITAL OUTLAY	0	2,280	0	0	
GRAND TOTAL	<u>1,363,836</u>	<u>1,327,814</u>	<u>1,675,537</u>	<u>1,830,337</u>	<u>1,675,537</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>1,363,836</u>	<u>1,327,814</u>	<u>1,675,537</u>	<u>1,830,337</u>	<u>1,675,537</u>

SUMMARY BY DIVISION:

305101	WATER ENGINEERING	719,096	695,569	878,661	936,750	878,661
306101	SEWER ENGINEERING	644,740	632,245	796,876	893,588	796,876
	GRAND TOTAL	<u>1,363,836</u>	<u>1,327,814</u>	<u>1,675,537</u>	<u>1,830,337</u>	<u>1,675,537</u>

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Engineering
Index #305101, 306101

FINANCIAL NOTES:

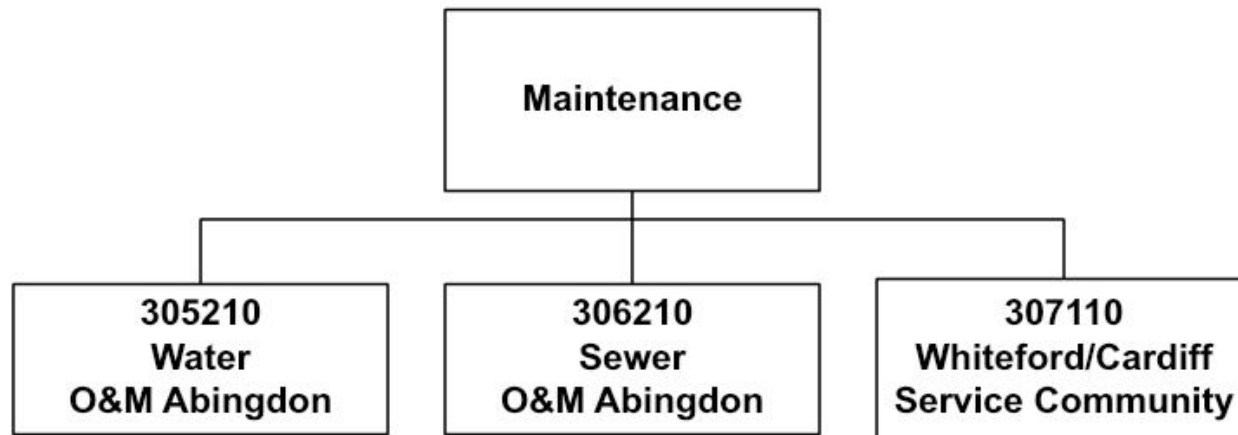
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$152,174</u>
1,102,008	1,103,160	1,152	Full-time salaries 1,152 Turnover
	69,947	69,947	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
18,000	18,000	0	Temporary Salaries - funding provides for summer interns
	38,822	38,822	The net result of transfers between divisions of Water and Sewer:
119,657	129,564	9,907	Pension/Retirement adjustments
167,452	187,071	19,619	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in coverage
24,075	25,313	1,238	PEHP (Post Employment Health Plan)
2,000	10,000	8,000	Overtime
81,875	85,266	3,391	Fica adjustments
			<u>CONTRACTUAL SERVICES increase \$2,626</u>
70,050	72,500	2,450	Data Processing Software increased based on actual expense history

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Engineering
Index #305101, 306101

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Water & Sewer	1.25	158,250	1.25	163,966	1.50	213,508
Civil Engineer I	1.00	46,778	0.00	0	0.00	0
Civil Engineer II	0.00	0	1.00	83,640	0.00	0
Civil Engineer III	3.00	304,696	3.00	309,771	4.00	417,943
Civil Engineer IV	2.00	246,565	2.00	252,347	2.00	257,169
Drafting Technician II	1.00	68,856	1.00	72,272	1.00	77,530
Engineering Associate II	0.50	25,480	0.00	0	0.00	0
Engineering Associate III	0.00	0	1.00	57,138	1.00	61,942
Engineering Associate IV	1.00	66,958	1.00	70,337	1.00	75,537
GIS Coordinator	1.00	88,723	1.00	92,537	1.00	98,403
FULL-TIME SALARIES	10.75	1,006,306	11.25	1,102,008	11.50	1,202,032
TEMPORARY SALARIES		18,000		18,000		18,000
SALARY TOTAL	10.75	1,024,306	11.25	1,120,008	11.50	1,220,032
OTHER PERSONAL SERVICES						
Pension & Retirement		99,545		119,657		136,170
Workers' Compensation		3,626		4,146		4,434
Health Benefits		155,857		167,452		187,071
PEHP		19,429		24,075		25,313
Overtime & Shift Differential		2,000		2,000		10,000
FICA		77,074		81,875		88,332
Miscellaneous		1,505		1,575		1,610
TOTAL OTHER PERSONAL SERVICES		359,036		400,780		452,930
TOTAL PERSONAL SERVICES	10.75	1,383,342 *	11.25	1,520,788	11.50	1,672,962

*FY 20 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.

FY 22 GOALS:

TO PROVIDE RESPONSIVE, AND ECONOMICAL SERVICE TO OUR CUSTOMERS
TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,105,738	5,131,642	5,619,579	6,037,430	5,619,579
20 CONTRACTUAL SERVICES	699,846	713,454	1,420,630	1,479,330	1,420,630
30 SUPPLIES AND MATERIALS	568,164	784,855	1,172,475	1,181,475	1,172,475
40 BUSINESS AND TRAVEL	273,985	296,034	435,300	435,400	435,300
50 CAPITAL OUTLAY	44,128	87,135	159,800	496,800	159,800
70 MISCELLANEOUS	81,600	180,000	210,000	156,000	210,000
GRAND TOTAL	<u>6,773,461</u>	<u>7,193,119</u>	<u>9,017,784</u>	<u>9,786,435</u>	<u>9,017,784</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>6,773,461</u>	<u>7,193,119</u>	<u>9,017,784</u>	<u>9,786,435</u>	<u>9,017,784</u>

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY DIVISION:						
305210	WATER O & M ABINGDON	4,070,528	4,360,763	5,357,863	5,649,232	5,357,863
306210	SEWER O & M ABINGDON	2,621,333	2,652,357	3,443,272	3,974,552	3,443,271
307110	SEWER WHITEFORD/CARDIFF SERVICE COMMUNITY	81,600	180,000	216,650	162,650	216,650
GRAND TOTAL		6,773,461	7,193,119	9,017,784	9,786,435	9,017,784

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$417,851</u>
3,336,605	3,356,077	19,472	Full-time salaries
			29,877 Salary adjustments
			(10,405) Staff Turnover
			<u>19,472</u>
	308,608	308,608	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
12,480	6,720	(5,760)	Temporary salary for summer interns, clerical, laborer and engineering aide
	3,217	3,217	The net result of transfers between divisions of Water and Sewer:
350,344	369,522	19,178	Pension/Retirement adjustments
107,269	85,518	(21,751)	Workers' Compensation adjustments

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES continued</u>
1,038,949	1,089,734	50,785	Health Benefits are adjusted due to staff opting for changes in levels of coverage
160,500	175,500	15,000	PEHP (Post Employment Health Plan)
326,000	326,000	0	Overtime - for emergency utility crews to cover 24 hour operations
254,172	283,274	29,102	Fica adjustments
			<u>CONTRACTUAL SERVICES increase \$58,700</u>
110,000	115,000	5,000	County facility repairs increase based on actual expense history
238,000	268,000	30,000	Utility line maintenance increase based on actual expense history
0	10,000	10,000	Generator Repair and maintenance increased for needed repair to large Generator at the Maintenance shop
96,000	109,000	13,000	Operating Equipment Services, and Other Service increased on actual expense history
			<u>SUPPLIES AND MATERIALS increase \$9,000</u>
48,400	57,200	8,800	Duplicating Machine supplies, Meals, Equipment Repair parts, Audio Visual supplies, Paint and Bricks, Blocks increase based on actual expense history
			<u>BUSINESS AND TRAVEL increase \$100</u>
400	500	100	Parking and Tolls increase based on actual expense history
			<u>EQUIPMENT increase \$337,000</u>
50,000	45,000	(5,000)	Electronic Process Control Equipment increase based on needed equipment for meter reading offset by one time purchase of utility vehicle during FY 21
7,000	16,000	9,000	Saws, Tampers and Other increase based on actual expense history
12,000	345,000	333,000	Other Equipment increase for one time purchase of remote controlled sewer inspection camera

PUBLIC WORKS - DIVISION OF WATER AND SEWER

Bureau of Water & Sewer Maintenance

Index #305210, 306210, 307110

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>MISCELLANEOUS decrease (\$54,000)</u>
6,000	6,000	0	Payments to Other Government Agencies - provided for any MDE fines
204,000	150,000	(54,000)	Payment to Other Government Agencies for Services - payments to Delta Borough for treatment of waste, as required by the inter-state agreement, decreased due to overpayment in FY 20

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Maintenance
Index #305210, 306210

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	4.00	211,621	4.00	224,012	4.00	243,091
Assistant Storekeeper	0.00	0	0.00	0	0.00	0
Assistant Superintendent	3.00	222,763	3.00	240,839	3.00	259,321
Chief, Water & Sewer	1.10	125,500	1.00	117,383	1.00	123,994
Civil Engineer IV	1.00	131,226	1.00	135,891	1.00	143,058
Engineer Associate II	0.50	25,480	0.00	0	0.00	0
Equipment Repair Specialist	1.00	47,478	1.00	50,468	1.00	47,478
Management Assistant II	1.00	71,406	1.00	74,874	1.00	87,097
Storekeeper	1.00	38,152	1.00	40,955	1.00	45,274
Superintendent of Water & Sewer Facilities	1.00	89,411	1.00	93,239	1.00	99,126
Water & Sewer Facilities Maintenance Specialist	1.00	80,708	1.00	84,362	1.00	89,983
Water & Sewer Utility Crew Chief	6.00	332,866	6.00	376,588	6.00	417,541
Water & Sewer Utility Technician I	3.00	188,109	3.00	155,824	3.00	169,770
Water & Sewer Utility Technician II	1.00	57,040	1.00	60,221	1.00	65,118
Water & Sewer Utility Technician III	1.00	79,765	1.00	83,399	1.00	88,991
Water & Sewer Utility Worker I	4.00	128,360	6.00	246,168	3.00	110,515
Water & Sewer Utility Worker II	5.00	174,351	6.50	288,202	10.00	477,528
Water & Sewer Utility Worker III (Certified)	2.00	84,801	3.00	150,035	3.00	160,728
Water & Sewer Utility Worker III (Non Certified)	6.00	237,193	4.50	203,933	4.00	200,875
Water & Sewer Utility Worker IV	6.00	275,279	3.00	159,892	3.00	173,959
Water Meter Mechanic I	3.00	101,472	4.00	150,423	3.00	128,666
Water Meter Mechanic II	4.00	187,727	4.00	211,527	3.00	154,404
Water Meter Technician I	2.00	119,870	1.00	56,480	3.00	185,011
Water Meter Technician II	2.00	117,849	2.00	131,890	2.00	142,964
FULL-TIME SALARIES	59.60	3,128,427	59.00	3,336,605	59.00	3,614,493
TEMPORARY SALARIES		12,480		12,480		6,720
SALARY TOTAL	59.60	3,140,907	59.00	3,349,085	59.00	3,621,213

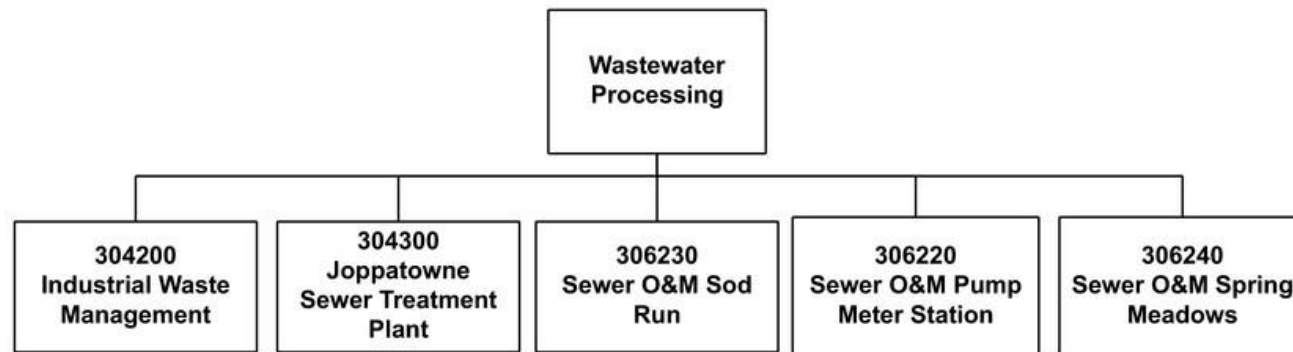
DIVISION STAFF SUMMARY
Bureau of Water & Sewer Maintenance
Index #305210, 306210

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		297,201		350,344		397,594
Workers' Compensation		87,508		107,269		92,118
Health Benefits		1,016,991		1,038,949		1,089,734
PEHP		129,525		160,500		175,500
Overtime & Shift Differential		351,000		351,000		351,000
FICA		266,307		254,172		302,011
Miscellaneous		8,344		8,260		8,260
TOTAL OTHER PERSONAL SERVICES		2,156,876		2,270,494		2,416,217
TOTAL PERSONAL SERVICES	59.60	5,297,783 *	59.00	5,619,579	59.00	6,037,430

*FY 20 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 45,000 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 sludge and residuals. Utilizing three County-owned plants, wastewater is processed to discharge a quality effluent that protects 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 55 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 22 GOALS:

TO PROVIDE RESPONSIVE, AND ECONOMICAL SERVICE TO OUR CUSTOMERS
 TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,503,081	5,431,385	6,095,635	6,477,007	6,095,635
20 CONTRACTUAL SERVICES	5,069,597	4,266,606	6,966,560	6,926,805	6,966,560
30 SUPPLIES AND MATERIALS	2,059,560	2,383,566	2,193,120	2,234,620	2,193,120
40 BUSINESS AND TRAVEL	211,823	180,855	301,100	328,171	301,100
50 CAPITAL OUTLAY	395,782	1,003,989	933,250	910,250	933,250
70 MISCELLANEOUS	20,721	18,615	43,200	43,200	43,200
GRAND TOTAL	<u>13,260,564</u>	<u>13,285,016</u>	<u>16,532,865</u>	<u>16,920,053</u>	<u>16,532,865</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>13,260,564</u>	<u>13,285,016</u>	<u>16,532,865</u>	<u>16,920,053</u>	<u>16,532,865</u>

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
304200	INDUSTRIAL WASTE MANAGEMENT	199,300	205,608	183,343	121,999	183,343
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	640,002	562,495	968,655	1,124,053	968,655
306220	SEWER O & M PUMP/METER STATIONS	2,594,932	2,416,346	3,531,656	3,586,788	3,531,656
306230	SEWER O & M SOD RUN	9,728,306	9,992,019	11,687,074	11,943,623	11,687,073
306240	SEWER O & M SPRING MEADOW	98,024	108,547	162,138	143,590	162,138
GRAND TOTAL		13,260,564	13,285,016	16,532,865	16,920,053	16,532,865

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$381,372</u>
3,643,489	3,686,476	42,987	Full-time salaries
			49,984 Salary adjustments
			(6,997)
			<u>42,987</u>
9,000	9,000	0	Temporary salaries
	303,684	303,684	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
	(30,869)	(30,869)	The net result of transfers between divisions of Water and Sewer:
3,060	3,060	0	Cell Phone Reimbursements
382,566	402,116	19,550	Pension/Retirement adjustments
130,780	103,934	(26,846)	Workers' Compensation adjustments
1,027,553	1,047,532	19,979	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES continued</u>
153,759	186,977	33,218	PEHP (Post Employment Health Plan)
422,000	429,000	7,000	Overtime adjusted based on actual expense history
37,500	38,300	800	Shift differential
278,284	290,097	11,813	Fica adjustments
			<u>CONTRACTUAL SERVICES decrease (39,755)</u>
3,928,750	3,739,495	(189,255)	Electricity and County Facility Repair reduced and funding moved to Other Professional Services
0	125,500	125,500	Generator Maintenance increased for anticipated repairs to aging equipment
2,060,800	2,084,800	24,000	Other Professional Services increase for things like lab testing and instrument techs and calibrating based on actual expense history
			<u>SUPPLIES AND MATERIALS increase \$41,500</u>
671,600	698,600	27,000	Equipment Repair parts and Laboratory Supplies increased based on actual expense history
15,000	23,500	8,500	Computer Software and Computer Hardware increase due to new safety data regulatory software and replacement of computer processing equipment
39,000	45,000	6,000	Diesel fuel and Oil and Lubricants increase based on actual expense history
			<u>BUSINESS AND TRAVEL increase \$27,071</u>
14,450	41,521	27,071	Training Seminars increase due to additional management training
			<u>EQUIPMENT decrease (\$23,000)</u>
436,200	321,200	(115,000)	Generator Maintenance and Lab Equipment decrease to move funding to Other Equipment
142,900	234,900	92,000	Other Equipment increased to purchase portable load tester for generator capacity and functionality

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	127,767	2.00	134,403	2.00	144,615
Administrative Specialist II	0.00	0	0.50	40,800	0.50	43,075
Assistant Superintendent	2.90	290,728	2.00	204,065	2.00	226,163
Central Stores Manager	1.00	54,000	1.00	57,120	1.00	59,781
Chief, Water & Sewer	0.60	74,513	0.70	90,099	0.70	94,965
Civil Engineer II	0.00	0	0.00	0	1.00	74,006
Computer System Engineer II	0.00	0	1.00	70,890	0.00	0
Computer System Engineer III	1.00	89,789	0.00	0	0.00	0
Electrician Water & Sewer Operations	1.00	59,162	0.00	0	0.00	0
Environmental Chemist	0.50	27,194	0.50	28,758	0.50	31,166
Instrumentation Technician	1.00	68,881	1.00	72,299	1.00	77,558
Laboratory Technician	2.80	148,956	2.80	157,647	2.70	156,823
Management Assistant II	1.00	71,743	0.00	0	0.00	0
Plant Operations Manager	1.50	120,956	0.50	35,833	1.50	115,316
Plant Operator (Water/Wastewater)	11.00	656,384	10.00	630,662	10.00	674,348
Plant Operator Trainee I (Water/Wastewater)	0.00	0	4.00	167,280	2.00	93,730
Plant Operator Trainee II (Water/Wastewater)	4.00	155,765	3.00	140,742	6.00	292,995
Plant Superintendent Water & Sewer	1.85	194,998	1.00	101,698	1.00	122,570
Pretreatment Inspector	1.00	54,978	1.00	58,118	0.00	0
Senior Computer Engineer	0.00	0	1.00	93,625	1.00	89,789
Senior Electrician Water & Sewer	0.70	49,966	1.70	117,795	1.70	126,582
Senior Instrumentation Technician	1.30	93,379	1.30	97,898	1.30	104,853
Senior Lab Technician	0.75	45,235	0.75	47,670	1.25	78,360
Senior Plant Operator	2.00	149,493	2.00	158,930	2.00	169,837
Senior Water/Wastewater Facility Mechanic	2.85	198,046	2.85	208,758	2.85	222,797
Shift Supervisor/Plant Operations	4.00	283,949	3.00	212,520	3.00	208,290
Superintendent of Laboratories	1.00	92,893	1.00	96,791	1.00	116,390
Water & Sewer Utility Worker III (Non Certified)	2.00	97,822	3.00	150,654	3.00	164,444
Water/Wastewater Facility Mechanic	8.00	416,891	6.00	372,217	5.00	321,114
Water/Wastewater Facility Mechanic Trainee	1.00	57,000	2.00	96,217	2.00	96,531
FULL-TIME SALARIES	56.75	3,680,488	55.60	3,643,489	56.00	3,906,098

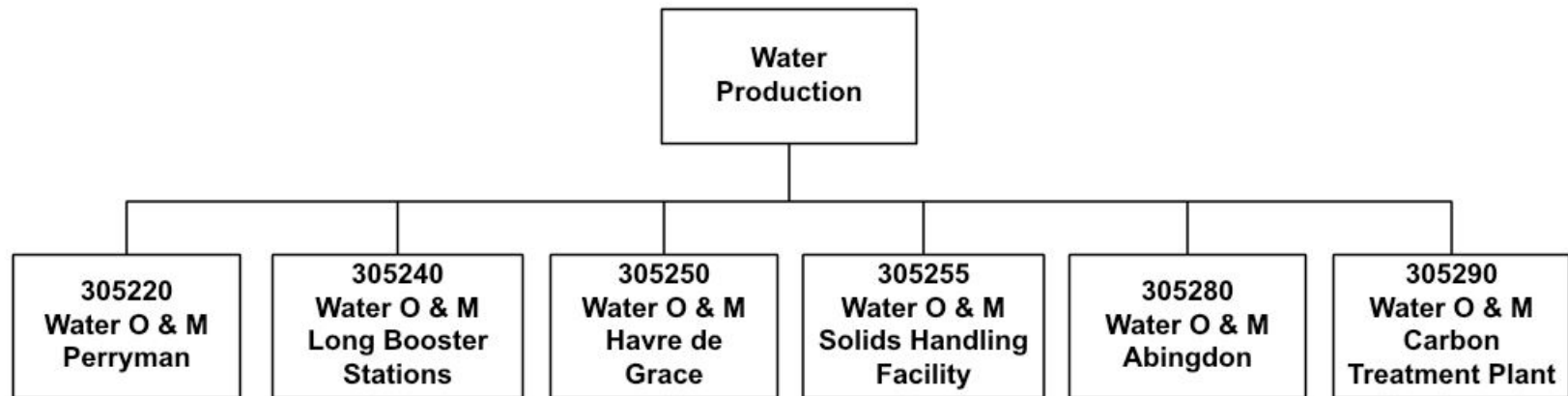
DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		9,000		9,000		9,000
SALARY TOTAL	<u>56.75</u>	<u>3,689,488</u>	<u>55.60</u>	<u>3,652,489</u>	<u>56.00</u>	<u>3,915,098</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		349,646		382,566		429,671
Workers' Compensation		120,872		130,780		111,189
Health Benefits		1,074,639		1,027,553		1,047,531
PEHP		100,770		153,759		186,977
Overtime & Shift Differential		459,500		459,500		467,300
FICA		317,187		278,284		308,481
Miscellaneous		7,805		10,704		10,760
TOTAL OTHER PERSONAL SERVICES		<u>2,430,419</u>		<u>2,443,146</u>		<u>2,561,909</u>
TOTAL PERSONAL SERVICES	<u>56.75</u>	<u>6,119,907</u> *	<u>55.60</u>	<u>6,095,635</u>	<u>56.00</u>	<u>6,477,007</u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amount

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 45,000 customer connections (estimated over 130,000 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. 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 22 GOALS:

TO PROVIDE CLEAN, AFFORDABLE WATER TO CUSTOMERS
 TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,066,582	3,006,644	3,557,872	3,714,851	3,557,872
20 CONTRACTUAL SERVICES	2,662,140	1,992,597	4,861,009	4,676,358	4,861,009
30 SUPPLIES AND MATERIALS	1,187,319	1,340,629	1,537,600	1,579,190	1,537,600
40 BUSINESS AND TRAVEL	34,521	32,331	88,700	115,921	88,700
50 CAPITAL OUTLAY	117,833	483,626	464,500	627,170	464,500
70 MISCELLANEOUS	0	0	30,000	30,000	30,000
GRAND TOTAL	7,068,395	6,855,827	10,539,681	10,743,490	10,539,681

FUNDING SOURCE:

51 WATER & SEWER OPERATING					
	7,068,395	6,855,827	10,539,681	10,743,490	10,539,681

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY DIVISION:						
305220	WATER O & M PERRYMAN	773,886	690,208	1,074,723	1,241,205	1,074,723
305240	WATER O & M LONG BOOSTER STATIONS	509,794	426,370	951,715	996,468	951,715
305250	WATER O & M HAVRE DE GRACE	389,473	357,122	817,902	939,679	817,902
305255	WATER O & M SOLIDS HANDLING FACILITY	16,964	6,730	125,250	125,250	125,250
305280	WATER O & M ABINGDON	5,370,212	5,360,047	7,531,590	7,383,389	7,531,591
305290	WATER O & M CARBON TREATMENT PLANT	8,066	15,349	38,500	57,500	38,500
	GRAND TOTAL	7,068,395	6,855,827	10,539,681	10,743,490	10,539,681

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$156,979</u>
2,146,514	2,100,003	(46,511)	Full-time salaries
			11,781 Salary adjustments
			<u>(58,292) Staff Turnover</u>
			<u>(46,511)</u>
9,000	18,000	9,000	Temporary salaries
	168,330	168,330	FY 22 merit increase of \$3,000 and COLA of 3% to all eligible employees
	2,137	2,137	The net result of transfers between divisions of Water and Sewer:
1,750	1,750	0	Cell Phone Reimbursement
225,384	231,235	5,851	Pension adjustments
71,300	53,625	(17,675)	Workers' Compensation adjustments
552,949	564,664	11,715	Health Benefits are adjusted due to staff opting for changes in levels of coverage

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES (cont'd)</u>
83,781	110,026	26,245	PEHP (Post Employment Health Plan)
262,000	262,000	0	Overtime
164,018	162,001	(2,017)	Fica adjustments
			<u>CONTRACTUAL SERVICES decrease (\$184,651)</u>
1,657,425	1,372,884	(284,541)	Electricity decreased based on actual expense history
966,200	1,068,200	102,000	County Facility Repairs & Renovations - renovation of pumps and valves, roof repairs, commercial feeder lines, HVAC updates and repairs, gate repairs, vault repairs, paving and flooring etc
0	85,500	85,500	Generator Maintenance increase due to aging generators
1,375,300	1,286,300	(89,000)	Other Professional Services reduction in overall expenses offset slightly due to 2 Instrumentation Technicians and 2 Electrical Apprentices to ensure succession planning, Lab/instrument testing
			<u>SUPPLIES AND MATERIALS increase \$41,590</u>
1,100,400	1,127,490	27,090	Chemicals increased for addition of Caustic Soda for AWTP ph backup system
4,500	7,500	3,000	Medical Supplies increase based on anticipated expenses
10,000	21,000	11,000	Computer software and hardware increased for purchase of 2 tough books and 4 iPads for field work additional hardware for these

PUBLIC WORKS - DIVISION OF WATER AND SEWER Bureau of Water & Sewer Operations - Water Production Index #305220, 305240, 305250, 305255, 305280, 305290

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>BUSINESS AND TRAVEL</u> increase \$27,221
15,600	42,821	27,221	In-house training and Training Seminars increased for Management Training
			<u>EQUIPMENT</u> increase \$162,670
39,500	30,000	(9,500)	W & S Wells and Well Development decreased based on new projections
25,000	125,000	100,000	Electric Process Control increased for SCADA equipment upgrade
77,900	50,900	(27,000)	Pump replacements decrease based on anticipated expenses
6,000	106,000	100,000	Flow Meter increase to replace outdated flow tubes with new compatible equipment
235,500	234,670	(830)	Lab Equipment and Other Equipment decrease based on actual expense history
			<u>MISCELLANEOUS</u> no change for FY 21
30,000	30,000	0	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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	56,644	1.50	101,637	1.50	107,776
Assistant Superintendent	1.10	112,518	1.00	106,080	2.00	197,842
Central Stores Manager	1.00	49,900	1.00	52,938	1.00	57,680
Chief Water & Sewer	0.30	37,257	0.30	38,614	0.30	40,699
Computer System Engineer III	1.00	86,536	1.00	90,307	1.00	96,106
Environmental Chemist	0.50	27,194	0.50	28,758	0.50	31,166
Laboratory Technician	1.20	60,856	1.20	64,521	1.30	77,586
Plant Operations Manager	0.50	34,130	0.50	35,833	0.50	38,452
Plant Operator Water/Wastewater	11.00	535,976	10.00	590,553	10.00	637,029
Plant Operator Trainee I Water/Wastewater	1.00	33,824	3.00	119,504	4.00	168,314
Plant Operator Trainee II Water/Wastewater	2.00	76,200	1.00	39,870	0.00	0
Plant Superintendent Water & Sewer	1.15	129,372	1.00	110,202	0.00	0
Process Engineer	1.00	103,007	1.00	107,107	1.00	113,410
Senior Electrician Water & Sewer	0.30	21,414	0.30	22,454	0.30	24,055
Senior Instrumentation Technician	0.70	49,682	0.70	52,103	0.70	55,829
Senior Laboratory Technician	1.25	73,677	1.25	77,700	0.75	52,769
Senior Plant Operator	1.00	80,396	1.00	84,044	2.00	157,917
Senior Water/Wastewater Facility Mechanic	1.15	83,233	0.15	11,964	0.15	12,787
Shift Supervisor/Plant Operations	3.00	194,491	3.00	195,760	2.00	142,688
Water/Wastewater Facility Mechanic	3.00	178,590	4.00	216,565	4.00	228,993
FULL-TIME SALARIES	33.15	2,024,897	33.40	2,146,514	33.00	2,241,098
TEMPORARY SALARIES		9,000		9,000		18,000
SALARY TOTAL	33.15	2,033,897	33.40	2,155,514	33.00	2,259,098

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305280

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		192,365		225,384		246,521
Workers' Compensation		60,480		71,300		57,211
Health Benefits		557,461		552,949		564,623
PEHP		70,201		83,781		110,026
Overtime & Shift Differential		298,500		298,500		298,500
FICA		178,322		164,018		172,502
Miscellaneous		4,641		6,426		6,370
TOTAL OTHER PERSONAL SERVICES		1,361,970		1,402,358		1,455,753
TOTAL PERSONAL SERVICES	33.15	3,395,687 *	33.40	3,557,872	33.00	3,714,851

*FY 20 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 2019	Actual 2020	Enacted 2021	Estimated 2022
<u>Input:</u>				
Expenditures for wastewater processing	\$13,260,564	\$13,285,016	\$16,532,865	\$16,920,053
<u>Output:</u>				
Millions of gallons treated	5,229	4,402	4,477	4,730
Cost per million gallons of treated	\$2,536	\$3,018	\$3,693	\$3,577
<u>Outcome:</u>				
Permit Parameters				
Total Suspended Solids (TSS)	<=30 mg/l	<=30 mg/l	<=30 mg/l	<=30 mg/l
Biological Oxygen Demand (BOD)	<=30 mg/l	<=30 mg/l	<=30 mg/l	<=30 mg/l
Total Phosphorus (TP)	<=0.30 mg/l	<=0.30 mg/l	<=0.30 mg/l	<=0.30 mg/l
Total Nitrogen (TN)	<=4.0 mg/l	<=4.0 mg/l	<=4.0 mg/l	<=4.0 mg/l
Harford County Averages				
Average concentration TSS achieved	2.3	3	3.0	3.0
Average concentration of BOD achieved	2.8	3	4.0	3.0
Average concentration of TP achieved	0.2	0.2	0.2	0.2
Average concentration of TN achieved	2.1	2.1	2.4	2.4

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

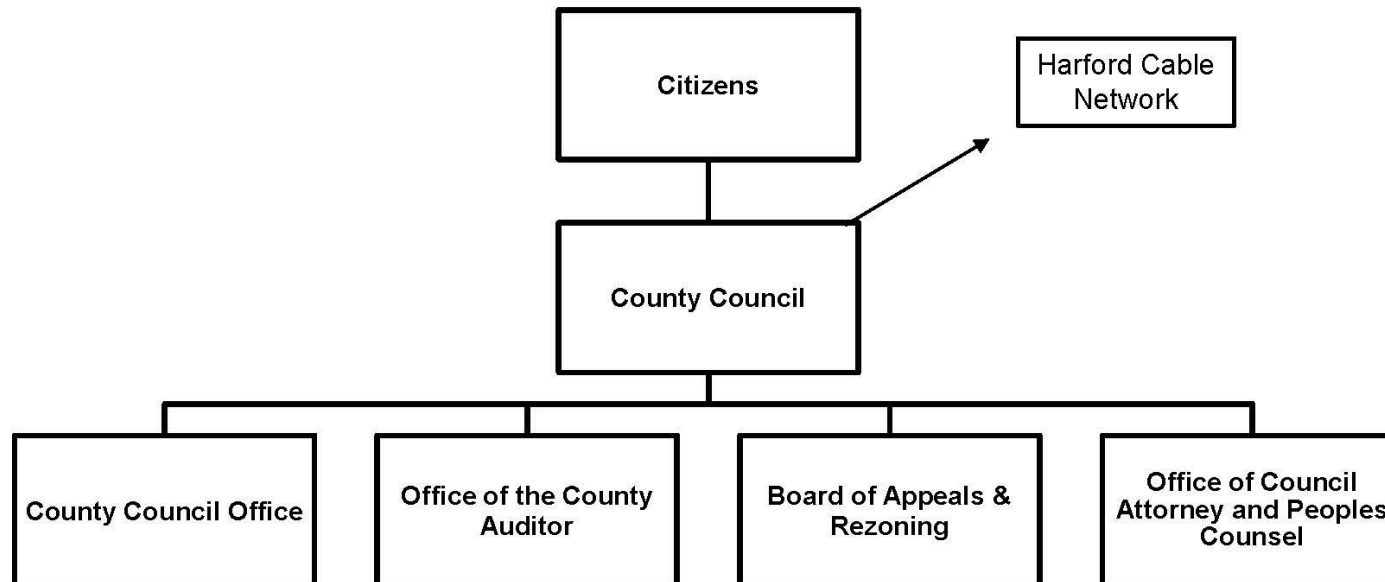
III. Strengthening Our Communities

Measure	Actual 2019	Actual 2020	Enacted 2021	Estimated 2022
<u>Input:</u>				
Expenditures for water production	\$7,068,395	\$6,855,827	\$10,539,681	\$10,743,491
<u>Output:</u>				
Millions of gallons of water produced	4,560	4,729	4,741	4,937
Cost per million gallons produced	\$1,550	\$1,450	\$2,223	\$2,176
<u>Outcome:</u>				
Federal and State goal for water turbidity	<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
Average water turbidity	0.037 ntu	0.045 ntu	0.038 ntu	0.040 ntu
Number of days when turbidity failed to meet standard	0	0	0	0
Federal, State and Harford County goal for chlorine level	<4 mg/l	<4 mg/l	<4 mg/l	<4 mg/l
Average chlorine level	1.7 mg/l	1.7 mg/l	1.7 mg/l	1.7 mg/l
Number of days when chlorine content failed to meet standard	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.

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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,624,329	\$2,664,171	2,830,582	3,007,791	3,007,791
20 CONTRACTUAL SERVICES	273,546	\$334,233	548,369	548,589	548,589
30 SUPPLIES AND MATERIALS	26,960	\$22,123	45,175	44,875	44,875
40 BUSINESS AND TRAVEL	44,139	\$44,777	84,209	84,209	84,209
50 CAPITAL OUTLAY	20,160	\$960	20,191	20,191	20,191
GRAND TOTAL	<u>2,989,134</u>	<u>\$3,066,265</u>	<u>3,528,526</u>	<u>3,705,655</u>	<u>3,705,655</u>

SUMMARY BY FUND:

11 GENERAL	<u>2,989,134</u>	<u>\$3,066,265</u>	<u>3,528,526</u>	<u>3,705,655</u>	<u>3,705,655</u>
GRAND TOTAL	<u>2,989,134</u>	<u>\$3,066,265</u>	<u>3,528,526</u>	<u>3,705,655</u>	<u>3,705,655</u>

SUMMARY BY DIVISION:

401000	COUNTY COUNCIL OFFICE	1,444,094	\$1,490,750	1,648,098	1,747,069	1,747,069
402000	OFFICE OF THE COUNTY AUDITOR	430,023	\$444,052	502,226	525,604	525,604
404000	BOARD OF APPEALS & REZONING	140,316	\$148,029	184,881	192,464	192,464
405000	OFFICE OF COUNCIL ATTY/COUNSEL	219,409	\$214,081	320,675	330,733	330,733
406000	HARFORD CABLE NETWORK	<u>755,293</u>	<u>\$769,352</u>	<u>872,646</u>	<u>909,785</u>	<u>909,785</u>
GRAND TOTAL		<u>2,989,134</u>	<u>\$3,066,264</u>	<u>3,528,526</u>	<u>3,705,655</u>	<u>3,705,655</u>

COUNTY COUNCIL

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$177,209</u>
1,815,348	1,815,348	0	Full-time salaries
	148,809	148,809	FY 22 merit increase of \$3,000 plus 3% COLA for eligible employees and legislative salary increases for Council President and Council Members
11,200	11,200	0	Temporary Salaries - provides for summer intern for County Auditor and County Council Office
190,612	199,688	9,076	Pension adjustments
496,656	511,127	14,471	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
17,554	14,487	(3,067)	Workers' Compensation Adjustment
154,080	162,000	7,920	PEHP (Post Employment Health Plan)
			<u>CONTRACTUAL SERVICES increase \$220</u>
548,369	548,589	220	Reallocated funds as requested by the County Council from general office supplies to fax services
			<u>SUPPLIES AND MATERIALS decrease (\$300)</u>
45,175	44,875	(300)	Reallocated funds as requested by the County Council to fax services

COUNTY COUNCIL

FINANCIAL NOTES:

FY 20	FY 21	CHANGE	EXPLANATION OF INCREASE/DECREASE
84,209	84,209	0	<u>BUSINESS AND TRAVEL no change in funding over FY 21</u> Funds provide for mileage, parking and tolls, and professional books as requested by the County Council
20,191	20,191	0	<u>EQUIPMENT no change in funding over FY 21</u> Funds provide for equipment as requested by the County Council

**DEPARTMENT STAFF SUMMARY
COUNTY COUNCIL**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	50,668	1.00	53,721	1.00	58,423
Administrative Specialist II	2.00	125,465	2.00	132,054	2.00	142,196
Auditor I	1.00	53,168	1.00	56,271	1.00	61,050
Auditor II	1.00	79,256	1.00	82,881	1.00	88,458
Broadcast Technician	1.00	43,334	1.00	46,241	1.00	50,718
Council Administrator	1.00	92,502	1.00	96,392	1.00	102,374
Council Attorney	1.00	140,578	1.00	145,430	1.00	152,882
County Auditor	1.00	114,355	1.00	118,682	1.00	125,333
Council Members	6.00	261,000	6.00	266,964	6.00	270,600
Executive Director, HCN	1.00	102,037	1.00	106,118	1.00	112,391
Legislative Aide	7.00	328,468	7.00	349,317	7.00	392,714
Legislative Aide to President	1.00	56,900	1.00	60,078	1.00	64,970
Management Assistant II	1.00	81,179	1.00	84,843	1.00	90,478
President of Council	1.00	47,000	1.00	48,074	1.00	48,729
Producer Manager, HCN	1.00	104,099	1.00	108,221	1.00	114,558
Production Supervisor, HCN	1.00	56,883	1.00	60,061	1.00	64,952
TOTAL FULL-TIME SALARIES	28.00	1,736,892	28.00	1,815,348	28.00	1,940,826

**DEPARTMENT STAFF SUMMARY
COUNTY COUNCIL**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		5,200		11,200		11,200
SALARY TOTAL	<u>28.00</u>	<u>1,742,092</u>	<u>28.00</u>	<u>1,826,548</u>	<u>28.00</u>	<u>1,952,026</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		165,005		190,612		213,491
Workers' Compensation		14,462		17,554		15,290
Health Benefits		488,639		496,656		511,127
PEHP		129,510		154,080		162,000
FICA		137,681		137,192		145,918
Miscellaneous		3,920		7,940		7,940
TOTAL OTHER PERSONAL SERVICES		<u>939,217</u>		<u>1,004,034</u>		<u>1,055,766</u>
TOTAL PERSONAL SERVICES	<u>28.00</u>	<u>2,681,309</u>	<u>28.00</u>	<u>2,830,582</u>	<u>28.00</u>	<u>3,007,792</u>

*FY 20 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 22 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 TECHNOLOGY 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,388,915	1,442,454	1,547,318	1,646,369	1,646,369
20 CONTRACTUAL SERVICES	5,238	4,528	7,080	7,300	7,300
30 SUPPLIES AND MATERIALS	17,404	12,293	30,100	29,800	29,800
40 BUSINESS AND TRAVEL	29,902	30,894	58,100	58,100	58,100
50 CAPITAL OUTLAY	2,635	581	5,500	5,500	5,500
GRAND TOTAL	<u>1,444,094</u>	<u>1,490,750</u>	<u>1,648,098</u>	<u>1,747,069</u>	<u>1,747,069</u>

FUNDING SOURCE:

11 GENERAL					
	<u>1,444,094</u>	<u>1,490,750</u>	<u>1,648,098</u>	<u>1,747,069</u>	<u>1,747,069</u>

COUNTY COUNCIL County Council Office Index #401000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$99,051</u>
852,880	852,880	0	Full Time Salaries
	81,814	81,814	FY 22 merit increase of \$3,000 plus 3% COLA for eligible employees and legislative increase for Council President and Council Members
100,052	104,817	4,765	Pension Adjustment
8,227	6,771	(1,456)	Workers' Compensation Adjustment
299,024	307,671	8,647	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
3,000	3,000	0	Cell Phone Reimbursement
102,720	108,000	5,280	PEHP (Post Employment Health Plan)
7,080	7,300	220	<u>CONTRACTUAL SERVICES increase \$220</u>
			Reallocated a portion of general office supplies to fax services as requested by County Council
30,100	29,800	(300)	<u>SUPPLIES AND MATERIALS decrease \$300</u>
			Reallocated funds from general office supplies to fax services as requested by County Council

COUNTY COUNCIL County Council Office Index #401000

FINANCIAL NOTES:

FY 20	FY 21	CHANGE	EXPLANATION OF INCREASE/DECREASE
58,100	58,100	0	<u>BUSINESS AND TRAVEL no change in funding over FY 21</u> Funds provided for mileage, parking & tolls, and professional books as requested by the County Council
5,500	5,500	0	<u>CAPITAL OUTLAY no change in funding over FY 21</u> Funded per request of the County Council

DIVISION STAFF SUMMARY

County Council Office

Index #401000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	2.00	125,465	2.00	132,054	2.00	142,196
Council Administrator	1.00	92,502	1.00	96,392	1.00	102,374
Council Members	6.00	261,000	6.00	266,964	6.00	270,600
Legislative Aide	7.00	328,468	7.00	349,318	7.00	392,714
Legislative Aide to President	1.00	56,900	1.00	60,078	1.00	64,970
President of the Council	1.00	47,000	1.00	48,074	1.00	48,729
FULL-TIME SALARIES	17.00	911,335	18.00	952,880	18.00	1,021,583
TEMPORARY SALARIES		0		6,000		6,000
SALARY TOTAL	18.00	911,335	18.00	958,880	18.00	1,027,583
OTHER PERSONAL SERVICES						
Pension & Retirement		86,577		100,052		112,374
Workers' Compensation		6,746		8,227		7,069
Health Benefits		294,232		299,024		307,671
PEHP		88,067		102,720		108,000
FICA		69,717		72,895		78,152
Miscellaneous		2,520		5,520		5,520
TOTAL OTHER PERSONAL SERVICES		547,859		588,438		618,786
TOTAL PERSONAL SERVICES	18.00	1,459,194 *	18.00	1,547,318	18.00	1,646,369

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	353,509	366,046	389,072	412,450	412,450
20 CONTRACTUAL SERVICES	72,100	73,965	100,950	100,950	100,950
30 SUPPLIES AND MATERIALS	0	-50	275	275	275
40 BUSINESS AND TRAVEL	4,414	4,091	10,929	10,929	10,929
50 CAPITAL OUTLAY	0	0	1,000	1,000	1,000
GRAND TOTAL	430,023	444,052	502,226	525,604	525,604

FUNDING SOURCE:

11 GENERAL	430,023	444,052	502,226	525,604	525,604

COUNTY COUNCIL Office of the County Auditor Index #402000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$23,378</u>
257,835	257,835	0	Full Time Salaries
	19,896	19,896	FY 22 merit increase of \$3,000 plus 3% COLA for all eligible employees
2,634	2,176	(458)	Workers' Compensation Adjustment
56,518	58,179	1,661	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage.
5,200	5,200	0	Temporary Salaries - provides for a summer intern
420	420	0	Cell Phone Reimbursement
19,260	20,250	990	PEHP (Post Employment Health Plan)
27,073	28,362	1,289	Pension adjustment
100,950	100,950	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u> Funds provide for financial audit, legal notices, and office equipment
275	275	0	<u>SUPPLIES & MATERIALS no change in funding over FY 21</u> Fund provide for general office and computer supplies
10,929	10,929	0	<u>BUSINESS & TRAVEL no change in funding over FY 21</u> Funds provide for membership Fees & Dues, travel costs and seminars and courses

DIVISION STAFF SUMMARY

Office of County Auditor

Index #402000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Auditor I	1.00	53,168	1.00	56,272	1.00	61,050
Auditor II	1.00	79,256	1.00	82,881	1.00	88,457
County Auditor	1.00	114,355	1.00	118,682	1.00	125,333
TOTAL FULL-TIME SALARIES	3.00	246,779	3.00	257,835	3.00	274,840
TEMPORARY SALARIES		5,200		5,200		5,200
SALARY TOTAL	3.00	251,979	3.00	263,035	3.00	280,040
OTHER PERSONAL SERVICES						
Pension & Retirement		23,444		27,072		30,232
Workers' Compensation		2,191		2,634		2,308
Health Benefits		55,607		56,518		58,179
PEHP		15,541		19,260		20,250
FICA		18,879		19,713		20,601
Miscellaneous		420		840		840
TOTAL OTHER PERSONAL SERVICES		116,082		126,037		132,410
TOTAL PERSONAL SERVICES	3.00	368,061 *	3.00	389,072	3.00	412,450

*FY 20 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 22 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

COUNTY COUNCIL Board of Appeals and Rezoning Index #404000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	115,552	116,525	118,681	126,264	126,264
20 CONTRACTUAL SERVICES	23,894	30,617	63,500	63,500	63,500
30 SUPPLIES AND MATERIALS	486	483	1,500	1,500	1,500
40 BUSINESS AND TRAVEL	384	404	1,200	1,200	1,200
GRAND TOTAL	140,316	148,029	184,881	192,464	192,464

FUNDING SOURCE:

11 GENERAL	140,316	148,029	184,881	192,464	192,464

COUNTY COUNCIL Board of Appeals and Rezoning Index #404000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES</u> increase \$7,583
	6,708	6,708	FY 22 merit increase of \$3,000 plus 3% COLA for eligible employees
17,909	18,437	528	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage.
8,908	9,333	425	Pension adjusted per actuarial
63,500	63,500	0	<u>CONTRACTUAL SERVICES</u> no change in funding over FY 21 Funds provide for legal services and other professional services as requested by the County Council
1,200	1,200	0	<u>BUSINESS AND TRAVEL</u> no change in funding over FY 21 Funds provided for professional books as requested by the County Council

DIVISION STAFF SUMMARY
Board of Appeals and Rezoning
Index #404000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Management Assistant II	1.00	81,179	1.00	84,843	1.00	90,478
SALARY TOTAL	1.00	81,179	1.00	84,843	1.00	90,478
OTHER PERSONAL SERVICES						
Pension & Retirement		7,712		8,909		9,953
Workers' Compensation		341		390		335
Health Benefits		17,619		17,909		18,437
FICA		6,210		6,490		6,921
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		32,022		33,838		35,786
TOTAL PERSONAL SERVICES	1.00	113,201 *	1.00	118,681	1.00	126,264

*FY 20 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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	189,386	193,291	202,446	212,504	212,504
20 CONTRACTUAL SERVICES	17,902	15,205	109,429	109,429	109,429
30 SUPPLIES & MATERIALS	0	13	0	0	0
40 BUSINESS & TRAVEL	4,729	5,572	8,800	8,800	8,800
50 CAPITAL OUTLAY	7,392	0	0	0	0
GRAND TOTAL	219,409	214,081	320,675	330,733	330,733

FUNDING SOURCE:

11 GENERAL	219,409	214,081	320,675	330,733	330,733

COUNTY COUNCIL Office of the Council Attorney and People's Counsel Index #405000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$10,058</u>
	8,408	8,408	FY 22 merit increase \$3,000 plus 3% COLA for eligible employees
24,462	25,185	723	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
15,270	15,997	727	Pension adjusted based on actuarial
6,420	6,750	330	PEHP (Post Employment Health Plan)
600	600	0	Cell Phone Reimbursement
109,429	109,429	0	<u>CONTRACTUAL SERVICES no change in funding over FY 21</u> Funds provide for legal notice and legal services as requested by the County Council

DIVISION STAFF SUMMARY
Office of Council Attorney/Peoples Counsel
Index #405000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Council Attorney	1.00	140,578	1.00	145,430	1.00	152,882
SALARY TOTAL	1.00	140,578	1.00	145,430	1.00	152,882
OTHER PERSONAL SERVICES						
Pension & Retirement		13,355		15,269		16,817
Workers' Compensation		590		669		566
Health Benefits		24,045		24,462		25,185
FICA		9,386		9,456		9,564
PEHP		5,180		6,420		6,750
Miscellaneous		140		740		740
TOTAL OTHER PERSONAL SERVICES		52,696		57,016		59,622
TOTAL PERSONAL SERVICES	1.00	193,274 *	1.00	202,446	1.00	212,504

*FY 20 Salaries and Other Personal Services are Enacted not Audited amount

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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	576,967	545,855	573,065	610,204	610,204
20 CONTRACTUAL SERVICES	154,412	209,919	267,410	267,410	267,410
30 SUPPLIES AND MATERIALS	9,071	9,383	13,300	13,300	13,300
40 BUSINESS AND TRAVEL	4,710	3,816	5,180	5,180	5,180
50 CAPITAL OUTLAY	10,133	379	13,691	13,691	13,691
GRAND TOTAL	755,293	769,352	872,646	909,785	909,785

FUNDING SOURCE:

11 GENERAL	755,293	769,352	872,646	909,785	909,785

COUNTY COUNCIL Harford Cable Network (HCN) Index #406000

FINANCIAL NOTES:

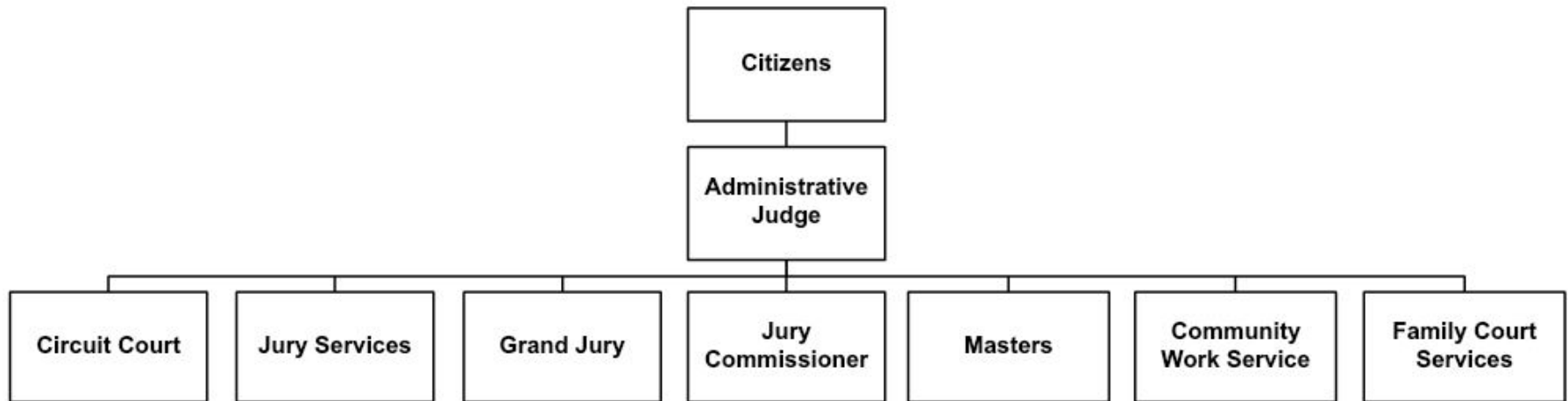
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES</u> increase \$37,139
	31,982	31,982	FY 22 merit increase of \$3,000 plus 3% COLA for eligible employees
98,743	101,655	2,912	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage
5,634	4,688	(946)	Workers' Compensation Adjustment
25,680	27,000	1,320	PEHP (Post Employment Health Plan)
39,308	41,180	1,872	Pension adjustments
267,410	267,410	0	<u>CONTRACTUAL SERVICES</u> no change in funding over FY 21 Funds provide for telephone service, other professional services, and communication services

DIVISION STAFF SUMMARY
Harford Cable Network
Index #406000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	50,668	1.00	53,721	1.00	58,423
Broadcast Technician	1.00	43,334	1.00	46,241	1.00	50,718
Executive Director, HCN	1.00	102,037	1.00	106,118	1.00	112,391
Producer Manager, HCN	1.00	104,099	1.00	108,220	1.00	114,558
Production Supervisor, HCN	1.00	56,883	1.00	60,061	1.00	64,952
FULL-TIME SALARIES	5.00	357,021	5.00	374,361	5.00	401,042
TEMPORARY SALARIES		0		0		0
SALARY TOTAL	5.00	357,021	5.00	374,361	5.00	401,042
OTHER PERSONAL SERVICES						
Pension & Retirement		33,917		39,308		44,115
Workers' Compensation		4,594		5,634		5,013
Health Benefits		97,136		98,743		101,655
PEHP		20,722		25,680		27,000
FICA		33,490		28,639		30,679
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		190,559		198,704		209,162
TOTAL PERSONAL SERVICES	5.00	547,580 *	5.00	573,065	5.00	610,204

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

JUDICIAL



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 22 GOALS:

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 REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS

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

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

TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

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

JUDICIAL

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
10 PERSONAL SERVICES	2,920,290	3,013,192	3,303,546	3,627,792	3,627,792
20 CONTRACTUAL SERVICES	420,205	356,084	492,992	492,992	492,992
30 SUPPLIES AND MATERIALS	73,583	62,246	88,900	88,900	88,900
40 BUSINESS AND TRAVEL	16,242	19,575	24,740	24,740	24,740
50 CAPITAL OUTLAY	16,625	92,369	0	0	0
70 MISCELLANEOUS	1,500	1,500	5,248	7,496	7,496
80 INTER-GOVERNMENTAL/INTERFUND	192	84	300	300	300
GRAND TOTAL	3,448,638	3,535,999	3,915,726	4,242,220	4,242,220

SUMMARY BY FUND:

11 GENERAL	3,448,638	3,535,999	3,915,726	4,242,220	4,242,220
GRAND TOTAL	3,448,638	3,535,999	3,915,726	4,242,220	4,242,220

SUMMARY BY DIVISION:

411000 CIRCUIT COURT	1,756,091	1,874,426	1,956,250	2,174,892	2,174,892
412000 JURY SERVICES	226,892	179,846	278,000	278,000	278,000
413000 GRAND JURY	13,730	8,400	14,000	14,000	14,000
414000 JURY COMMISSIONER	266,325	270,872	372,000	397,818	397,818
415000 MASTERS	200,347	212,734	233,560	255,796	255,796
416000 COMMUNITY WORK SERVICE	348,658	359,582	381,653	411,016	411,016
417000 FAMILY COURT SERVICES	636,594	630,140	680,263	710,697	710,697
GRAND TOTAL	3,448,638	3,535,999	3,915,726	4,242,220	4,242,220

JUDICIAL

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$324,245</u>
2,138,324	2,153,505	15,181	Full-time salaries
			(20,982) Staff Turnover (0.98)%
			<u>36,163</u> Salary Offset - ADR Coordinator no longer offset to grant
			<u>15,181</u>
	189,022	189,022	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
107,360	128,162	20,802	Temporary Salaries adjusted to reflect actuals
239,593	252,453	12,860	Pension adjustments
9,806	8,393	(1,413)	Workers' Compensation adjustments
507,030	568,316	61,286	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
121,980	148,500	26,520	PEHP (Post Employment Health Plan)

JUDICIAL

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
492,992	492,992	0	<u>CONTRACTUAL SERVICES no change in funding from FY 21</u> Funds provide for contractual evaluators/mediators, juror's fees, telephone service, office equipment service and other advertising
88,900	88,900	0	<u>SUPPLIES AND MATERIALS no change in funding from FY 21</u> Funds provide for General Office Mailing, Computer Software, Duplicating Machine Supplies, Commercial Printing and Ice & Bottled Water
24,740	24,740	0	<u>BUSINESS AND TRAVEL no change in funding from FY 21</u> Funds provide for Mileage, Parking & Tolls, and Training Seminars
5,248	7,496	2,248	<u>MISCELLANEOUS - increase of \$2,248</u> Funds provide for PEHP contribution for grant employees

DEPARTMENT STAFF SUMMARY
JUDICIAL

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	4.00	190,737	4.00	202,711	4.00	221,152
Deputy Court Administrator	1.00	74,124	1.00	77,646	1.00	83,066
Assistant to Jury Commissioner	1.00	56,781	1.00	59,957	1.00	64,845
Community Work Service Case Manager	3.00	151,854	3.00	161,012	3.00	175,112
Court Administrator	1.00	105,608	1.00	109,760	1.00	116,143
Administrative Court Reporter	1.00	81,086	1.00	84,748	1.00	90,380
Court Reporter I	2.00	76,085	1.00	79,647	1.00	85,126
Court Reporter II	2.00	187,176	1.00	106,791	1.00	113,085
Digital Court Reporter	1.00	60,581	2.00	109,512	2.00	120,711
Criminal Assignment Clerk	1.00	48,594	1.00	51,606	1.00	56,244
Director, Community Work Svc Program	1.00	67,151	1.00	70,534	1.00	75,740
Director, Family Court Services	1.00	116,524	1.00	120,894	1.00	127,611
Evaluator/Mediator	1.00	85,416	1.00	89,164	1.00	94,929
Family Services Coordinator	1.00	73,799	1.00	77,315	1.00	82,724
Jury Commissioner	1.00	67,221	1.00	70,605	1.00	75,814
Jury Clerk	0.00	0	1.00	42,646	1.00	40,973
Law Clerk	1.00	44,373	1.00	55,693	1.00	51,376
Civil Assignment Clerk	1.00	48,594	1.00	51,606	1.00	56,244
Office Manager	1.00	62,913	1.00	66,211	1.00	71,288
Administrative Judicial Assistant	1.00	76,192	1.00	79,756	1.00	85,239
ADR Coordinator	0.00	0	1.00	75,813	1.00	81,177
Judicial Assistant	6.00	312,372	6.00	330,859	6.00	343,692
FULL-TIME SALARIES	32.00	1,987,181	33.00	2,174,486	33.00	2,312,671
TEMPORARY SALARIES		92,487		107,360		128,162
SALARY OFFSET				(36,163)		0
SALARY TOTAL	32.00	2,079,668	33.00	2,245,683	33.00	2,440,833

**DEPARTMENT STAFF SUMMARY
JUDICIAL**

POSITION TITLE	ENACTED FY 19		ENACTED FY 20		ENACTED FY 21	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		195,797		239,593		269,962
Workers' Compensation		8,346		9,806		8,981
Health Benefits		464,331		507,030		568,316
PEHP		103,620		121,980		148,500
FICA		159,095		174,413		186,159
Miscellaneous		4,620		5,040		5,040
TOTAL OTHER PERSONAL SERVICES		935,809		1,057,862		1,186,958
TOTAL PERSONAL SERVICES	32.00	3,015,477 *	32.00	3,303,545	32.00	3,627,791

*FY 20 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 22 GOALS:

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

- o To continue to reduce the number of open civil cases
- o 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
- o 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,676,015	1,724,098	1,879,870	2,100,012	2,100,012
20 CONTRACTUAL SERVICES	10,664	13,722	19,700	19,700	19,700
30 SUPPLIES AND MATERIALS	37,721	34,377	41,300	41,300	41,300
40 BUSINESS AND TRAVEL	13,567	12,278	13,880	13,880	13,880
50 CAPITAL OUTLAY	16,625	92,368	0	0	0
70 MISCELLANEOUS	1,500	1,500	1,500	0	0
GRAND TOTAL	<u>1,756,092</u>	<u>1,878,343</u>	<u>1,956,250</u>	<u>2,174,892</u>	<u>2,174,892</u>

FUNDING SOURCE:

11 GENERAL	<u>1,756,092</u>	<u>1,878,343</u>	<u>1,956,250</u>	<u>2,174,892</u>	<u>2,174,892</u>

JUDICIAL
Circuit Court
Index #411000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$220,142</u>
1,177,274	1,194,128	16,854	Full-time salaries
			(19,309) Staff Turnover (1.64)%
			36,163 Salary adjustments - ADR Coordinator no longer supported by grant
			<u>16,854</u>
	105,159	105,159	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
81,146	101,631	20,485	Temporary Salaries
135,931	141,517	5,586	Pension adjustments
5,582	4,875	(707)	Workers' Compensation adjustments
307,481	363,026	55,545	Health Benefits are adjusted for staff opting for changes in levels of coverage
70,620	87,750	17,130	PEHP (Post Employment Health Plan)
19,700	19,700	0	<u>CONTRACTUAL SERVICES no change in funding from FY 21</u>
			Funding provides for Contractual Legal Services, Telephone Service, and Employee Bonds
41,300	41,300	0	<u>SUPPLIES AND MATERIALS no change in funding from FY 21</u>
			Funding provides for general office supplies, delivery charges, and general office mailing.
13,880	13,880	0	<u>BUSINESS & TRAVEL no change in funding from FY 21</u>
			Funding provides for mileage, parking & tolls, and training seminars
1,500	0	(1,500)	MISCELLANEOUS decrease of (\$1,500)
			Funding for the bar library adjusted per actual expense history

DIVISION STAFF SUMMARY

Circuit Court

Index #411000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Civil Assignment Clerk	1.00	48,594	1.00	51,606	1.00	56,244
Court Administrator	1.00	105,608	1.00	109,760	1.00	116,143
Deputy Court Administrator	1.00	74,124	1.00	77,646	1.00	83,066
Administrative Court Reporter	1.00	81,086	1.00	84,748	1.00	90,380
Court Reporter I	2.00	76,085	1.00	79,647	1.00	85,126
Court Reporter II	2.00	187,176	1.00	106,791	1.00	113,085
Digital Court Reporter	1.00	60,581	2.00	109,512	2.00	120,711
Criminal Assignment Clerk	1.00	48,594	1.00	51,606	1.00	56,244
Law Clerk	1.00	44,373	1.00	55,693	1.00	51,376
Administrative Judicial Assistant	1.00	76,192	1.00	79,756	1.00	85,239
Judicial Assistant	6.00	312,372	6.00	330,859	6.00	343,691
ADR Coordinator	0.00	0	1.00	75,813	1.00	81,177
TOTAL FULL TIME SALARIES	<u>18.00</u>	<u>1,114,785</u>	<u>18.00</u>	<u>1,213,437</u>	<u>18.00</u>	<u>1,282,482</u>
SALARY OFFSET				(36,163)		0
TEMPORARY SALARIES		<u>67,707</u>		<u>81,146</u>		<u>101,631</u>
SALARY TOTAL	<u>18.00</u>	<u>1,182,492</u>	<u>18.00</u>	<u>1,258,420</u>	<u>18.00</u>	<u>1,384,113</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		110,566		135,931		151,236
Workers' Compensation		4,682		5,582		5,202
Health Benefits		291,886		307,482		363,026
PEHP		62,172		70,620		87,750
FICA		90,461		99,036		105,885
Miscellaneous		<u>2,520</u>		<u>2,800</u>		<u>2,800</u>
TOTAL OTHER PERSONAL SERVICES		<u>562,287</u>		<u>621,451</u>		<u>715,899</u>
TOTAL PERSONAL SERVICES	<u>18.00</u>	<u>1,744,779 *</u>	<u>18.00</u>	<u>1,879,870</u>	<u>18.00</u>	<u>2,100,012</u>

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	220,670	176,240	270,000	270,000	270,000
30 SUPPLIES AND MATERIALS	6,222	3,606	8,000	8,000	8,000
GRAND TOTAL	226,892	179,846	278,000	278,000	278,000

FUNDING SOURCE:

11 GENERAL	226,892	179,846	278,000	278,000	278,000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
270,000	270,000	0	<u>CONTRACTUAL SERVICES no change for FY 22</u> For Juror's Fees
8,000	8,000	0	<u>SUPPLIES & MATERIALS no change for FY 22</u> Meals, Ice and Bottled Water for 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	13,730	8,400	14,000	14,000	14,000
GRAND TOTAL	13,730	8,400	14,000	14,000	14,000

FUNDING SOURCE:

11 GENERAL	13,730	13,730	14,000	14,000	14,000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
14,000	14,000	0	CONTRACTUAL SERVICE no change for FY 22 Juror's Fees - Grand Jury

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 22 GOALS:

TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH STATE LAW
REGARDING THE SELECTION OF JURORS

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	246,303	256,308	344,600	370,418	370,418
20 CONTRACTUAL SERVICES	322	330	850	850	850
30 SUPPLIES AND MATERIALS	19,637	14,233	26,250	26,250	26,250
40 BUSINESS AND TRAVEL	64	0	300	300	300
50 CAPITAL OUTLAY	0	0	0	0	0
GRAND TOTAL	266,325	270,872	372,000	397,818	397,818

FUNDING SOURCE:

11 GENERAL					
	266,325	270,872	372,000	397,818	397,818

JUDICIAL
Jury Commissioner
Index #414000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$25,818</u>
223,886	222,213	(1,673)	Full-time salaries (1,673) Turnover
	17,504	17,504	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
23,508	24,443	935	Pension adjustments
65,845	67,778	1,933	Health Benefits are adjusted for staff opting for changes in levels of coverage
12,840	20,250	7,410	PEHP (Post Employment Health Plan)
850	850	0	<u>CONTRACTUAL SERVICES no change in funding from FY 21</u> Funds provide for office equipment and telephone service
26,250	26,250	0	<u>SUPPLIES & MATERIALS no increase in funding from FY 21</u> Funds provide for general office supplies, printing, delivery charges and general office mailing
300	300	0	<u>BUSINESS & TRAVEL no change in funding from FY 21</u> Funds provide for mileage, professional books and periodicals

DIVISION STAFF SUMMARY

Jury Commissioner

Index #414000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	47,684	1.00	50,678	1.00	55,288
Jury Clerk	0.00	0	1.00	42,646	1.00	40,973
Deputy to Jury Commissioner	1.00	56,781	1.00	59,957	1.00	64,845
Jury Commissioner	1.00	67,221	1.00	70,605	1.00	75,814
SALARY TOTAL	3.00	171,686	4.00	223,886	4.00	236,920
OTHER PERSONAL SERVICES						
Pension & Retirement		16,310		23,508		26,061
Workers' Compensation		721		834		725
Health Benefits		40,767		65,845		67,778
PEHP		10,362		12,840		20,250
FICA		13,134		17,127		18,124
Miscellaneous		420		560		560
TOTAL OTHER PERSONAL SERVICES		81,714		120,714		133,498
TOTAL PERSONAL SERVICES	3.00	253,400 *	4.00	344,600	4.00	370,418

*FY 20 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:

- o 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.
- o Conduct hearings for family law cases referred to them
- o Record all proceedings of hearings
- o Direct the issuance of a subpoena for witnesses and/or documents
- o Rule upon the admissibility of evidence
- o Examine witnesses when necessary
- o Convene, continue and adjourn the hearings as necessary
- o 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 22 GOAL:

TO REFINED 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

- o 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.
- o To expedite the hearing and disposition of child support, alimony and uncontested divorce cases

**JUDICIAL
Masters
Index #415000**

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	195,494	210,538	220,562	239,050	239,050
20 CONTRACTUAL SERVICES	408	418	550	550	550
30 SUPPLIES AND MATERIALS	2,940	4,462	5,200	5,200	5,200
40 BUSINESS AND TRAVEL	1,505	2,451	3,500	3,500	3,500
70 MISCELLANEOUS	0	0	3,748	7,496	7,496
GRAND TOTAL	200,347	217,869	233,560	255,796	255,796
<u>FUNDING SOURCE:</u>					
11 GENERAL	200,347	217,869	233,560	255,796	255,796

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
152,033	152,033	0	<u>PERSONAL SERVICES increase \$18,488</u> Full-time Salaries
	16,641	16,641	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
15,963	16,724	761	Pension adjustments
26,976	27,719	743	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage
12,840	13,500	660	PEHP (Post Employment Health Plan)
3,748	7,496	3,748	<u>MISCELLANEOUS increase of \$3,748</u> Increase of PEHP contribution for grant employees

DIVISION STAFF SUMMARY

Masters

Index #415000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	3.00	143,052	3.00	152,033	3.00	165,864
TOTAL FULL-TIME SALARIES	3.00	143,052	3.00	152,033	3.00	165,864
OTHER PERSONAL SERVICES						
Pension & Retirement		13,590		15,963		18,245
Workers' Compensation		601		699		614
Health Benefits		26,597		26,976		27,718
PEHP		10,362		12,840		13,500
FICA		10,943		11,631		12,689
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		62,513		68,529		73,186
TOTAL PERSONAL SERVICES	3.00	205,565 *	3.00	220,562	3.00	239,050

*FY 20 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 22 GOAL:

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	344,842	356,935	376,703	406,066	406,066
20 CONTRACTUAL SERVICES	889	909	1,850	1,850	1,850
30 SUPPLIES AND MATERIALS	2,534	1,629	2,550	2,550	2,550
40 BUSINESS AND TRAVEL	201	25	250	250	250
50 CAPITAL OUTLAY	0	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	192	84	300	300	300
GRAND TOTAL	348,658	359,582	381,653	411,016	411,016

FUNDING SOURCE:

11 GENERAL	348,658	359,582	381,653	411,016	411,016

JUDICIAL
Community Work Service
Index #416000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES</u> increase \$29,363
231,546	231,546	0	Full Time Salaries
	22,979	22,979	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
26,214	26,531	317	Temporary Salaries adjusted to reflect actual
26,764	30,875	4,111	Pension adjustments per Treasury
57,555	59,216	1,661	Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage
12,840	13,500	660	PEHP (Post Employment Health Plan)
1,850	1,850	0	<u>CONTRACTUAL SERVICES</u> no change from FY 21
			Telephone Service, Fax Service, and Other Insurance
2,550	2,550	0	<u>SUPPLIES AND MATERIALS</u> no change from FY 21
			Commercial Printing,, general office supplies and mailing
250	250	0	<u>BUSINESS AND TRAVEL</u> no change from FY 21
			Mileage, membership fees and dues
300	300	0	<u>MISCELLANEOUS</u> no change from FY 21
			Fleet Daily Carpool Rental

DIVISION STAFF SUMMARY
Community Work Services
Index #416000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Work Service Case Manager	3.00	151,854	3.00	161,012	3.00	175,113
Director, Community Work Svc Program	1.00	67,151	1.00	70,534	1.00	75,740
FULL-TIME SALARIES	4.00	219,005	4.00	231,546	4.00	250,853
TEMPORARY SALARIES		24,780		26,214		26,531
SALARY TOTAL	4.00	243,785	4.00	257,760	4.00	277,384
OTHER PERSONAL SERVICES						
Pension & Retirement		23,160		27,064		32,999
Workers' Compensation		920		1,065		1,047
Health Benefits		56,654		57,555		59,216
PEHP		10,362		12,840		13,500
FICA		18,650		19,718		21,220
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		110,446		118,942		128,682
TOTAL PERSONAL SERVICES	4.00	354,231 *	4.00	376,703	4.00	406,067

*FY 20 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 22 GOAL:

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

- o To reduce the time from the filing of a case to the resolution of any custody or visitation dispute
- o 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	457,636	465,312	481,811	512,245	512,245
20 CONTRACTUAL SERVICES	173,522	156,064	186,042	186,042	186,042
30 SUPPLIES AND MATERIALS	4,530	3,942	5,600	5,600	5,600
40 BUSINESS AND TRAVEL	906	4,822	6,810	6,810	6,810
GRAND TOTAL	636,594	630,140	680,263	710,697	710,697
<u>FUNDING SOURCE:</u>					
11 GENERAL	636,594	630,140	680,263	710,697	710,697

JUDICIAL
Family Court Services
Index #417000

FINANCIAL NOTES:

FY 20	FY 21	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$30,434</u>
353,585	353,585	0	Full Time Salaries
	26,920	26,920	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
37,126	38,894	1,768	Pension adjustments per Treasury
1,626	1,308	(318)	Workers' Compensation adjustments
49,172	50,577	1,405	Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage
12,840	13,500	660	PEHP (Post Employment Health Plan)
186,042	186,042	0	<u>CONTRACTUAL SERVICES no change in funding from FY 21</u> Funding provides in Other Professional Services for contractual Evaluators/Mediators
5,600	5,600	0	<u>SUPPLIES AND MATERIALS no change in funding from FY 21</u> Funds provide for general office supplies, office mailing, delivery charges and printing
6,810	6,810	0	<u>BUSINESS AND TRAVEL no change in funding from FY 21</u> Funding provided for Training Seminars & Meetings, Membership Fees, Professional Books, and Mileage

DIVISION STAFF SUMMARY
Family Court Service Division
Index #417000

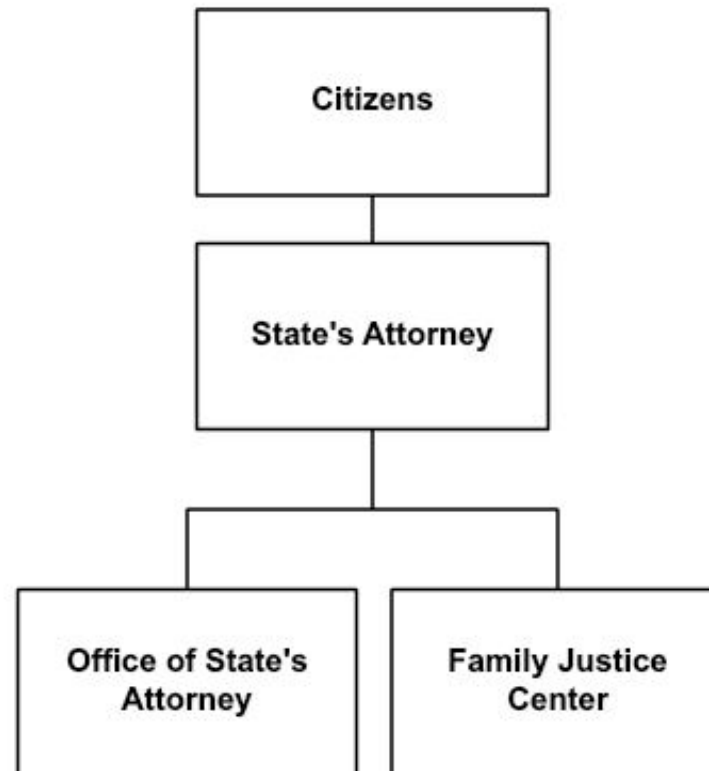
POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Office Manager	1.00	62,913	1.00	66,211	1.00	71,288
Director, Family Court Services	1.00	116,524	1.00	120,894	1.00	127,611
Evaluator/Mediator	1.00	85,416	1.00	89,164	1.00	94,929
Family Services Coordinator	1.00	73,799	1.00	77,315	1.00	82,724
FULL-TIME SALARIES	4.00	338,652	4.00	353,585	4.00	376,553
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	4.00	338,652	4.00	353,585	4.00	376,553
OTHER PERSONAL SERVICES						
Pension & Retirement		32,172		37,126		41,421
Workers' Compensation		1,422		1,626		1,393
Health Benefits		48,426		49,172		50,577
PEHP		10,362		12,840		13,500
FICA		25,907		26,901		28,241
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		118,849		128,226		135,692
TOTAL PERSONAL SERVICES	4.00	457,501 *	4.00	481,811	4.00	512,245

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Circuit Court for Harford County - Anticipated FY 22 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.		680,397		10,000	7/1/21 - 6/30/22	Recurring
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		80,000			7/1/21 - 6/30/22	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.		527,037	60,200		10/1/21 - 9/30/22	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.	69,741			17,435	10/1/21 - 9/30/22	Recurring
TOTALS:		69,741	1,287,434	0	27,435		

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 22 GOALS:

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.

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,683,585	5,909,190	6,475,821	7,286,925	7,286,925
20 CONTRACTUAL SERVICES	27,936	34,795	38,304	49,220	49,220
30 SUPPLIES AND MATERIALS	56,403	68,488	67,600	66,100	66,100
40 BUSINESS AND TRAVEL	41,761	37,074	77,400	89,420	89,420
50 CAPITAL OUTLAY	2,035	6,423	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	328	0	0	0	0
GRAND TOTAL	5,812,048	6,055,970	6,659,125	7,491,665	7,491,665
<u>SUMMARY BY FUND:</u>					
11 GENERAL	5,812,048	6,055,970	6,659,125	7,491,665	7,491,665
GRAND TOTAL	5,812,048	6,055,970	6,659,125	7,491,665	7,491,665
<u>SUMMARY BY DIVISION:</u>					
431000 OFFICE OF STATE'S ATTORNEY	5,460,246	6,055,970	6,659,125	7,491,665	7,491,665
432000 FAMILY JUSTICE CENTER	351,802	0	0	0	0
GRAND TOTAL	5,812,048	6,055,970	6,659,125	7,491,665	7,491,665

STATE'S ATTORNEY

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE			
			<u>PERSONAL SERVICES increase \$811,104</u>			
4,205,003	4,210,471	5,468	Full-time salaries			
			82,526	Salary adjustments		
			(77,058)	Staff Turnover	(1.83)%	
			<u>5,468</u>			
	354,655	354,655	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees			
	392,279	392,279	New positions for the new Body Camera's for local Law Enforcement			
			Salary	Benefits	Total	
			150,000	78,870	228,870	Two Asst States Attorney I
			45,000	33,729	78,729	One Computer Engineer
			<u>50,000</u>	<u>34,680</u>	<u>84,680</u>	One Legal Assistant
			245,000	147,279	392,279	
313,420	313,420	0	Temporary Salaries			
441,525	463,152	21,627	Pension rate adjustments per Treasury			
21,250	17,188	(4,062)	Workers' Compensation adjustments			
8,820	8,260	(560)	Life Insurance			
897,718	884,752	(12,966)	Health Benefits adjusted for staff opting for changes in level of coverage			
247,170	297,000	49,830	PEHP (Post Employment Health Plan)			
337,012	341,844	4,832	FICA adjustments			

STATE'S ATTORNEY

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
38,304	49,220	10,916	<u>CONTRACTUAL SERVICES increase \$10,916</u> Increase in Other Insurance for new vehicle and Legal Service for upcoming felony trial expenses offset by reduction in Telephone Service and Personnel Recruitment
67,600	66,100	(1,500)	<u>SUPPLIES AND MATERIALS decrease (\$1,500)</u> Decrease in Computer Supplies slightly offset by increase in Meals
77,400	89,420	12,020	<u>BUSINESS AND TRAVEL increase \$12,020</u> Increase in Membership fees as well as County Owned vehicles and Fuel with the addition of 1 vehicle

**DEPARTMENT STAFF SUMMARY
STATE'S ATTORNEY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
State's Attorney	1.00	151,333	1.00	156,333	1.00	161,333	A
Deputy State's Attorney	2.00	224,000	2.00	232,560	2.00	263,680	
Senior Trial Assistant	1.00	92,000	1.00	95,880	0.00	0	
Administrative Assistant	0.00	0	0.00	0	1.00	49,316	
Assistant State's Attorney I	5.00	304,784	9.00	578,544	15.00	1,037,267	
Assistant State's Attorney II	4.00	248,000	6.00	432,311	4.00	334,243	
Assistant State's Attorney III	3.00	222,840	2.00	159,977	5.00	511,910	
Assistant State's Attorney IV	2.00	166,074	0.00	0	0.00	0	
Assistant State's Attorney V	5.00	439,319	3.00	278,173	0.00	0	
Computer Engineer	0.00	0	0.00	0	1.00	45,000	
Computer System Engineer	0.00	0	0.00	0	1.00	70,040	
Senior Assistant State's Attorney I	2.00	191,600	2.00	199,512	0.00	0	
Senior Assistant State's Attorney II	1.00	108,499	1.00	112,709	1.00	119,180	
Senior Assistant State's Attorney III	2.00	255,005	2.00	262,145	3.00	354,273	
Legal Assistant I	2.00	77,000	1.00	37,740	9.00	511,205	
Legal Assistant II	10.00	557,892	10.00	551,184	8.00	475,163	
Legal Assistant III	2.00	153,105	2.00	160,247	0.00	0	
Legal Clerk I	1.00	29,500	1.00	37,830	1.00	44,290	
Legal Clerk II	5.00	187,498	5.00	213,153	4.00	190,093	
Legal Specialist I	2.00	84,980	2.00	90,760	2.00	171,234	
Legal Specialist II	8.00	464,064	8.00	489,665	4.00	285,068	
Administrator, State's Attorney Office	1.00	112,000	1.00	116,280	1.00	131,840	
FULL TIME SALARIES	59.00	4,069,493	59.00	4,205,003	63.00	4,755,135	
TEMPORARY SALARIES		220,000		313,420		313,420	
SALARY TOTAL	59.00	4,289,493	59.00	4,518,423	63.00	5,068,555	

**DEPARTMENT STAFF SUMMARY
STATE'S ATTORNEY**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		392,207		445,428		526,968
Workers' Compensation		18,620		21,250		19,256
Health Benefits		988,651		897,718		984,872
PEHP		150,249		247,170		297,000
FICA		318,186		337,012		381,454
Miscellaneous		8,680		8,820		8,820
TOTAL OTHER PERSONAL SERVICES		1,876,593		1,957,398		2,218,370
TOTAL PERSONAL SERVICES	59.00	6,166,086 *	59.00	6,475,821	63.00	7,286,925

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

A - State's Attorney salary adjustment pursuant to Maryland Senate Bill 146 (2016) and House Joint Resolution 3 (2018)

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 advisor's, 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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,683,585	5,909,190	6,475,821	7,286,925	7,286,925
20 CONTRACTUAL SERVICES	27,936	34,795	38,304	49,220	49,220
30 SUPPLIES AND MATERIALS	56,403	68,488	67,600	66,100	66,100
40 BUSINESS AND TRAVEL	41,761	37,074	77,400	89,420	89,420
50 CAPITAL OUTLAY	2,035	6,423	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	328	0	0	0	0
GRAND TOTAL	<u>5,812,048</u>	<u>6,055,970</u>	<u>6,659,125</u>	<u>7,491,665</u>	<u>7,491,665</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>5,812,048</u>	<u>6,055,970</u>	<u>6,659,125</u>	<u>7,491,665</u>	<u>7,491,665</u>

STATE'S ATTORNEY OFFICE

Office of State's Attorney

Index #431000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$811,104</u>
4,205,003	4,210,471	5,468	Full-time salaries
			82,526 Salary adjustments
			(77,058) Staff Turnover (1.83)%
			<u>5,468</u>
	354,655	354,655	FY 22 Merit increase of \$3,000 and COLA of 3% to all eligible employees
	392,279	392,279	New positions for the new Body Camera's for local Law Enforcement
			Salary Benefits Total
			150,000 78,870 228,870 Two Asst States Attorney I
			45,000 33,729 78,729 One Computer Engineer
			50,000 34,680 84,680 One Legal Assistant
			<u>245,000 147,279 392,279</u>
313,420	313,420	0	Temporary Salaries
441,525	463,152	21,627	Pension rate adjustments per Treasury
21,250	17,188	(4,062)	Workers' Compensation adjustments
8,820	8,260	(560)	Life Insurance
897,718	884,752	(12,966)	Health Benefits adjusted for staff opting for changes in level of coverage
247,170	297,000	49,830	PEHP (Post Employment Health Plan)
337,012	341,844	4,832	FICA adjustments

STATE'S ATTORNEY OFFICE**Office of State's Attorney****Index #431000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
38,304	49,220	10,916	<u>CONTRACTUAL SERVICES increase \$10,916</u> Increase in Other Insurance for new vehicle and Legal Service for upcoming felony trial expenses offset by reduction in Telephone Service and Personnel Recruitment
67,600	66,100	(1,500)	<u>SUPPLIES AND MATERIALS decrease (\$1,500)</u> Decrease in Computer Supplies slightly offset by increase in Meals
77,400	89,420	12,020	<u>BUSINESS AND TRAVEL increase \$12,020</u> Increase in Membership fees as well as County Owned vehicles and Fuel with the addition of 1 vehicle

DIVISION STAFF SUMMARY
Office of State's Attorney
Index #431000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
State's Attorney	1.00	151,333	1.00	156,333	1.00	161,333 A
Deputy State's Attorney	2.00	224,000	2.00	232,560	2.00	263,680
Senior Trial Assistant	1.00	92,000	1.00	95,880	0.00	0
Administrative Assistant	0.00	0	0.00	0	1.00	49,316
Assistant State's Attorney I	5.00	304,784	9.00	578,544	15.00	1,037,267
Assistant State's Attorney II	4.00	248,000	6.00	432,311	4.00	334,243
Assistant State's Attorney III	3.00	222,840	2.00	159,977	5.00	511,910
Assistant State's Attorney IV	2.00	166,074	0.00	0	0.00	0
Assistant State's Attorney V	5.00	439,319	3.00	278,173	0.00	0
Computer Engineer	0.00	0	0.00	0	1.00	45,000
Computer System Engineer	0.00	0	0.00	0	1.00	70,040
Senior Assistant State's Attorney I	2.00	191,600	2.00	199,512	0.00	0
Senior Assistant State's Attorney II	1.00	108,499	1.00	112,709	1.00	119,180
Senior Assistant State's Attorney III	2.00	255,005	2.00	262,145	3.00	354,273
Legal Assistant I	2.00	77,000	1.00	37,740	9.00	511,205
Legal Assistant II	10.00	557,892	10.00	551,184	8.00	475,163
Legal Assistant III	2.00	153,105	2.00	160,247	0.00	0
Legal Clerk I	1.00	29,500	1.00	37,830	1.00	44,290
Legal Clerk II	5.00	187,498	5.00	213,153	4.00	190,093
Legal Specialist I	2.00	84,980	2.00	90,760	2.00	171,234
Legal Specialist II	8.00	464,064	8.00	489,665	4.00	285,068
Administrator, State's Attorney Office	1.00	112,000	1.00	116,280	1.00	131,840
FULL-TIME SALARIES	59.00	4,069,493	59.00	4,205,003	63.00	4,755,135
TEMPORARY SALARIES		220,000		313,420		313,420
SALARY TOTAL	59.00	4,289,493	59.00	4,518,423	63.00	5,068,555

DIVISION STAFF SUMMARY
Office of State's Attorney
Index #431000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		392,207		445,428		526,968
Workers' Compensation		18,620		21,250		19,256
Health Benefits		988,651		897,718		984,872
PEHP		150,249		247,170		297,000
FICA		318,186		337,012		381,454
Miscellaneous		8,680		8,820		8,820
TOTAL OTHER PERSONAL SERVICES		1,876,593		1,957,398		2,218,370
TOTAL PERSONAL SERVICES	52.00	6,166,086 *	59.00	6,475,821	63.00	7,286,925

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

A - State's Attorney salary adjustment pursuant to Maryland Senate Bill 146 (2016) and House Joint Resolution 3 (2018)

**Fiscal Year 22
Summary of Grants**

Office of State's Attorney - Anticipated Funding FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Investigative Enhancement	The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC.		12,500			7/1/21 - 6/30/22	Recurring
Internet Crimes Against Children Initiative	The grant funds will provide for updating and servicing of technology equipment used for investigations of Internet crimes of child abuse against children and national training for staff.		45,000			7/1/21 - 6/30/22	Recurring
	TOTALS:	0	57,500		0		

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.

The responsibilities and funds related to the Family Justice Center were consolidated into Index 431000 for FY 20.

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	331,452.93	0	0	0	0
20 CONTRACTUAL SERVICES	1,511.05	0	0	0	0
30 SUPPLIES AND MATERIALS	17,438.22	0	0	0	0
40 BUSINESS AND TRAVEL	1,400	0	0	0	0
50 CAPITAL OUTLAY	0	0	0	0	0
GRAND TOTAL	351,802.2	0	0	0	0

FUNDING SOURCE:

11 GENERAL	351,802.2	0	0	0	0

DIVISION STAFF SUMMARY

Family Justice Center

Index #432000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Legal Assistant II	0.00	0	0.00	0	0.00	0
Legal Assistant III	0.00	0	0.00	0	0.00	0
Legal Specialist I	0.00	0	0.00	0	0.00	0
Legal Specialist II	0.00	0	0.00	0	0.00	0
SALARY TOTAL	0.00	0	0.00	0	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		0
Workers' Compensation		0		0		0
Health Benefits		0		0		0
PEHP		0		0		0
FICA		0		0		0
Miscellaneous		0		0		0
TOTAL OTHER PERSONAL SERVICES		0		0		0
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	0.00	0

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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 22 GOAL:

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ELECTIONS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,167,011	512,627	629,090	666,233	666,233
20 CONTRACTUAL SERVICES	39,518	37,344	61,706	51,456	51,456
30 SUPPLIES AND MATERIALS	153,584	201,984	350,550	346,900	346,900
40 BUSINESS AND TRAVEL	45,452	9,801	43,320	43,400	43,400
50 CAPITAL OUTLAY	0	0	57,974	95,424	95,424
70 MISCELLANEOUS	1,137,448	1,033,617	1,517,805	1,690,931	1,690,931
80 INTER-GOVERNMENTAL/INTERFUND	0	0	15,000	15,000	15,000
GRAND TOTAL	<u>2,543,013</u>	<u>1,795,374</u>	<u>2,675,445</u>	<u>2,909,344</u>	<u>2,909,344</u>
<u>SUMMARY BY FUND:</u>					
11 GENERAL	2,543,013	1,795,374	2,675,445	2,909,344	2,909,344
GRAND TOTAL	<u>2,543,013</u>	<u>1,795,374</u>	<u>2,675,445</u>	<u>2,909,344</u>	<u>2,909,344</u>
<u>SUMMARY BY DIVISION:</u>					
481000 HC BOARD OF ELECTIONS	1,134,204	985,904	1,197,366	1,241,889	1,241,889
482000 ELECTION EXPENSE	1,408,809	809,470	1,478,079	1,667,455	1,667,455
GRAND TOTAL	<u>2,543,013</u>	<u>1,795,374</u>	<u>2,675,445</u>	<u>2,909,344</u>	<u>2,909,344</u>

ELECTIONS

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$37,143</u>
501,187	541,000	39,813	Temporary salaries for office staff and Election Judges
10,203	15,499	5,296	Pension
24,717	18,644	(6,073)	Health Benefits
32,100	27,000	(5,100)	PEHP (Post Employment Health Benefits)
39,743	42,530	2,787	FICA
21,000	21,000	0	Overtime
61,706	51,456	(10,250)	<u>CONTRACTUAL SERVICES decrease (\$10,250)</u>
			Telephone services, other professional services and security systems decreased offset by increase in Legal services, fax and office equipment service
350,550	346,900	(3,650)	<u>SUPPLIES AND MATERIALS decrease (\$3,650)</u>
			Printing commercial and other food supplies decreased offset by increase in general office supplies, computer supplies and computer software
57,974	95,424	37,450	<u>CAPITAL OUTLAY increase \$37,450</u>
			Funding Poll books and Printers per State Board of Elections.
1,517,805	1,690,931	173,126	<u>MISCELLANEOUS increase \$173,126</u>
			Payments to Other Government Agencies - Funds for reimbursements to State Board of Elections (SBE) for Share of Billing, admin fees, and for the salaries, fringes, and overtime for State election employees.
			Increase based on estimates provided by SBE.

**DEPARTMENT STAFF SUMMARY
HARFORD COUNTY BOARD OF ELECTIONS**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>477,024</u>		<u>501,187</u>		<u>541,000</u>
SALARY TOTAL		<u><u>477,024</u></u>		<u><u>501,187</u></u>		<u><u>541,000</u></u>
OTHER PERSONAL SERVICES						
Pension		7,317		10,203		15,499
Overtime		21,000		21,000		21,000
Health Benefits		24,717		24,717		18,644
PEHP		25,905		32,100		27,000
FICA		37,640		39,743		42,530
Miscellaneous		<u>140</u>		<u>140</u>		<u>560</u>
TOTAL OTHER PERSONAL SERVICES		<u>116,719</u>		<u>127,903</u>		<u>125,233</u>
TOTAL PERSONAL SERVICES		<u><u>593,743</u></u>		<u><u>629,090</u></u>		<u><u>666,233</u></u>

*FY 20 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 22 GOAL:

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	515,985	443,027	192,490	229,633	229,633
20 CONTRACTUAL SERVICES	32,801	36,829	53,756	43,956	43,956
30 SUPPLIES AND MATERIALS	51,406	26,579	79,800	76,900	76,900
40 BUSINESS AND TRAVEL	29,182	9,566	31,320	31,400	31,400
50 CAPITAL OUTLAY	0	0	0	0	0
70 MISCELLANEOUS	504,830	469,903	840,000	860,000	860,000
	<u>515,985</u>	<u>443,027</u>	<u>192,490</u>	<u>229,633</u>	<u>229,633</u>
	<u>32,801</u>	<u>36,829</u>	<u>53,756</u>	<u>43,956</u>	<u>43,956</u>
	<u>51,406</u>	<u>26,579</u>	<u>79,800</u>	<u>76,900</u>	<u>76,900</u>
	<u>29,182</u>	<u>9,566</u>	<u>31,320</u>	<u>31,400</u>	<u>31,400</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>504,830</u>	<u>469,903</u>	<u>840,000</u>	<u>860,000</u>	<u>860,000</u>
GRAND TOTAL	<u>1,134,204</u>	<u>985,904</u>	<u>1,197,366</u>	<u>1,241,889</u>	<u>1,241,889</u>

FUNDING SOURCE:

11 GENERAL	<u>1,134,204</u>	<u>985,904</u>	<u>1,197,366</u>	<u>1,241,889</u>	<u>1,241,889</u>

ELECTIONS Harford County Board of Elections Index #481000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$37,143</u>
101,187	141,000	39,813	Temporary salaries - Funding provides for Election Board members and staff
10,203	15,499	5,296	Pension
24,717	18,644	(6,073)	Health Benefits
32,100	27,000	(5,100)	PEHP (Post Employment Health Benefits)
9,143	11,930	2,787	FICA adjustments
53,756	43,956	(9,800)	<u>CONTRACTUAL SERVICES decrease (\$9,800)</u>
			Telephone service and security systems decreased offset by increase in Legal services, fax and office equipment service
79,800	76,900	(2,900)	<u>SUPPLIES AND MATERIALS decrease (\$2,900)</u>
			Printing commercial decreased offset by increase in general office supplies, computer supplies and computer software
			<u>MISCELLANEOUS increases \$20,000</u>
840,000	860,000	20,000	Payments to Other Government Agencies - reimbursement to the State for the salaries, fringes, and overtime for State election employees as mandated by SBE

DIVISION STAFF SUMMARY
HARFORD COUNTY BOARD OF ELECTIONS
Index #481000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>77,024</u>		<u>101,187</u>		<u>141,000</u>
SALARY TOTAL		<u><u>77,024</u></u>		<u><u>101,187</u></u>		<u><u>141,000</u></u>
OTHER PERSONAL SERVICES						
Pension		7,317		10,203		15,499
Overtime		15,000		15,000		15,000
Health Benefits		24,717		24,717		18,644
PEHP		25,905		32,100		27,000
FICA		7,040		9,143		11,930
Other		140		140		560
TOTAL OTHER PERSONAL SERVICES		<u>80,119</u>		<u>91,303</u>		<u>88,633</u>
TOTAL PERSONAL SERVICES		<u><u>157,143</u></u>		<u><u>192,490</u></u>		<u><u>229,633</u></u>

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	651,026	69,600	436,600	436,600	436,600
20 CONTRACTUAL SERVICES	6,717	515	7,950	7,500	7,500
30 SUPPLIES AND MATERIALS	102,178	175,406	270,750	270,000	270,000
40 BUSINESS AND TRAVEL	16,270	235	12,000	12,000	12,000
50 CAPITAL OUTLAY	0	0	57,974	95,424	95,424
70 MISCELLANEOUS	632,618	563,714	677,805	830,931	830,931
80 INTER-GOVERNMENTAL/INTERFUND	0	0	15,000	15,000	15,000
GRAND TOTAL	1,408,809	809,470	1,478,079	1,667,455	1,667,455

FUNDING SOURCE:

11 GENERAL	1,408,809	809,470	1,478,079	1,667,455	1,667,455

ELECTIONS Election Expense Index #482000

FINANCIAL NOTES:

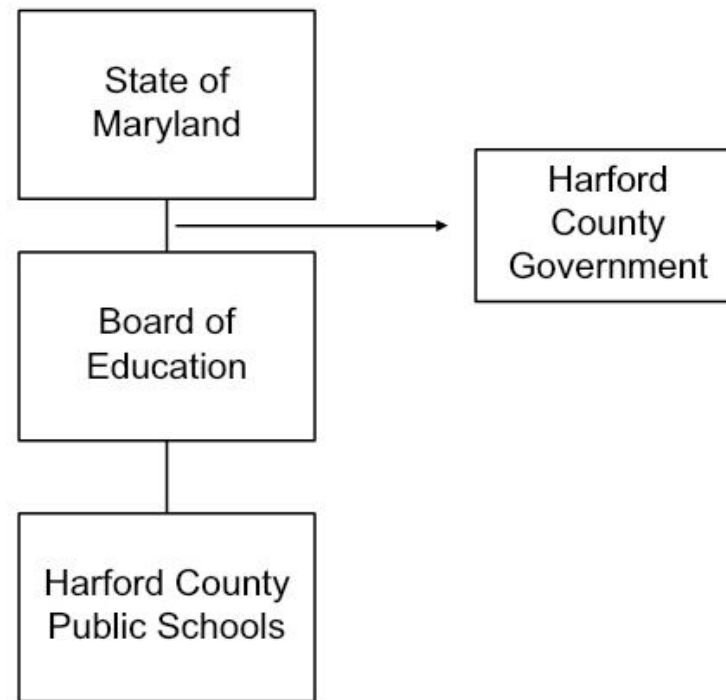
FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES no change for FY22</u>
400,000	400,000	0	Temporary salaries - Election Judges and Election Day Support Specialists
6,000	6,000	0	Overtime
30,600	30,600	0	FICA
7,950	7,500	(450)	<u>CONTRACTUAL SERVICES decrease (\$450)</u> Other Professional Services decreased based on actual expense history
270,750	270,000	(750)	<u>SUPPLIES & MATERIALS decrease (\$750)</u> Other Food supplies decreased based on actual expense history
57,974	95,424	37,450	<u>CAPITAL OUTLAY increase \$37,450</u> Funding for new Poll books
677,805	830,931	153,126	<u>MISCELLANEOUS increase \$153,126</u> Payments to Other Government Agencies - Funds for reimbursements to State Board of Elections (SBE) for Share of Billing and State employee admin fees. Amounts are dictated by SBE.

DIVISION STAFF SUMMARY
ELECTION EXPENSE
Index #482000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>400,000</u>		<u>400,000</u>		<u>400,000</u>
SALARY TOTAL		<u><u>400,000</u></u>		<u><u>400,000</u></u>		<u><u>400,000</u></u>
OTHER PERSONAL SERVICES						
Overtime		6,000		6,000		6,000
FICA		<u>30,600</u>		<u>30,600</u>		<u>30,600</u>
TOTAL OTHER PERSONAL SERVICES		<u>36,600</u>		<u>36,600</u>		<u>36,600</u>
TOTAL PERSONAL SERVICES		<u><u>436,600</u></u>		<u><u>436,600</u></u>		<u><u>436,600</u></u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

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	<i>Total number of schools</i>

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.

FY 22 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 22 BOARD OF EDUCATION OPERATING FUNDING:

	FY 21 APPROVED BUDGET	FY 22 APPROVED BUDGET	\$ CHANGE
County	276,927,778	293,812,984	16,885,206
State - Unrestricted	218,939,837	218,249,613 *	(690,224)
Federal - Unrestricted	420,000	420,000	0
Other - Unrestricted	5,105,000	4,115,500	(989,500)
	<u>501,392,615</u>	<u>516,598,097</u>	<u>15,205,482</u>
Fund Balance	2,000,000	2,989,500	989,500
Total Unrestricted Funds	503,392,615	519,587,597	16,194,982
State - Restricted	18,766,633	17,246,668	(1,519,965)
Federal - Restricted	20,068,723	19,516,908	(551,815)
Other - Restricted	155,500	86,500	(69,000)
	<u>38,990,856</u>	<u>36,850,076</u>	<u>(2,140,780)</u>
Total Restricted Funds	38,990,856	36,850,076	(2,140,780)
Total Funding	<u>542,383,471</u>	<u>556,437,673</u>	<u>14,054,202</u>

COUNTY FUNDING

FY 21	FY 22	CHANGE
276,927,778	293,812,984	16,885,206

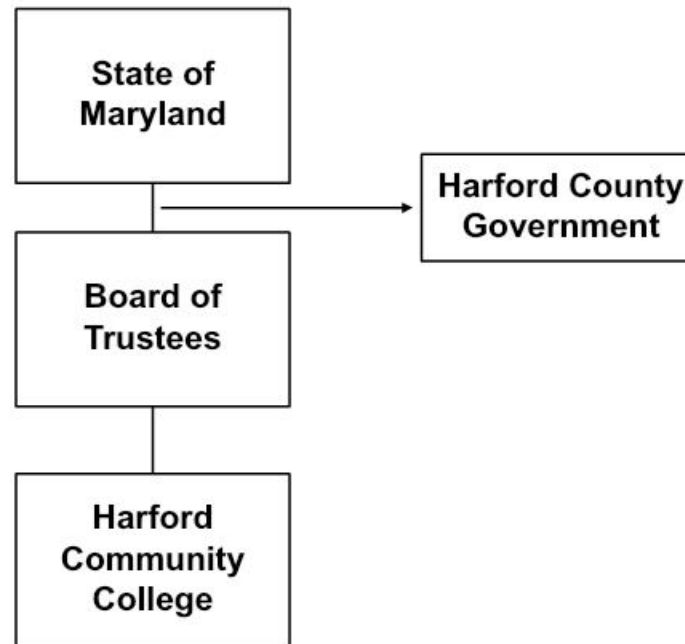
Harford County has fully fund the Board of Education's FY 22 Operating budget request @ \$293,812,984 an increase of \$16,885,206 over FY 22. This increase exceeds Maintenance of Effort.

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
	<u>SUMMARY BY CHARACTER</u>					
70	MISCELLANEOUS	<u>245,815,645</u>	<u>256,465,645</u>	<u>276,927,778</u>	<u>293,812,984</u>	<u>276,927,778</u>
	GRAND TOTAL	<u><u>245,815,645</u></u>	<u><u>256,465,645</u></u>	<u><u>276,927,778</u></u>	<u><u>293,812,984</u></u>	<u><u>276,927,778</u></u>
	<u>SUMMARY BY FUND</u>					
11	GENERAL	<u>245,815,645</u>	<u>256,465,645</u>	<u>276,927,778</u>	<u>293,812,984</u>	<u>276,927,778</u>
	GRAND TOTAL	<u><u>245,815,645</u></u>	<u><u>256,465,645</u></u>	<u><u>276,927,778</u></u>	<u><u>293,812,984</u></u>	<u><u>276,927,778</u></u>
	<u>SUMMARY BY DIVISION</u>					
541000	PUBLIC SCHOOLS	<u>245,815,645</u>	<u>256,465,645</u>	<u>276,927,778</u>	<u>293,812,984</u>	<u>276,927,778</u>
	GRAND TOTAL	<u><u>245,815,645</u></u>	<u><u>256,465,645</u></u>	<u><u>276,927,778</u></u>	<u><u>293,812,984</u></u>	<u><u>276,927,778</u></u>

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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
	<u>SUMMARY BY CHARACTER</u>					
70	MISCELLANEOUS	16,811,612	17,147,844	17,547,931	18,074,369	18,074,368.93
	GRAND TOTAL	16,811,612	17,147,844	17,547,931	18,074,369	18,074,368.93
	<u>SUMMARY BY FUND</u>					
11	GENERAL	16,811,612	17,147,844	17,547,931	18,074,369	18,074,368.93
	GRAND TOTAL	16,811,612	17,147,844	17,547,931	18,074,369	18,074,368.93
	<u>SUMMARY BY DIVISION</u>					
561000	HARFORD COMMUNITY COLLEGE	16,811,612	17,147,844	17,547,931	18,074,369	18,074,368.93
	GRAND TOTAL	16,811,612	17,147,844	17,547,931	18,074,369	18,074,368.93

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	
17,547,931	18,074,369	526,438	MISCELLANEOUS increase \$526,438
			Increased funding for the College by 3%

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 22 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

LIBRARIES

FY 22 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:

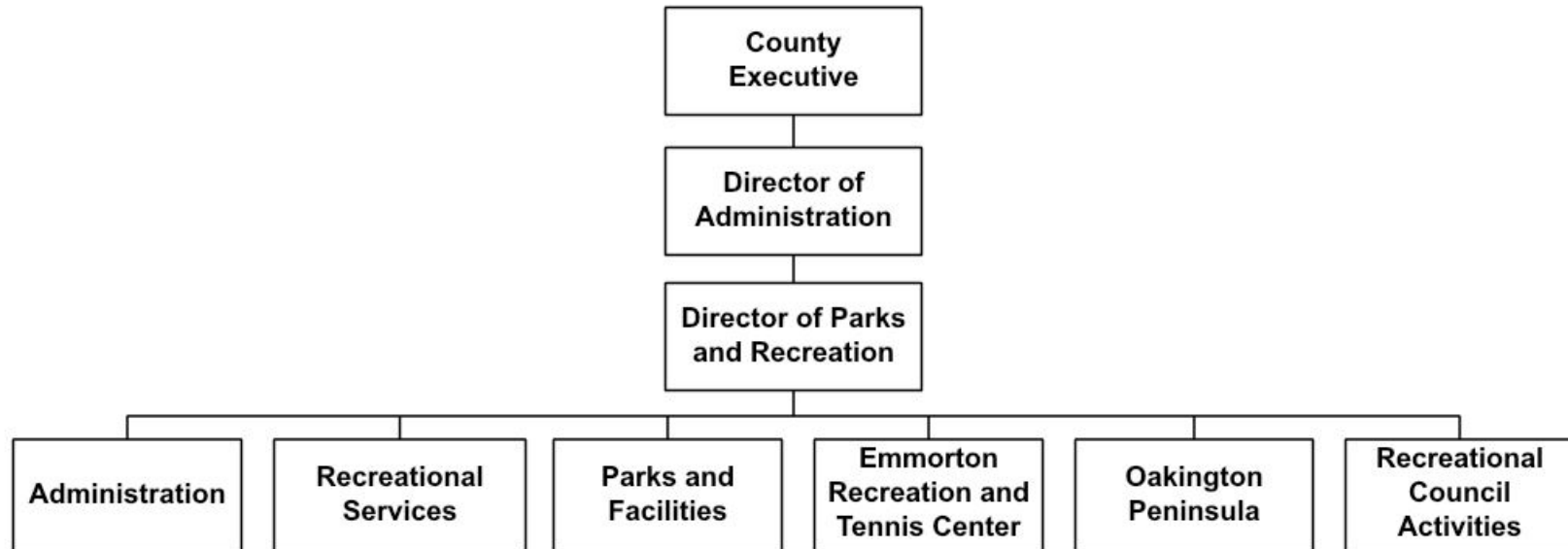
		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER</u>						
20	CONTRACTUAL SERVICES	26,562	9,631	10,555	11,684	11,684
70	MISCELLANEOUS	17,446,350	17,795,277	18,329,135	18,879,009	18,879,009
	GRAND TOTAL	<u>17,472,912</u>	<u>17,804,908</u>	<u>18,339,690</u>	<u>18,890,693</u>	<u>18,890,693</u>
<u>SUMMARY BY FUND</u>						
11	GENERAL	17,472,912	17,804,908	18,339,690	18,890,693	18,890,693
	GRAND TOTAL	<u>17,472,912</u>	<u>17,804,908</u>	<u>18,339,690</u>	<u>18,890,693</u>	<u>18,890,693</u>
<u>SUMMARY BY DIVISION</u>						
581000	COUNTY LIBRARIES	17,472,912	17,804,908	18,339,690	18,890,693	18,890,693
	GRAND TOTAL	<u>17,472,912</u>	<u>17,804,908</u>	<u>18,339,690</u>	<u>18,890,693</u>	<u>18,890,693</u>

FINANCIAL NOTES:

FY 21	FY 22	CHANGE
18,339,690	18,890,693	551,003

Additional funds equal to 3% increase or \$549,874 as well as additional funds for self-insurance @\$1,129 are provided to the Libraries for FY 22

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, Parks & Facilities, 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 20 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 Recreation and Tennis 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 THE GOAL OF EDUCATING AND STRENGTHENING INDIVIDUALS, FAMILIES, AND COMMUNITIES

FY 22 GOALS:

TO MAINTAIN, IMPROVE, AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS / TRAILS
TO PROVIDE EXCELLENT CUSTOMER SERVICE
TO INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING AND MEMBERSHIPS
TO ACQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS
TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSIGHT
TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

PARKS AND RECREATION

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	6,942,305	6,656,767	7,469,983	7,433,891	7,433,891
20 CONTRACTUAL SERVICES	1,985,971	1,935,760	3,120,448	3,637,698	3,637,698
30 SUPPLIES AND MATERIALS	359,025	408,098	545,025	563,238	563,238
40 BUSINESS AND TRAVEL	234,316	228,128	336,965	336,465	336,465
50 CAPITAL OUTLAY	18,333	53,734	15,115	5,000	5,000
70 MISCELLANEOUS	263,431	594,843	636,283	631,241	631,241
80 INTERGOVERNMENTAL EXPENSES	0	267	800	800	800
GRAND TOTAL	9,803,380	9,877,596	12,124,619	12,608,334	12,608,334
<u>SUMMARY BY FUND:</u>					
11 GENERAL	9,127,030	9,289,211	11,288,619	11,836,833	11,836,833
26 PARKS AND RECREATION	676,350	588,385	836,000	771,501	771,501
GRAND TOTAL	9,803,380	9,877,596	12,124,619	12,608,334	12,608,334
<u>SUMMARY BY DIVISION:</u>					
<u>GENERAL FUND:</u>					
591000 ADMINISTRATION	908,624	1,183,791	1,256,739	1,290,723	1,290,723
593000 RECREATIONAL SERVICES	2,733,241	2,828,977	3,264,283	3,652,443	3,652,443
595000 PARKS & FACILITIES	5,485,166	5,276,443	6,767,597	6,893,667	6,893,667
<u>PARKS AND RECREATION FUND:</u>					
593002 EMMORTON REC & TENNIS CTR	300,971	266,388	307,751	312,365	312,365
593003 OAKINGTON PENINSULA	235,704	214,718	346,911	306,798	306,798
593004 RECREATIONAL COUNCIL ACTIVITIES	139,674	107,278	181,338	152,338	152,338
GRAND TOTAL	9,803,380	9,877,596	12,124,619	12,608,334	12,608,334

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrator	1.00	82,014	1.00	85,694	1.00	0
Administrative Assistant II	12.00	716,144	12.00	754,944	12.00	814,674
Administrative Secretary III	1.00	61,775	1.00	65,051	1.00	70,092
Administrative Specialist I	1.00	49,900	1.00	52,938	0.00	0
Administrative Specialist III	0.00	0	0.00	0	1.00	63,242
Building Caretaker	20.00	768,881	18.00	791,290	17.00	628,572
Chief of Parks and Recreation	1.00	91,330	1.00	95,197	1.00	101,142
Civil Engineer IV	1.00	109,007	1.00	113,227	1.00	119,714
Crew Chief	2.00	71,488	1.00	74,958	1.00	80,296
Crew Leader I	3.00	141,857	2.00	102,139	2.00	111,383
Crew Leader II	3.00	151,941	3.00	161,100	3.00	175,203
Deputy Director, Parks and Recreation	1.00	92,141	1.00	94,141	1.00	98,024
Director, Parks and Recreation	1.00	120,233	1.00	124,233	1.00	128,718
Engineering Associate V	1.00	81,682	1.00	85,356	1.00	91,006
Maintenance Worker I	5.00	186,490	3.00	120,205	4.00	137,160
Maintenance Worker II	4.00	161,272	3.00	139,409	3.00	152,862
Recreation Specialist I	4.00	154,454	4.00	165,704	5.00	214,973
Recreation Specialist II	5.00	283,191	5.00	301,420	3.00	204,198
Recreation Specialist III	2.00	119,023	2.00	125,484	4.00	260,317
Recreation Specialist IV	3.00	183,214	3.00	192,998	4.00	275,304
Recreation Specialist V	8.00	581,691	8.00	609,645	7.00	565,435

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Superintendent/Parks & Facilities	1.00	71,488	1.00	74,958	1.00	64,349
Superintendent/Parks & Recreation	1.00	77,087	1.00	80,669	1.00	67,465
Utility Worker II	2.00	80,135	2.00	90,394	2.00	73,134
FULL-TIME SALARIES	83.00	4,436,438	76.00	4,501,154	77.00	4,497,263
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	83.00	4,436,438	76.00	4,501,154	77.00	4,497,263
TEMPORARY SALARIES		237,362		342,262		310,998
SALARY TOTAL P & R - GENERAL FUND	83.00	4,673,800	76.00	4,843,416	77.00	4,808,261

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Administrative Specialist II	1.00	83,293	1.00	37,830	0.00	0
Building Caretaker	1.00	48,220	1.00	51,224	1.00	55,851
TOTAL FULL-TIME SALARIES	2.00	131,513	2.00	89,054	1.00	55,851
TEMPORARY SALARIES		137,164		133,254		141,073
SUB-TOTAL P & R SPECIAL REVENUE	2.00	268,677	2.00	222,308	1.00	196,924

PARKS AND RECREATION

GENERAL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	6,697,264	6,427,754	7,147,979	7,132,358	7,132,358
20 CONTRACTUAL SERVICES	1,688,861	1,692,868	2,734,500	3,285,800	3,285,800
30 SUPPLIES & MATERIALS	312,389	382,960	497,625	520,275	520,275
40 BUSINESS AND TRAVEL	232,224	226,001	332,600	332,600	332,600
50 CAPITAL OUTLAY	7,335	47,998	10,115	0	0
70 MISCELLANEOUS	188,957	511,364	565,000	565,000	565,000
80 INTERGOVERNMENTAL EXPENSES	0	267	800	800	800
GRAND TOTAL	9,127,030	9,289,212	11,288,619	11,836,833	11,836,833
<u>SUMMARY BY FUND:</u>					
11 GENERAL	9,127,030	9,289,212	11,288,619	11,836,833	11,836,833
GRAND TOTAL	9,127,030	9,289,212	11,288,619	11,836,833	11,836,833
<u>SUMMARY BY DIVISION:</u>					
591000 ADMINISTRATION	908,624	1,183,791	1,256,739	1,290,723	1,290,723
593000 RECREATIONAL SERVICES	2,733,241	2,828,977	3,264,283	3,652,443	3,652,443
595000 PARKS & FACILITIES	5,485,166	5,276,443	6,767,597	6,893,667	6,893,667
GRAND TOTAL	9,127,030	9,289,212	11,288,619	11,836,833	11,836,833

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrator	1.00	82,014	1.00	85,694	1.00	0
Administrative Assistant II	12.00	716,144	12.00	754,944	12.00	814,674
Administrative Secretary III	1.00	61,775	1.00	65,051	1.00	70,092
Administrative Specialist I	1.00	49,900	1.00	52,938	0.00	0
Administrative Specialist III	0.00	0	0.00	0	1.00	63,242
Building Caretaker	20.00	768,881	18.00	791,290	17.00	628,572
Chief of Parks and Recreation	1.00	91,330	1.00	95,197	1.00	101,142
Civil Engineer IV	1.00	109,007	1.00	113,227	1.00	119,714
Crew Chief	2.00	71,488	1.00	74,958	1.00	80,296
Crew Leader I	3.00	141,857	2.00	102,139	2.00	111,383
Crew Leader II	3.00	151,941	3.00	161,100	3.00	175,203
Deputy Director, Parks and Recreation	1.00	92,141	1.00	94,141	1.00	98,024
Engineering Associate V	1.00	81,682	1.00	85,356	1.00	91,006
Maintenance Worker I	5.00	186,490	3.00	120,205	4.00	137,160
Maintenance Worker II	4.00	161,272	3.00	139,409	3.00	152,862
Recreation Specialist I	4.00	154,454	4.00	165,704	5.00	214,973
Recreation Specialist II	5.00	283,191	5.00	301,420	3.00	204,198
Recreation Specialist III	2.00	119,023	2.00	125,484	4.00	260,317
Recreation Specialist IV	3.00	183,214	3.00	192,998	4.00	275,304
Recreation Specialist V	8.00	581,691	8.00	609,645	7.00	565,435

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Superintendent/Parks & Facilities	1.00	71,488	1.00	74,958	1.00	64,349
Superintendent/Parks & Recreation	1.00	77,087	1.00	80,669	1.00	67,465
Utility Worker II	2.00	80,135	2.00	90,394	2.00	73,134
FULL-TIME SALARIES	83.00	4,436,438	76.00	4,501,154	77.00	4,497,263
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	83.00	4,436,438	76.00	4,501,154	77.00	4,497,263
TEMPORARY SALARIES		237,362		342,262		310,998
SALARY TOTAL P & R - GENERAL FUND	83.00	4,673,800	76.00	4,843,416	77.00	4,808,261
OTHER PERSONAL SERVICES						
Pension & Retirement		429,401		478,859		488,828
Workers' Compensation		80,295		107,539		90,637
Health Benefits		1,197,718		1,084,618		1,126,265
PEHP		142,374		182,842		165,240
Overtime & Shift Differential		78,363		60,200		63,239
FICA		357,438		370,945		370,948
Miscellaneous		11,060		19,560		18,940
TOTAL OTHER PERSONAL SERVICES		2,296,649		2,304,563		2,324,097
TOTAL PERSONAL SERVICES	83.00	6,970,449 *	76.00	7,147,979	77.00	7,132,358

*FY 20 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 22 GOALS:

TO MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS / TRAILS

TO PROVIDE EXCELLENT CUSTOMER SERVICE

TO INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING AND MEMBERSHIPS

TO ACQUIRE ADDITIONAL RECREATION LAND, THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS

TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED

TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSIGHT

TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

PARKS AND RECREATION Administration Index #591000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	715,216	667,611	693,089	727,073	727,073
20 CONTRACTUAL SERVICES	2,562	2,806	4,400	4,400	4,400
30 SUPPLIES AND MATERIALS	5,483	2,198	22,650	22,650	22,650
40 BUSINESS AND TRAVEL	10,162	11,176	11,600	11,600	11,600
50 CAPITAL OUTLAY	200	0	0	0	
70 MISCELLANEOUS	175,000	500,000	525,000	525,000	525,000
	<u>175,000</u>	<u>500,000</u>	<u>525,000</u>	<u>525,000</u>	<u>525,000</u>
GRAND TOTAL	<u>908,624</u>	<u>1,183,791</u>	<u>1,256,739</u>	<u>1,290,723</u>	<u>1,290,723</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>908,624</u>	<u>1,183,791</u>	<u>1,256,739</u>	<u>1,290,723</u>	<u>1,290,723</u>

PARKS AND RECREATION
Administration
Index #591000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$33,984</u>
486,870	477,069	(9,801)	Full-time salaries
			8,368 Salary adjustment
			(18,169) Turnover
			<u>(9,801)</u>
	23,648	23,648	FY 22 Merit Increase of \$3,000 and COLA of 3% for all eligible employees
51,121	52,478	1,357	Pension adjustments
7,306	6,459	(847)	Workers' Compensation adjustments
90,202	109,867	19,665	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
19,260	20,250	990	PEHP (Post Employment Health Plan)
36,890	35,862	(1,028)	FICA Adjustments
4,400	4,400	0	<u>CONTRACTUAL SERVICES - No change from FY 21</u>
			Funding provides for telephone service, fax service and professional document shredding
22,650	22,650	0	<u>MATERIALS AND SUPPLIES - No change from FY 21</u>
			Funding provides for general office supplies, memorial tree planting program, printing and office mailing
11,600	11,600	0	<u>BUSINESS AND TRAVEL - No change from FY 21</u>
			Funding provides for membership fees and dues, training seminars and courses and travel expenses
525,000	525,000	0	<u>MISCELLANEOUS - No change from FY 21</u>
			Funding provides for contributions to the Cedar Lane Foundation, Chesapeake Therapeutic Riding School and the Miracle League of Harford County

DIVISION STAFF SUMMARY
Parks and Recreation Administration
Index #591000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	168,311	2.00	122,776	2.00	132,640
Administrative Secretary III	1.00	61,775	1.00	65,051	1.00	70,092
Deputy Director, Parks and Recreation	1.00	92,141	1.00	94,141	1.00	98,024
Director, Parks and Recreation	1.00	120,233	1.00	124,233	1.00	128,718
Superintendent/Parks & Recreation	1.00	77,087	1.00	80,669	1.00	67,465
SALARY TOTAL	7.00	519,547	6.00	486,870	6.00	496,939
OTHER PERSONAL SERVICES						
Pension		49,357		51,121		54,663
Workers' Compensation		5,219		7,306		6,532
Health Benefits		83,321		90,202		109,867
PEHP		15,543		19,260		20,250
FICA		39,638		36,890		37,382
Miscellaneous		980		1,440		1,440
TOTAL OTHER PERSONAL SERVICES		194,058		206,219		230,134
TOTAL PERSONAL SERVICES	7.00	713,605 *	6.00	693,089	6.00	727,073

*FY 20 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 22 GOALS:

TO MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS/TRAILS
 TO PROVIDE EXCELLENT CUSTOMER SERVICE
 TO INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING, AND MEMBERSHIPS
 TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
 TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSIGHT
 TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,642,574	2,734,072	3,114,633	3,477,493	3,477,493
20 CONTRACTUAL SERVICES	43,211	57,747	65,000	85,300	85,300
30 SUPPLIES AND MATERIALS	24,888	16,478	59,250	64,250	64,250
40 BUSINESS AND TRAVEL	20,252	13,471	25,400	25,400	25,400
50 CAPITAL OUTLAY	2,316	6,942	0	0	0
80 INTERGOVERNMENTAL/INTERFUND	0	267	0	0	
GRAND TOTAL	2,733,241	2,828,977	3,264,283	3,652,443	3,652,443
<u>FUNDING SOURCE:</u>					
11 GENERAL	2,733,241	2,828,977	3,264,283	3,652,443	3,652,443

PARKS AND RECREATION
Recreational Services
Index #593000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$362,860</u>
1,967,875	1,930,571	(37,304)	Full-Time Salaries (37,304) Turnover
	238,646	238,646	Net total of three (3) positions transferred to Recreational Services 593000 from other Parks and Recreation agencies
206,281	150,214	(56,067)	Reduce Temporary Salaries
	387,614	387,614	FY 22 Merit of \$3,000 and COLA of 3% for all eligible employees
212,039	206,573	(5,466)	Pension adjustments
42,196	35,777	(6,419)	Workers' Compensation adjustments
428,543	516,056	87,513	Health Benefits are adjusted for an anticipated increase as well as staff opting for changes
86,542	90,990	4,448	PEHP (Post Employment Health Plan)
162,497	149,082	(13,415)	FICA adjustments

PARKS AND RECREATION
Recreational Services
Index #593000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES - Increase of \$20,300</u>
8,000	30,000	22,000	Increase in funding for annual inspection, maintenance and repairs of fitness and gym equipment offset by a decrease in advertising and office equipment service
			<u>MATERIALS & SUPPLIES - Increase of \$5,000</u>
15,000	25,000	10,000	Increase in funding for recreation supplies to equip mobile unit
15,000	10,000	(5,000)	Decrease in funding for duplicating machine supplies and food supplies based on actual expenses
25,400	25,400	0	<u>BUSINESS & TRAVEL - No change in funding in FY 22</u> Funding provides for county owned vehicle expenses, professional books and periodicals and training seminars and courses

DIVISION STAFF SUMMARY

Recreational Services

Index #593000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	0.00	0
Administrative Assistant II	7.00	441,214	8.00	519,337	8.00	559,638
Chief of Parks and Recreation	1.00	91,330	1.00	95,197	1.00	101,142
Recreation Specialist I	3.00	115,366	3.00	123,794	5.00	214,973
Recreation Specialist II	5.00	283,191	5.00	301,420	3.00	204,198
Recreation Specialist III	2.00	119,023	2.00	125,484	4.00	260,317
Recreation Specialist IV	3.00	183,214	3.00	192,998	4.00	275,304
Recreation Specialist V	8.00	581,691	8.00	609,645	7.00	565,435
Superintendent/Parks & Recreation	0.00	0	0.00	0	1.00	64,349
FULL-TIME SALARIES	29.00	1,815,029	30.00	1,967,875	33.00	2,245,356
TOTAL FULL-TIME SALARIES	29.00	1,815,029	30.00	1,967,875	33.00	2,245,356
TEMPORARY SALARIES		94,463		206,281		150,214
SALARY TOTAL	29.00	1,909,492	30.00	2,174,156	33.00	2,395,570

DIVISION STAFF SUMMARY

Recreational Services

Index #593000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		179,624		212,039		238,656
Workers' Compensation		27,982		42,196		42,344
Health Benefits		387,732		428,543		516,057
PEHP		54,297		86,542		90,990
FICA		146,076		162,497		183,261
Miscellaneous		4,060		8,660		10,615
TOTAL OTHER PERSONAL SERVICES		799,771		940,477		1,081,923
TOTAL PERSONAL SERVICES	29.00	2,709,263 *	30.00	3,114,633	33.00	3,477,493

*FY 20 Salaries and Other Personal Services are Enacted not Audited amount

PARKS AND RECREATION

Parks and Facilities

Index #595000

ORIGIN/PURPOSE:

The Division of Parks and Facilities includes two (2) operating groups - Capital Planning and Development, and Grounds Maintenance.

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, Parks 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 group in this division is charged with the continuous task of keeping all park sites safe, usable and appealing. 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.

FY 22 GOALS:

TO MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS/TRAILS

TO PROVIDE EXCELLENT CUSTOMER SERVICE

TO ACQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS

TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED

TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSIGHT

TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

PARKS AND RECREATION
Parks and Facilities
Index #595000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,339,474	3,026,070	3,340,257	2,927,792	2,927,792
20 CONTRACTUAL SERVICES	1,643,088	1,632,315	2,665,100	3,196,100	3,196,100
30 SUPPLIES AND MATERIALS	282,018	364,284	415,725	433,375	433,375
40 BUSINESS AND TRAVEL	201,811	201,354	295,600	295,600	295,600
50 CAPITAL OUTLAY	4,819	41,056	10,115	0	0
70 MISCELLANEOUS	13,957	11,364	40,000	40,000	40,000
80 INTERGOVERNMENTAL EXPENSES	0	0	800	800	800
GRAND TOTAL	<u>5,485,167</u>	<u>5,276,443</u>	<u>6,767,597</u>	<u>6,893,667</u>	<u>6,893,667</u>

FUNDING SOURCE:

11 GENERAL	<u>5,485,167</u>	<u>5,276,443</u>	<u>6,767,597</u>	<u>6,893,667</u>	<u>6,893,667</u>

PARKS AND RECREATION
Parks and Facilities
Index #595000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES decrease (\$412,465)</u>
2,046,409	1,732,849	(313,560)	Full-Time Salaries
			5,462 Salary adjustments
			Staff Turnover - net total of six (6) vacant positions unfunded and two (2) vacant positions downgraded to base salary
			(319,022)
			<u>(313,560)</u>
	(195,678)	(195,678)	Net decrease of two (2) positions transferred from Parks and Facilities to Recreational Services:
	167,978	167,978	FY 22 Merit of \$3,000 and COLA of 3% for eligible employees
135,981	160,784	24,803	Temporary Salaries provide for park and building attendants as well as summer workers
215,699	192,492	(23,207)	Pension adjustments
58,037	47,318	(10,719)	Workers' Compensation adjustments
565,873	548,958	(16,915)	Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes
77,040	54,000	(23,040)	PEHP (Post Employment Health Benefits)
10,200	11,704	1,504	Shift Differential adjustments
171,558	148,688	(22,870)	FICA

PARKS AND RECREATION**Parks and Facilities****Index #595000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES increase \$531,000</u>
902,000	1,063,000	161,000	Increase in funding for Grounds Maintenance based on not to exceed adjustments to contracts for synthetic turf field maintenance, GMAX turf safety testing, noxious weed abatement, and the addition of five properties to the mowing and landscaping contract.
385,000	734,000	349,000	Increase in funding for Building/Custodial Services based on discontinuing in-house trash collection; additional sites in FY 22; and more frequent cleaning of portable toilets at park facilities
			<u>MATERIALS & SUPPLIES increase \$17,650</u>
5,000	15,000	10,000	Funding reallocated from uniform rental to uniform purchase due to discontinuation of uniform rental/laundry program
75,000	80,000	5,000	Increase in funding for materials needed for minor repairs or replacement of aging stormwater ponds, entrance signs, fencing materials, etc.
295,600	295,600	0	<u>BUSINESS & TRAVEL - No change in funding from FY 21</u> Funding provides for county owned vehicle expense, training, seminars and courses
10,115	0	(10,115)	<u>CAPITAL OUTLAY decrease (\$10,115)</u> One time purchase of a gator in FY 21

DIVISION STAFF SUMMARY

Parks and Facilities

Index #595000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	106,619	2.00	112,831	2.00	122,396
Administrative Specialist I	1.00	49,900	1.00	52,938	0.00	0
Administrative Specialist III	0.00	0	0.00	0	1.00	63,242
Administrator	1.00	82,014	1.00	85,694	1.00	0
Building Caretaker	20.00	768,881	18.00	791,290	17.00	628,572
Civil Engineer IV	1.00	109,007	1.00	113,227	1.00	119,714
Crew Chief	2.00	71,488	1.00	74,958	1.00	80,296
Crew Leader I	3.00	141,857	2.00	102,139	2.00	111,383
Crew Leader II	3.00	151,941	3.00	161,100	3.00	175,203
Engineering Associate V	1.00	81,682	1.00	85,356	1.00	91,006
Maintenance Worker I	5.00	186,490	3.00	120,205	4.00	137,160
Maintenance Worker II	4.00	161,272	3.00	139,409	3.00	152,862
Recreation Specialist I`	1.00	39,088	1.00	41,910	0.00	0
Superintendent, Parks & Facilities	1.00	71,488	1.00	74,958	0.00	0
Utility Worker I	0.00	0	0.00	0	1.00	35,088
Utility Worker II	2.00	80,135	2.00	90,394	1.00	38,046
FULL-TIME SALARIES	47.00	2,101,862	40.00	2,046,409	38.00	1,754,968
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	47.00	2,101,862	40.00	2,046,409	38.00	1,754,968

DIVISION STAFF SUMMARY

Parks and Facilities

Index #595000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		142,899		135,981		160,784
SALARY TOTAL	<u>47.00</u>	<u>2,241,900</u>	<u>40.00</u>	<u>2,182,390</u>	<u>38.00</u>	<u>1,915,752</u>
OTHER PERSONAL SERVICES						
Pension		200,420		215,699		195,508
Workers' Compensation		47,094		58,037		41,760
Health Benefits		726,665		565,873		500,343
PEHP		72,534		77,040		54,000
Overtime & Shift Differential		78,363		60,200		61,704
FICA		171,724		171,558		150,305
Miscellaneous		6,020		9,460		8,420
TOTAL OTHER PERSONAL SERVICES		<u>1,302,820</u>		<u>1,157,867</u>		<u>1,012,040</u>
TOTAL PERSONAL SERVICES	<u>47.00</u>	<u>3,547,581</u>	<u>40.00</u>	<u>3,340,257</u>	<u>38.00</u>	<u>2,927,792</u>

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	186,774	183,844	199,636	206,500	206,500
20 CONTRACTUAL SERVICES	83,925	69,220	89,150	88,100	88,100
30 SUPPLIES AND MATERIALS	23,836	12,973	18,900	17,700	17,700
40 BUSINESS AND TRAVEL	40	40	65	65	65
50 CAPITAL OUTLAY	6,397	311	0	0	0
GRAND TOTAL	<u>300,971</u>	<u>266,388</u>	<u>307,751</u>	<u>312,365</u>	<u>312,365</u>

FUNDING SOURCE:

11 GENERAL	<u>300,971</u>	<u>266,388</u>	<u>307,751</u>	<u>312,365</u>	<u>312,365</u>

PARKS AND RECREATION Emmorton Recreation and Tennis Center Index #593002

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$6,864</u>
51,224	51,224	0	Full Time Salaries
85,930	87,863	1,933	Temporary Salaries provide for administrative staff and building attendants at the ERTC
	6,319	6,319	FY 22 Merit of \$3,000 and COLA of 3% for all eligible employees
31,999	32,722	723	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes
89,150	88,100	(1,050)	<u>CONTRACTUAL SERVICES decrease of (\$1,050)</u> Funding adjusted based on revenue trends
18,900	17,700	(1,200)	<u>MATERIALS AND SUPPLIES decrease of (\$1,200)</u> Funding adjusted based on revenue trends

DIVISION STAFF SUMMARY
Emmorton Recreation & Tennis Center
Index #593002

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Building Caretaker	1.00	48,220	1.00	51,224	1.00	55,851
TOTAL FULL-TIME SALARIES	1.00	48,220	1.00	51,224	1.00	55,851
TEMPORARY SALARIES		79,896		85,930		87,863
SALARY TOTAL	1.00	128,116	1.00	137,154	1.00	143,714
OTHER PERSONAL SERVICES						
Pension		17,188		12,247		14,930
Workers' Compensation		1,553		1,183		1,160
Health Benefits		31,295		31,999		33,089
PEHP		5,181		6,420		6,750
FICA		9,801		10,493		6,437
Miscellaneous		980		140		420
TOTAL OTHER PERSONAL SERVICES		65,998		62,482		62,786
TOTAL PERSONAL SERVICES	1.00	194,114 *	1.00	199,636	1.00	206,500

*FY 20 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.

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	42,417	34,776	104,830	77,496	77,496
20 CONTRACTUAL SERVICES	92,478	77,003	138,298	134,298	134,298
30 SUPPLIES AND MATERIALS	19,683	11,949	24,500	21,263	21,263
40 BUSINESS AND TRAVEL	2,052	2,086	3,000	2,500	2,500
50 CAPITAL OUTLAY	4,601	5,426	5,000	5,000	5,000
70 MISCELLANEOUS	74,474	83,479	71,283	66,241	66,241
GRAND TOTAL	235,704	214,718	346,911	306,798	306,798
<u>FUNDING SOURCE:</u>					
11 GENERAL	235,704	214,718	346,911	306,798	306,798

PARKS AND RECREATION
Oakington Peninsula
Index #593003

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES decrease (\$27,335)</u>
37,830	0	(37,830)	Full Time Salaries One (1) Recreation Specialist I transferred to Recreation Services
46,374	52,260	5,886	Temporary Salaries - provide for event workers/attendants
138,298	134,298	(4,000)	<u>CONTRACTUAL SERVICES decrease (\$4,000)</u> Funding adjusted based on revenue trends.
24,500	21,263	(3,237)	<u>SUPPLIES & MATERIALS decrease (\$3,237)</u> Funding adjusted based on revenue trends
3,000	2,500	(500)	<u>BUSINESS AND TRAVEL decrease (\$500)</u> Funding adjusted based on revenue trends
5,000	5,000	0	<u>CAPITAL OUTLAY - No change in funding from FY 21</u>
71,283	66,241	(5,042)	<u>MISCELLANEOUS decreases (\$5,042)</u> Decrease in Pro Rata shares

DIVISION STAFF SUMMARY
Oakington Peninsula
Index #593003

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	83,293	1.00	37,830	0.00	0
TOTAL FULL-TIME SALARIES	1.00	83,293	1.00	37,830	0.00	0
TEMPORARY SALARIES		47,668		46,374		52,260
SALARY TOTAL	1.00	130,961	1.00	84,204	0.00	52,260
OTHER PERSONAL SERVICES						
Pension		9,343		5,296		5,532
Workers' Compensation		1,915		845		1,080
Health Benefits		17,619		7,903		7,904
FICA		10,019		6,442		10,440
Miscellaneous		1,400		140		280
TOTAL OTHER PERSONAL SERVICES		40,296		20,626		25,236
TOTAL PERSONAL SERVICES	1.00	171,257 *	1.00	104,830	0.00	77,496

*FY 20 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	15,850	10,393	17,538	17,538	17,538
20 CONTRACTUAL SERVICES	120,707	96,669	158,500	129,500	129,500
30 SUPPLIES AND MATERIALS	3,118	216	4,000	4,000	4,000
40 BUSINESS AND TRAVEL	0	0	1,300	1,300	1,300
GRAND TOTAL	139,674	107,278	181,338	152,338	152,338

FUNDING SOURCE:

11 GENERAL					
	139,674	107,278	181,338	152,338	152,338

PARKS AND RECREATION Recreational Council and Special Activities Index #593004

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
17,538	17,538	0	<u>PERSONAL SERVICES no change in funding from FY 21</u>
158,500	129,500	(29,000)	<u>CONTRACTUAL SERVICES decrease (\$29,000)</u> Funding adjusted based on revenue trends
4,000	4,000	0	<u>SUPPLIES AND MATERIALS - No change in funding from FY 21</u>
1,300	1,300	0	<u>BUSINESS AND TRAVEL - No change in funding for FY 21</u>

DIVISION STAFF SUMMARY
Recreational Council Activities
Index #593004

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>9,600</u>		<u>950</u>		<u>950</u>
SALARY TOTAL		<u><u>9,600</u></u>		<u><u>950</u></u>		<u><u>950</u></u>
OTHER PERSONAL SERVICES						
Overtime & Shift Differential		12,000		15,000		15,000
FICA		<u>367</u>		<u>1,588</u>		<u>1,588</u>
TOTAL OTHER PERSONAL SERVICES		<u>12,367</u>		<u>16,588</u>		<u>16,588</u>
TOTAL PERSONAL SERVICES		<u><u>21,967</u></u> *		<u><u>17,538</u></u>		<u><u>17,538</u></u>

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Department of Parks & Recreation - Anticipated FY 22 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				7/1/21 -6/30/22	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.		\$8,500			7/1/21 -6/30/22	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	\$74,705		7/1/21 -6/30/22	Recurring
TOTALS:		\$50,000	\$55,296	\$32,500	\$44,038		

DEPARTMENT OF PARKS AND RECREATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

Increase revenue through reservations, programming, and memberships.

Department Objective:

To create, advertise, and promote department programs by increasing memberships and reservations.

County Goal(s) Supported:

III. Strengthening Our Communities.

Measure:	Actual 2018	Actual 2019	Actual 2020	Actual 2021
<u>Input:</u>				
Recreation Staff (Full-time)	30	32	32	31
Funding allocated for new programs	\$10,000	\$33,700	\$39,100	\$39,100
<u>Output:</u>				
Revenue from Membership	\$45,848	\$45,148	\$44,202	\$24,182
<i>Fitness</i>	\$8,297	\$8,256	\$5,729	\$1,330
<i>Tennis Center</i>	\$37,551	\$36,892	\$38,473	\$22,852
Revenue from Reservations	\$493,320	\$455,371	\$402,550	\$387,952
<i>ShowMobile</i>	\$14,805	\$19,488	\$15,566	\$3,650
<i>Tennis Courts</i>	\$205,388	\$207,196	\$165,966	\$106,498
<i>Weddings (SHF)</i>	\$226,330	\$175,892	\$186,049	\$246,389
<i>Other (rooms, pavilions, etc.)</i>	\$46,797	\$52,795	\$34,969	\$31,415
Revenue from New Programs	\$69,946	\$86,645	\$48,615	\$27,655
<i>Various department sponsored programs**</i>	\$63,436	\$80,616	\$46,345	\$27,595
<i>Challenge Course (Above & Beyond)</i>	\$6,510	\$6,029	\$2,270	\$60
Total Revenue	\$609,114	\$587,164	\$495,367	\$439,789

DEPARTMENT OF PARKS AND RECREATION OBJECTIVES & PERFORMANCE MEASURES

Measure:	Actual 2018	Actual 2019	Actual 2020	Actual 2021
Outcome:				
% of revenue growth from previous year Memberships	8%	-2%	-2.1%	-82.8%
% of revenue growth from previous year Reservations	3%	-8%	-13.1%	-3.8%
% of revenue growth from previous year New Programs	51%	19%	-78.2%	-75.8%
% of Growth in Total Revenue from Previous Year	9%	-3.7%	-18.5%	-12.6%

Explanation and Analysis of Performance Measures

** Parks and Recreation developed special in-house programs geared towards attracting community interest in alternative forms of recreation, including topics such as preschool programs, expanded homeschool offerings, various scout programs (patch programs for ropes course and climbing wall, field day, etc.). These programs offer the convenience of shorter schedules and 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 provide free programs that are not reflected in these numbers. **Actual 2020 revenues reflect refunds issued for various programs and services that were canceled due to COVID-19.**

DEPARTMENT OF PARKS AND RECREATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

Maintain, improve and develop safe and secure department facilities, park sites and greenways/trails.

To provide excellent customer service.

Department Objective:

During the reporting period, Parks & Recreation aims to reduce the average days to complete Constituent service request using both in-house and contracted resources to (5) business days or less (in-house) and 14 days or less (contracted).

County Goal(s) Supported:

III. Strengthening Our Communities.

Measure:	Actual 2019	Actual 2020	Actual 2021	Estimated 2022
<u>Input:</u>				
<i>Work Requests Completed in-house</i>	N/A	N/A	32	40
<i>Work Request Completed by Contractor</i>	N/A	N/A	12	20
<u>Output:</u>				
<i>Avg days to complete, in-house</i>	N/A	N/A	5.19	4
<i>Avg days to complete, Contractor</i>	N/A	N/A	39.9	20
<u>Outcome:</u>				
<i>Times completed within range, in-house</i>	N/A	N/A	22	25
<i>Times completed within range, Contractor</i>	N/A	N/A	5	10

Explanation and Analysis of Performance Measures

Constituent service encompasses a wide array tasks and Parks & Recreation considers each request a top priority. Reducing the days to complete constituent service requests will promote the Administration's goals and priorities and at the same time improve relations. While we are bound by the current contract we are working with our contractor to reduce the number of days to complete a request. On 5 occasions, in-house crews completed service requests on the same day they were submitted.

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	484,690	514,656	547,361	599,208	599,208
20 CONTRACTUAL SERVICES	1,981	2,017	3,600	2,400	2,400
30 SUPPLIES AND MATERIALS	18,272	18,272	18,272	18,272	18,272
40 BUSINESS AND TRAVEL	0	0	0	1,200	
70 MISCELLANEOUS	238,073	252,957	263,530	263,530	263,530
GRAND TOTAL	743,016	787,903	832,763	884,610	883,410

SUMMARY BY FUND:

11 GENERAL	743,016	787,903	832,763	884,610	884,610
GRAND TOTAL	743,016	787,903	832,763	884,610	884,610

SUMMARY BY DIVISION:

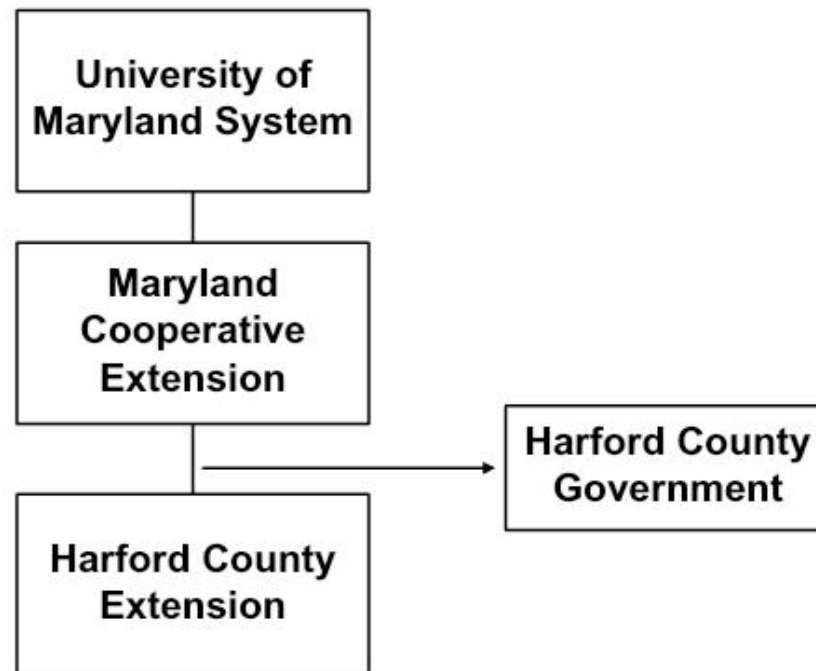
631000 EXTENSION SERVICE	249,726	264,646	276,802	276,802	275,602
633000 SOIL CONSERVATION	493,290	523,256	555,961	607,808	607,808
GRAND TOTAL	743,016	787,903	832,763	884,610	883,410

CONSERVATION OF NATURAL RESOURCES

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
<u>PERSONAL SERVICES increase \$ 51,847</u>			
343,286	350,151	6,865	Full-time Salaries 6,865 Salary Adjustment
	30,863	30,863	FY 22 Merit Increase of \$3,000 and COLA of 3% to all eligible employees
36,045	38,517	2,472	Pension adjustments
1,165	932	(233)	Workers' Compensation adjustment
120,644	124,258	3,614	Health Benefits are adjusted due to staff opting for changes in levels of coverage
19,260	27,000	7,740	PEHP (Post Employment Health Plan)
26,261	26,787	526	FICA Adjustments
<u>BUSINESS AND TRAVEL increase \$1,200</u>			
0	1,200	1,200	Training and Seminars reallocated funding from Telephone Services
<u>MISCELLANEOUS no change in funding over FY 21</u>			
259,930	259,930	0	Grants & Contributions - Envirothon contribution and sufficient funding to provide for State increase
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 University of Maryland, Harford County Office provides educational outreach education from the University of Maryland, College Park as part of their three-fold mission as a land grant institution which provides teaching, research and educational outreach.

The University of Maryland Extension in Harford County provides educational programs based on the needs of county residents. Emphasis is placed on the following program areas: Agriculture and Food Systems, Environment and Natural Resources, Family and Consumer Science and 4-H Youth Development. Extension is funded through county, state and federal dollars. Grants and donations fund special projects as warranted. The budget is developed by the fiscal office of the College of Agriculture and Natural Resources in consultation with the Assistant Director of Operations and leadership from the University of Maryland Harford Office. The University of Maryland, College of Agriculture and Natural Resources programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.

MISSION STATEMENT:

ENHANCING THE QUALITY OF LIFE FOR PEOPLE AND COMMUNITIES BY DISSEMINATING UNBIASED RESEARCH-BASED EDUCATIONAL INFORMATION.

ALL FUND SUMMARY:

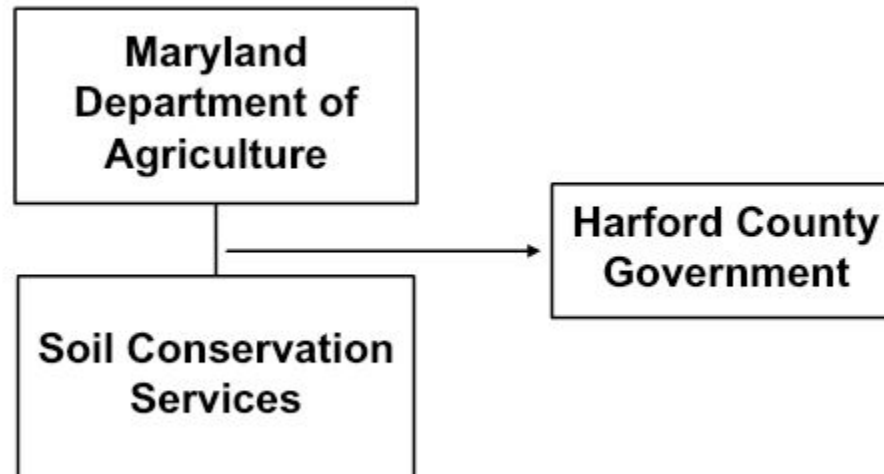
	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	1,981	2,017	3,600	2,400	3,600
30 SUPPLIES AND MATERIALS	18,272	18,272	18,272	18,272	18,272
40 BUSINESS AND TRAVEL	0	0	0	1,200	
70 MISCELLANEOUS	229,473	244,357	254,930	254,930	254,930
GRAND TOTAL	249,726	264,646	276,802	276,802	276,802
<u>FUNDING SOURCE:</u>					
11 GENERAL	249,726	264,646	276,802	276,802	276,802

FINANCIAL NOTE:

MISCELLANEOUS no change in funding over FY 21

Sufficient funding to provide for increase from the State

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 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 WITHING THE CHESAPEAKE BAY WATERSHED; AND TO EDUCATE STUDENTS, FARMERS, DEVELOPERS AND LANDOWNERS ON SOIL EROSION AND WATER QUALITY IMPROVEMENT EFFORTS.

FY 22 GOALS:

TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)
 TO COORDINATE THE EROSION AND SEDIMENT CONTROL PLAN PROGRAM IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REGULATIONS FOR ALL URBAN DEVELOPMENT SITES IN HARFORD COUNTY.
 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	484,690	514,656	547,361	599,208	599,208
70 MISCELLANEOUS	8,600	8,600	8,600	8,600	8,600
GRAND TOTAL	493,290	523,256	555,961	607,808	607,808
<u>FUNDING SOURCE:</u>					
11 GENERAL	493,290	523,256	555,961	607,808	607,808

NATURAL RESOURCES**Soil Conservation****Index #633000****FINANCIAL NOTES:**

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase \$51,847</u>
343,286	350,151	6,865	Full-time Salaries
			6,865 Salary Adjustments
	30,863	30,863	FY 22 Merit Increase of \$3,000 and COLA of 3% to all eligible employees
36,045	38,517	2,472	Pension adjustments
1,165	932	(233)	Workers' Compensation adjustment
120,644	124,258	3,614	Health Benefits are adjusted due to staff opting for changes in levels of coverage
19,260	27,000	7,740	PEHP (Post Employment Health Plan)
26,261	26,787	526	FICA Adjustments
			<u>MISCELLANEOUS no change in funding over FY 21</u>
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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	43,389	1.00	47,625	1.00	52,144
Administrator	1.00	95,999	1.00	88,740	1.00	94,492
Engineering Associate II	1.00	81,455	1.00	85,124	1.00	95,107
Engineering Associate III	2.00	115,409	2.00	121,797	2.00	134,362
SALARY TOTAL	5.00	336,252	5.00	343,286	5.00	376,105
OTHER PERSONAL SERVICES						
Pension & Retirement		31,944		36,045		41,372
Workers' Compensation		1,097		1,165		1,001
Health Benefits		118,647		120,644		124,258
PEHP		15,543		19,260		27,000
FICA		25,723		26,261		28,772
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		193,654		204,075		223,103
TOTAL PERSONAL SERVICES	5.00	529,906 *	5.00	547,361	5.00	599,208

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT



OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

ORIGIN/PURPOSE:

The Office of Community & Economic Development strives to build strong communities, industries, and markets in the County and provide opportunities for all County residents. The Office seeks to facilitate business investment, entrepreneurial development, housing initiatives, 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 and stay in Harford County.

Per Executive Order 18-01, the functions of the Office of Economic Development and Housing & Community Development, formerly the Housing Agency, were consolidated under the Office of Community & Economic Development.

The Economic Development Commission 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 create the Office of Economic Development to advance the general economic welfare 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.

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 OFFICE STRIVES TO BUILD STRONG COMMUNITIES, INDUSTRIES AND MARKETS IN THE COUNTY AND PROVIDE OPPORTUNITIES FOR ALL COUNTY RESIDENTS.

THE OFFICE SEEKS TO FACILITATE BUSINESS INVESTMENT, ENTREPRENEURIAL DEVELOPMENT, HOUSING INITIATIVES, 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 AND STAY IN HARFORD COUNTY.

FY 22 GOALS:

Stability and Growth: generate and retain quality employment and housing opportunities among Harford County-based companies to increase tax revenue.

Development and Attraction: market the County for its premiere mid-Atlantic location, business climate, community resources, 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.

Transportation: provide access to a safe, dependable and effective transportation system to the County's business community and transit-dependent population by connecting citizens with jobs and services.

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,805,422	1,782,567	1,937,570	2,014,279	2,014,279
20 CONTRACTUAL SERVICES	365,888	304,841	590,973	483,490	483,490
30 SUPPLIES & MATERIALS	23,604	37,692	43,890	38,490	38,490
40 BUSINESS AND TRAVEL	38,879	23,275	58,445	55,970	55,970
50 CAPITAL OUTLAY	105	9,376	0	0	0
70 MISCELLANEOUS	2,564,426	2,768,575	3,226,120	3,204,134	3,204,134
80 INTER-GOVERNMENTAL/INTERFUND	415	79	0	0	0
GRAND TOTAL	<u>4,798,739</u>	<u>4,926,406</u>	<u>5,856,998</u>	<u>5,796,363</u>	<u>5,796,363</u>

SUMMARY BY FUND:

11 GENERAL	4,798,739	4,926,406	5,856,998	5,796,363	5,796,363
GRAND TOTAL	<u>4,798,739</u>	<u>4,926,406</u>	<u>5,856,998</u>	<u>5,796,363</u>	<u>5,796,363</u>

SUMMARY BY DIVISION:

651000	OFFICE OF ECONOMIC DEVELOPMENT	1,687,068	1,644,273	1,963,276	1,943,314	1,943,314
652000	TOURISM AND MARKETING	1,801,878	2,028,859	2,080,000	2,080,000	2,080,000
653000	HARFORD TRANSIT	255,122	264,349	377,561	362,947	362,947
654000	HOUSING SERVICES	1,054,671	988,925	1,436,160	1,410,102	1,410,102
GRAND TOTAL		<u>4,798,739</u>	<u>4,926,406</u>	<u>5,856,998</u>	<u>5,796,363</u>	<u>5,796,363</u>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$76,709</u>
987,283	1,016,652	29,369	Full-time salaries
			14,073 Salary adjustments
			15,296 Staff Turnover
			<u>29,369</u>
	83,040	83,040	FY 22 Merit increase of \$3,000 and COLA of 3% for all eligible employees
241,758	85,600	(156,158)	Temporary Salaries - turnover in Director's Office
355,878	444,665	88,787	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in coverage
115,560	134,670	19,110	PEHP (Post Employment Health Plan)
132,885	139,077	6,192	Pension adjustments
88,132	95,665	7,533	FICA adjustments
			<u>CONTRACTUAL SERVICES decrease of (\$107,483)</u>
590,973	483,490	(107,483)	Decrease of (\$85,483) in Other Professional Services in Housing due to removal of prior funding for MacArthur Grant; decrease in Telephone Service, Building Custodial Services and Security Systems in Harford Transit based on actuals.

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
43,890	38,490	(5,400)	<u>SUPPLIES AND MATERIALS decrease of (\$5,400)</u> Decrease in Harford Transit office supplies, printing, etc. based on actual spending history
58,445	55,970	(2,475)	<u>BUSINESS AND TRAVEL decrease of (\$2,475)</u> Decrease in Transit mileage, tolls, meals, etc. based on actual spending history.
536,634	536,634	0	<u>MISCELLANEOUS decrease of (\$21,986)</u> Grants & Contributions
			<u>FY 22</u>
			20,000 Economic Development - Susquehanna Workforce Network
			100,000 Economic Development - GroundFloor/Small Business Initiatives
			55,000 Economic Development - Transfer/Commercialization/Incubation
			100,000 Economic Development - Workforce Development Training
			28,000 Economic Development - Chesapeake Science and Security Corridor
			2,500 Economic Development - Micro Enterprise Fund
			11,945 Housing Services - Human Services Grant
			45,000 Housing Services - Crisis Assistance Grant
			18,706 PEHP for grant employees
			45,483 Homeless Coordinator
			60,000 GIA Support of nonprofits
			50,000 Hometown Heroes First Time Homebuyers
			<u>536,634</u>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
586,986	565,000	(21,986)	Grant-In-Aid
			FY 22
			70,000 Associated Catholic Charities - Anna's House
			55,000 FCCAU Welcome One Shelter
			5,000 Founding in Faith Ministries
			30,000 Habitat for Humanity
			170,000 Harford Community Action Agency
			25,000 Harford Family House
			60,000 Mason Dixon Community Services
			5,000 New Service Employment Training
			10,000 Prologue
			80,000 SARC
			55,000 State earmarked funds for Domestic Violence
			<u>565,000</u>
2,080,000	2,080,000	0	Tourism and Marketing - funding in the amount of \$2,080,000 from the hotel tax revenue will be used for tourism related contributions.

DEPARTMENT STAFF SUMMARY
OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician II	1.00	62,322	1.00	65,609	1.00	70,667
Administrative Assistant II	2.00	111,872	2.00	118,190	2.00	127,916
Administrative Budget Technician II	1.00	66,055	1.00	69,416	1.00	74,588
Administrative Secretary III	1.00	65,280	1.00	68,626	1.00	73,774
Administrative Specialist I	1.00	35,824	1.00	38,580	1.00	42,828
Administrative Specialist II	1.00	46,840	1.00	49,817	1.00	54,401
Administrator	1.00	94,688	1.00	98,622	1.00	104,670
Communications Specialist I	1.00	44,562	1.00	47,493	1.00	47,380
Communications Specialist II	1.00	46,213	1.00	46,213	1.00	46,213
Deputy Director of Economic Development	1.00	100,474	1.00	102,410	1.00	122,200
Director of Economic Development	1.00	127,354	1.00	129,334	1.00	131,858
Housing Inspector	1.00	53,990	1.00	57,110	1.00	61,913
Housing Services Counselor	2.00	108,310	2.00	114,556	2.00	124,173
Senior Economic Development Associate	4.00	317,848	2.00	154,856	2.00	165,682
FULL-TIME SALARIES	19.00	1,281,632	17.00	1,160,832	17.00	1,248,263
SALARY OFFSET		(171,549)		(173,549)		(162,000)
TEMPORARY SALARIES		122,200		241,758		85,600
SALARY TOTAL	19.00	1,232,283	17.00	1,229,041	17.00	1,171,863
OTHER PERSONAL SERVICES						
Pension & Retirement		132,753		132,885		146,735
Workers' Compensation		11,004		10,995		10,136
Health Benefits		402,739		355,876		444,665
PEHP		98,840		115,560		134,670
Overtime		1,500		1,500		1,500
FICA		106,844		88,132		100,990
Miscellaneous		2,800		3,580		3,720
TOTAL OTHER PERSONAL SERVICES		756,480		708,528		842,416
TOTAL PERSONAL SERVICES	19.00	1,988,763	17.00	1,937,569	17.00	2,014,279

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

OFFICE OF COMMUNITY AND 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.

FY 22 GOALS:

Stability and Growth: generate and retain quality employment and housing opportunities among Harford County-based companies to increase tax revenue.

Development and Attraction: market the County for its premiere mid-Atlantic location, business climate, community resources, 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.

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT Office of Economic Development Index #651000

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,241,368	1,243,314	1,183,456	1,163,494	1,163,494
20 CONTRACTUAL SERVICES	315,456	250,051	401,450	401,450	401,450
30 SUPPLIES AND MATERIALS	20,534	31,833	30,550	30,550	30,550
40 BUSINESS AND TRAVEL	30,062	19,527	42,320	42,320	42,320
50 CAPITAL OUTLAY	0	100	0	0	0
70 MISCELLANEOUS	79,270	99,448	305,500	305,500	305,500
80 INTER-GOVERNMENTAL/INTERFUND	378	0	0	0	0
GRAND TOTAL	1,687,068	1,644,273	1,963,276	1,943,314	1,943,314
<u>FUNDING SOURCE:</u>					
11 GENERAL	1,687,068	1,644,273	1,963,276	1,943,314	1,943,314

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT Office of Economic Development Index #651000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES decrease of (\$19,962)</u>
552,487	585,115	32,628	Full-time salaries
			12,838 Salary adjustments
			19,790 Turnover in Director's Office
			<u>32,628</u>
	42,567	42,567	FY 22 Merit of \$3,000 and COLA of 3% for all eligible employees
122,200	85,600	(36,600)	Temporary Salaries - adjusted due to turnover in Director's Office
102,400	88,775	(13,625)	Pension adjustments
9,580	7,411	(2,169)	Workers' Compensation adjustments
238,652	243,495	4,843	Health Benefits are adjusted for an anticipated cost increase and staff opting for changes levels of coverage
44,940	47,250	2,310	PEHP (Post Employment Health Plan)
65,921	60,681	(5,240)	FICA adjustments

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT Office of Economic Development Index #651000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>CONTRACTUAL SERVICES no change in funding from FY 21</u>
401,450	401,450	0	Other Professional Services - funds provide for the MD Economic Development Association, 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.
30,550	30,550	0	<u>SUPPLIES AND MATERIALS no change in funding from FY 21</u> Funding provides for general office supplies, printing and other supplies and materials.
42,320	42,320	0	<u>BUSINESS AND TRAVEL no change in funding from FY 21</u> Funds provide for Training Seminars and Courses to provide increased professional development for staff; as well as Membership Fees and Dues, fuel, transportation and lodging expenses.
175,000	175,000	0	<u>MISCELLANEOUS no change in funding from FY 21</u> Grants & Contributions - Susquehanna Workforce Network @ \$20,000; GroundFloor/Small Business Initiatives @ \$100,000; and Transfer/Commercialization/Incubation @ \$55,000
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 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	53,682	1.00	56,796	1.00	61,590
Administrative Secretary III	1.00	65,280	1.00	68,626	1.00	73,774
Administrative Specialist I	1.00	35,824	1.00	38,580	1.00	42,828
Administrative Specialist II	1.00	46,840	1.00	49,817	1.00	54,401
Administrator	1.00	94,688	1.00	98,622	1.00	104,670
Deputy Director of Economic Development	1.00	100,474	1.00	102,410	1.00	122,200
Director of Economic Development	1.00	127,354	1.00	129,334	1.00	131,858
Senior Economic Development Associate	4.00	317,848	2.00	154,856	2.00	165,683
FULL-TIME SALARIES	11.00	841,990	9.00	699,041	9.00	757,004
TEMPORARY SALARIES		122,200		241,758		85,600
SALARY OFFSET		(145,554)		(146,554)		(136,240)
SALARY TOTAL	11.00	818,636	9.00	794,245	9.00	706,364
OTHER PERSONAL SERVICES						
Pension & Retirement		90,987		84,397		92,696
Workers' Compensation		8,612		8,174		7,681
Health Benefits		245,924		196,435		243,495
PEHP		38,858		44,940		47,250
FICA		73,211		52,805		63,408
Miscellaneous		1,680		2,460		2,600
TOTAL OTHER PERSONAL SERVICES		459,272		389,211		457,130
TOTAL PERSONAL SERVICES	11.00	1,277,908	9.00	1,183,456	9.00	1,163,494

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 21
Summary of Grants**

Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY 22 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.		\$1,823,287			7/1/21 - 6/30/22	Recurring
	TOTALS:	\$0	\$1,823,287	\$0	\$0		

OFFICE OF COMMUNITY AND 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	1,801,878	2,028,859	2,080,000	2,080,000	2,080,000
GRAND TOTAL	1,801,878	2,028,859	2,080,000	2,080,000	2,080,000

FUNDING SOURCE:

11 GENERAL	1,801,878	2,028,859	2,080,000	2,080,000	2,080,000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,080,000	2,080,000	0	<u>MISCELLANEOUS</u> - Funding in the amount of \$2,080,000 from the hotel tax revenue will be used for tourism related contributions.

OFFICE OF COMMUNITY AND 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 22 GOAL:

TRANSPORTATION: TO PROVIDE ACCESS TO A 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	205,059	200,599	264,136	279,397	279,397
20 CONTRACTUAL SERVICES	47,571	50,285	99,900	77,900	77,900
30 SUPPLIES AND MATERIALS	0	4,188	6,050	650	650
40 BUSINESS AND TRAVEL	2,493	0	7,475	5,000	5,000
70 MISCELLANEOUS	0	0	0	0	0
GRAND TOTAL	255,122	264,348	377,561	362,947	362,947

FUNDING SOURCE:

11 GENERAL	255,122	264,348	377,561	362,947	362,947

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

Harford Transit

Index #653000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$15,261</u>
159,315	154,821	(4,494)	Full-Time Salaries (4,494) Turnover
	11,235	11,235	FY 22 Merit of \$3,000 and COLA of 3% for all eligible employees
66,833	75,555	8,722	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes levels of coverage
		.	<u>CONTRACTUAL SERVICES decrease of (\$22,000)</u>
38,000	25,000	(13,000)	Telephone Service - decreased funding based on actual spending
19,000	12,000	(7,000)	Building/Custodial Service - decreased funding based on actual spending
			<u>MATERIALS & SUPPLIES decrease of (\$5,400)</u>
6,050	650	(5,400)	Funding for office supplies, commercial printing, office mailing, and paper, janitorial, and medical supplies are now charged to various grants.
			<u>BUSINESS & TRAVEL decrease (\$2,475)</u>
7,475	5,000	(2,475)	Funds provide for county vehicle non-targeted charges - reduced based on actual expenses.

DIVISION STAFF SUMMARY

Harford Transit

Index #653000

POSITION TITLE	ENACTED FY 20		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician II	1.00	62,322	1.00	65,609	1.00	70,667
Communication Specialist I	1.00	44,562	1.00	47,493	1.00	47,380
Communication Specialist II	1.00	46,213	1.00	46,213	1.00	46,213
FULL-TIME SALARIES	3.00	153,097	3.00	159,315	3.00	164,260
SALARY TOTAL	3.00	153,097	3.00	159,315	3.00	164,260
OTHER PERSONAL SERVICES						
Pension		14,544		16,728		18,069
Workers' Compensation		643		733		608
Health Benefits		65,709		66,832		75,554
PEHP		10,362		6,420		6,420
FICA		11,712		12,188		12,566
Overtime		1,500		1,500		1,500
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		104,890		104,821		115,137
TOTAL PERSONAL SERVICES	3.00	257,987	3.00	264,136	3.00	279,397

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT**Housing Services****Index #654000****ORIGIN/PURPOSE:**

The Housing Services agency was formed 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 and Economic Development, qualified organizations are assisted in delivering public service needs which may not be provided within County Government structure.

FY 22 GOAL:

TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTUNITIES FOR HARFORD COUNTY CITIZENS THROUGH ADMINISTRATION OF DOWN PAYMENT AND ASSISTANCE PROGRAMS, HOMEOWNER AND RENTAL ASSISTANCE COUNSELING

DEVELOP ADMINISTRATIVE POLICIES AND PROCEDURES

TO PROMOTE AFFORDABLE HOUSING OPPORTUNITIES FOR LOW-MODERATE INCOME HOUSEHOLDS, THE ELDERLY AND DISABLED AND TO CREATE VIABLE COMMUNITIES BY CREATING PARTNERSHIP PROGRAMS THAT IMPROVE THE QUALITY OF LIFE FOR OUR CITIZENS

ALL FUND SUMMARY:

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	358,994	338,654	489,977	571,388	571,388
20 CONTRACTUAL SERVICES	2,862	4,504	89,623	4,140	4,140
30 SUPPLIES AND MATERIALS	3,070	1,671	7,290	7,290	7,290
40 BUSINESS AND TRAVEL	6,324	3,749	8,650	8,650	8,650
50 CAPITAL OUTLAY	105	0	0	0	0
70 MISCELLANEOUS	683,278	640,268	840,620	818,634	818,634
80 INTERGOVERNMENTAL	37	79	0	0	0
GRAND TOTAL	<u>1,054,670</u>	<u>988,926</u>	<u>1,436,160</u>	<u>1,410,102</u>	<u>1,410,102</u>

FUNDING SOURCE:

11 GENERAL	<u>1,054,670</u>	<u>988,926</u>	<u>1,436,160</u>	<u>1,410,102</u>	<u>1,410,102</u>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT Housing Services Index #654000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES increase of \$81,411</u>
275,481	276,716	1,235	Full-Time Salaries 1,235 Adjustment to salary offset by a grant
	29,240	29,240	FY 22 Merit of \$3,000 and COLA of 3% for all eligible employees
64,200	81,000	16,800	PEHP (Post Employment Health Benefits)
31,760	33,272	1,512	Pension adjustments
92,609	125,615	33,006	Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage
89,623	4,140	(85,483)	<u>CONTRACTUAL SERVICES decrease of (\$85,483)</u> Funding provides for telephone service and other advertising expenses. Former funding for the MacArthur grant no longer applicable and removed from the budget.
7,290	7,290	0	<u>MATERIALS & SUPPLIES no change in funding from FY 21</u> Funding provides for general office supplies, printing, general office mailing and delivery charges.
8,650	8,650	0	<u>BUSINESS & TRAVEL no change in funding from FY 21</u> Funding provides for County-owned vehicles, fuel, professional books/periodicals, membership fees and dues, and training seminars/courses/meetings.

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT Housing Services Index #654000

FINANCIAL NOTES:

FY 21	FY 22	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>MISCELLANEOUS decrease of (\$21,986)</u>
231,134	231,134	0	Grants and Contributions
			Human Services Grant 11,945
			Crisis Assistance Grant 45,000
			PEHP for grant employees 18,706
			Homeless Coordinator 45,483
			Landlord Mitigation Fund 35,000
			GIA Support of nonprofits 25,000
			Hometown Heroes First Time Homebuyers 50,000
			<u>231,134</u>
22,500	22,500	0	Contributions - provide for transitional housing for those in recovery
586,986	565,000	(21,986)	Grant in Aid
			Anna's House 70,000
			FCCAU Welcome One Shelter 55,000
			Founding in Faith Ministries 5,000
			Habitat for Humanity 30,000
			Harford Community Action Agency 170,000
			Harford Family House 25,000
			Mason Dixon Comm Services 60,000
			New Service Training Employment Program 5,000
			Prologue 10,000
			SARC 80,000
			State funds for Domestic Violence 55,000
			<u>565,000</u>

DIVISION STAFF SUMMARY

Housing Services

Index #654000

POSITION TITLE	ENACTED FY 21		ENACTED FY 21		ENACTED FY 22	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	58,190	1.00	61,394	1.00	66,326
Administrative Budget Tech II	1.00	66,055	1.00	69,416	1.00	74,588
Housing Inspector	1.00	53,990	1.00	57,110	1.00	61,913
Housing Services Counselor	2.00	108,310	2.00	114,556	2.00	124,173
FULL-TIME SALARIES	5.00	286,545	5.00	302,476	5.00	327,000
SALARY OFFSET		(25,995)		(26,995)		(25,760)
SALARY TOTAL	5.00	260,550	5.00	275,481	5.00	301,240
OTHER PERSONAL SERVICES						
Pension		27,222		31,760		35,970
Workers' Compensation		1,749		2,088		1,848
Health Benefits		91,106		92,609		125,614
PEHP		49,620		64,200		81,000
FICA		21,921		23,139		25,016
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		192,318		214,496		270,148
TOTAL PERSONAL SERVICES	5.00	452,868	5.00	489,977	5.00	571,388

*FY 20 Salaries and Other Personal Services are Enacted not Audited amounts

**Fiscal Year 22
Summary of Grants**

Office of Economic Development (Harford Transit) - Anticipated FY 22 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.	\$2,113,842	\$345,911	\$ 137,712	\$1,767,931	7/1/21 - 6/30/22	Recurring
Special Statewide Transportation Assistance Program	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.		\$170,371	\$ 57,723	\$56,790	7/1/21 - 6/30/22	Recurring
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	\$1,523,331			\$380,833	7/1/21 - 6/30/22	Recurring
	TOTALS:	\$3,637,173	\$516,282	\$195,435	\$2,205,554		

Office of Community and Economic Development (Housing Services) Anticipated FY 22 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.	\$7,800,000				1/1/22 - 12/31/23	Recurring
HUD Comprehensive Housing Counseling	This grant provides funds that will be used for providing counseling and advice to tenants and homeowners, both current and prospective, with respect to property maintenance, financial management and literacy.	\$45,000				10/1/21-9/30/22	Recurring
Maryland Housing Counseling	Grant funds will provide funding to professional housing counselors who offer counseling services to eligible home buyers, homeowners and tenants.		\$40,000			1/1/22 - 12/31/22	Recurring
Section 8 Mainstream Program	This grant provides financial assistance for housing to non-elderly, disabled individuals/families.	\$580,000				1/1/22 - 12/31/23	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.	\$36,000				1/1/22 - 12/31/23	Recurring
Housing Opportunities for People with AIDS	This grant provides funds for subsidized housing to individuals/ families with specific disabilities.	\$204,000				7/1/21 - 6/30/22	Recurring
Housing Choice Voucher Admin	This grant provides for the administration costs associated with providing subsidized rental housing to eligible families.	\$770,000				1/1/22 - 12/31/23	Recurring

Office of Economic Development (Harford Transit) - Anticipated FY 22 Grants							
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	\$1,058,059				7/1/21 - 6/30/22	Recurring
Comprehensive Counseling Grant	Grant helps to fund housing counseling services.	\$30,000				7/1/22 - 6/30/23	
Home Investment Partnership	Provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.	\$530,000			\$132,500	7/1/21 - 6/30/22	Recurring
TOTALS	TOTALS:	\$11,053,059	\$40,000	\$0	\$132,500		

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal - Transit

Improve public 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

III. Strengthen Our Communities

V. Building Economic Vitality

Measure	Actual 2020	Budget 2021	Estimate 2022
<u>Input:</u>			
Dollars Allocated	\$7,749,468	\$7,476,480	\$7,829,174
Local County Funds - Operating	\$2,529,667	\$2,741,727	\$1,824,721
Local County Funds - Capital	\$250,323	\$190,417	\$380,833
Federal and State Grants - Operating	\$2,716,602	\$2,830,588	\$4,100,289
Federal and State Grants - Capital	\$2,252,876	\$1,713,748	\$1,523,331
Number of Staff (including grant funded)	60	62	62
<u>Output:</u>			
Number of fixed route trips	258,196	71,720	232,950
Number of demand response trips	44,926	29,457	49,190
<u>Outcome:</u>			
Total number of passengers transported	303,122	101,177	282,140
Number of elderly and disabled passengers transported	93,240	43,584	106,028

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal - Housing and Community Development

Provide housing related services

Department Objective

To promote affordable housing opportunities for low-income household, the elderly and disabled and to create viable communities by creating partnerships and programs that improve quality of life for residents of Harford County.

County Goal(s) Supported

III. Strengthen Our Communities

V. Building Economic Vitality

Measure	Actual 2019	Actual 2020	Budget 2021	Estimate 2022
<u>Input:</u>				
Dollars Allocated	\$13,041,787	\$12,271,200*	\$13,985,349	\$15,890,436
Number of Staff (including grant funded employees)	20	19*	18	16
<u>Output:</u>				
Housing assistance payment monies distributed	\$9,092,168	\$9,250,000	\$10,987,541	\$11,200,000
Community Development grant monies distributed to local organizations	\$3,949,619	\$3,021,200	\$2,997,808	\$4,690,436
<u>Outcome:</u>				
Number of housing assistance payments made	13,445	13460	14151	15120
Number of families who avoided foreclosure and/or prepared for home ownership	600	400	85	340

*In FY20, OCED outsourced the Federal Continuum of Care Homeless Assistance Program grant totaling \$928,419 to a local non-profit. The department lost one (1) full time grant funded position. Also in FY20, the State Homeless Solutions Program totaling \$430,100 grant was outsourced to a local nonprofit.

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal - Tourism

Increase 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. Building Economic Vitality

Measure	Actual 2019	Actual 2020	Budget 2021	Estimate 2022
<u>Input:</u>				
Dollars Allocated	\$1,830,000	\$1,500,000	\$1,500,000	\$1,500,000
Number of Staff	0.5	0.5	0.5	0.5
<u>Output:</u>				
Number of tourism related workshops held	2	2	0	2
<u>Outcome:</u>				
Number of tourism grants awarded	28	25	25	25
Total amount of tourism grants awarded	\$1,555,000	\$1,500,000	\$1,558,000	\$1,500,000

Explanation and Analysis of Performance Measures

*In 2021, \$1,558,000 was awarded, but only \$1,475,000 was distributed (due to COVID-related cancellations).

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:					
20 CONTRACTUAL SERVICES	258,991	87,971	112,000	142,000	142,000
60 DEBT SERVICE	77,318,239	153,629,299	80,253,865	78,351,398	78,351,398
70 MISCELLANEOUS	0	0	5,631,876	8,522,000	8,522,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
GRAND TOTAL	<u>77,577,230</u>	<u>153,717,270</u>	<u>85,997,741</u>	<u>87,015,398</u>	<u>87,015,398</u>
SUMMARY BY FUND:					
11 GENERAL	55,920,494	134,500,601	60,469,990	59,050,000	59,050,000
25 HIGHWAYS	1,037,862	1,195,116	1,845,588	2,250,574	2,250,574
27 AG PRESERVATION - COUNTY	6,126,707	2,714,863	2,169,100	2,031,000	2,031,000
29 WATERSHED MANAGEMENT	431,978	716,377	1,022,063	1,468,097	1,468,097
31 TAX INCREMENT FINANCING	1,107,448	1,129,246	1,165,000	751,727	751,727
53 WATER & SEWER DEBT SERVICE	12,952,741	13,461,066	19,326,000	21,464,000	21,464,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
GRAND TOTAL	<u>77,577,230</u>	<u>153,717,270</u>	<u>85,997,741</u>	<u>87,015,398</u>	<u>87,015,398</u>

DEBT SERVICE

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY DIVISION:						
661110	PRINCIPAL GENERAL FUND	37,089,295	37,601,935	41,922,435	41,360,255	41,360,255
662110	INTEREST GENERAL FUND	18,548,753	18,067,649	17,907,555	17,047,753	17,047,753
667110	CURRENT/ADVANCE REFUNDING	0	78,025,740	0	0	0
664110	SERVICE COSTS GENERAL FUND	282,447	805,276	640,000	641,992	641,992
661250	PRINCIPAL HIGHWAYS FUND	638,618	688,788	1,095,992	1,360,142	1,360,142
662250	INTEREST HIGHWAYS FUND	390,826	405,806	719,596	860,432	860,432
664250	SERVICE COSTS HIGHWAYS FUND	8,418	100,522	30,000	30,000	30,000
661270	PRINCIPAL AG PRESERVATION - COUNTY	4,758,938	1,456,711	975,000	791,000	791,000
662270	INTEREST AG PRESERVATION - COUNTY	1,146,220	1,164,612	1,140,000	1,170,000	1,170,000
664270	SERVICE COSTS AG PRESERVATION - COUNTY	221,549	93,539	54,100	70,000	70,000
661290	PRINCIPAL STORMWATER MANAGEMENT	230,672	375,281	578,296	813,268	813,268
662290	INTEREST STORMWATER MANAGEMENT	177,606	301,246	413,767	624,829	624,829
664290	SERVICE COSTS STORMWATER MANAGEMENT	23,700	39,850	30,000	30,000	30,000
661310	PRINCIPAL TAX INCREMENT FINANCING	50,000	75,000	100,000	310,000	310,000
662310	INTEREST TAX INCREMENT FINANCING	1,045,875	1,041,188	1,035,000	411,727	411,727
664310	SERVICE COSTS TAX INCREMENT FINANCING	11,573	13,059	30,000	30,000	30,000
661530	PRINCIPAL W & S DEBT SERVICE FUND	8,191,416	8,668,996	8,867,839	8,619,660	8,619,660
662530	INTEREST W & S DEBT SERVICE FUND	4,710,349	4,584,255	4,426,285	3,922,340	3,922,340
664530	SERVICE COSTS W & S DEBT SERVICE FUND	50,976	207,816	6,031,876	8,922,000	8,922,000
GRAND TOTAL		77,577,230	153,717,270	85,997,741	87,015,398	87,015,398

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market in February for \$55,000,000 in Consolidated Public Improvement Bonds - Series 2021A. 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 2, 2021. 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 22 Approved Capital Budget:

Board of Education

Abingdon Elementary School Central Plant	1,247,000
Homestead Wakefield ES Major School Project	6,000,000
Joppatowne High School Limited Renovation Project	9,854,000
Life, Health, Safety and Compliance Measures	1,737,000
Roof Replacement - Center for Educational Op	1,850,000
Total Board of Education	<u>20,688,000</u>

General Projects

Facilities Repair Program	5,240,000
Site Acquisition	500,000
Underground and Aboveground Storage Tank Management	200,000
Lease Revenue General	4,500,000
Total General	<u>10,440,000</u>

Parks & Recreation

Aberdeen Activity Center	9,000,000
Athletic Field Improvements	2,500,000
Total Parks & Recreation	<u>11,500,000</u>

Public Safety

Mobile/Portable Radio System Upgrade	2,000,000
North Harford Station	2,000,000
	<u>4,000,000</u>

Harford Community College

Chesapeake Welcome Center	<u>1,462,000</u>

TOTAL GENERAL FUND PROJECTS

48,090,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds and
667110 Current/Advance Refunding**

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
PRINCIPAL PAYMENTS:						
6101	County Bonds	10,331,541	11,013,417	11,092,427	11,061,556	11,061,556
6101	Current/Advance Refunding	0	78,025,740	0	0	0
6103	School Bonds	22,279,018	23,344,857	24,063,907	23,610,688	23,610,688
6105	College Bonds	2,209,710	2,252,158	2,286,723	2,204,013	2,204,013
6112	Notes	1,300,000	0	0	0	0
6114	Solid Waste Services	969,025	991,503	979,378	933,998	933,998
6115	Leases	0	0	3,500,000	3,550,000	3,550,000
TOTAL PRINCIPAL PAYMENTS		37,089,294	115,627,675	41,922,435	41,360,255	41,360,255
INTEREST PAYMENTS:						
6201	County Bonds	5,256,596	5,390,922	5,111,265	5,096,889	5,096,889
6203	School Bonds	11,796,485	11,358,270	11,088,233	10,437,138	10,437,138
6205	College Bonds	940,330	883,727	869,799	745,365	745,365
6212	Notes	74,750	0	0	0	0
6214	Solid Waste Services	480,591	434,730	388,258	318,361	318,361
6215	Leases	0	0	450,000	450,000	450,000
TOTAL INTEREST PAYMENTS		18,548,752	18,067,649	17,907,555	17,047,753	17,047,753
TOTAL PAYMENTS		55,638,046	133,695,324	59,829,990	58,408,008	58,408,008

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 22 Approved Capital Budget:

Bridges

Abingdon Road Bridge #169 over CSX	680,000
Boggs Road Bride #66	50,000
Bridge and Culvert Rehabilitation	850,000
Deep Run Road Bridge #152	50,000
Glen Cove Road Bridge #155	150,000
Glenville Road Bridge #30	60,000
Grier Nursery Road Bridge #43	60,000
Hookers Mill Road Bridge#13	60,000
Madonna Road Bridge #113	60,000
Scarboro Road Bridge #140	350,000
Trappe Church Road Bridge #161	100,000
Total Bridges	2,470,000

Roads

Tollgate Road/Vale Road Corridor	200,000
Total Roads	200,000

Other

Highways Facilities Repair Program	100,000
Norrisville Highways Facility	1,500,000
Lease Revenue Hlghways	1,000,000
Total Other	2,600,000

Total Highways Projects

5,270,000

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
PRINCIPAL PAYMENTS:					
6101 County Bonds	638,618	688,788	1,088,492	1,352,642	1,352,642
6115 Leases	0	0	7,500	7,500	7,500
TOTAL PRINCIPAL PAYMENTS	638,618	688,788	1,095,992	1,360,142	1,360,142
INTEREST PAYMENTS:					
6201 County Bonds	390,826	405,806	718,596	859,432	859,432
6215 Leases	0	0	1,000	1,000	1,000
TOTAL INTEREST PAYMENTS	390,826	405,806	719,596	860,432	860,432
	1,029,444	1,094,594	1,815,588	2,220,574	2,220,574

DEPARTMENT: DEBT SERVICE

**DIVISION: Debt Service - 661270 Principal, 662270 Interest
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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
PRINCIPAL PAYMENTS:					
6113 Agricultural Preservation	4,758,938	1,456,711	975,000	791,000	791,000
TOTAL PRINCIPAL PAYMENTS	4,758,938	1,456,711	975,000	791,000	791,000
INTEREST PAYMENTS:					
6213 Agricultural Preservation	1,146,220	1,164,612	1,140,000	1,170,000	1,170,000
TOTAL INTEREST PAYMENTS	1,146,220	1,164,612	1,140,000	1,170,000	1,170,000
TOTAL PAYMENTS	5,905,158	2,621,323	2,115,000	1,961,000	1,961,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661290 Principal, 662290 Interest - Watershed 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.

The following capital projects are included in the FY 22 Approved Capital Budget:

Watershed Management

County Owned Watershed Management Restoration	2,550,000	Sams Branch Watershed Restoration	300,000
Middle Bynum Run Watershed Restoration	200,000	Upper Bynum Run Watershed Restoration Improvements	1,000,000
Plumtree Run Watershed Restoration	500,000	Watershed Restoration Assessment and Improvements	900,000
Riverside Area Watershed Restoration	500,000	Watershed Restoration Improvements	500,000
		Wheel Creek Watershed Restoration	300,000
Total Watershed Management			6,750,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661290 Principal, 662290 Interest - Watershed Management Fund**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
PRINCIPAL PAYMENTS:					
6101 County Bonds	230,672	375,821	578,296	813,268	813,268
TOTAL PRINCIPAL PAYMENTS	230,672	375,821	578,296	813,268	813,268
INTEREST PAYMENTS:					
6201 County Bonds	177,606	301,246	413,767	624,829	624,829
TOTAL INTEREST PAYMENTS	177,606	301,246	413,767	624,829	624,829
TOTAL PAYMENTS	408,278	677,067	992,063	1,438,097	1,438,097

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
PRINCIPAL PAYMENTS:						
6101	County Bonds	50,000	75,000	0	0	0
	Beech Creek					
TOTAL INTEREST PAYMENTS		50,000	75,000	0	0	0
INTEREST PAYMENTS:						
6201	County Bonds	1,045,875	1,041,188	1,135,000	721,727	721,727
	Beech Creek					
TOTAL INTEREST PAYMENTS		1,045,875	1,041,188	1,135,000	721,727	721,727
		1,095,875	1,116,188	1,135,000	721,727	721,727

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

Harford County went to the bond market in February for \$55,000,000 in Consolidated Public Improvement Bonds - Series 2021A. 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 2, 2021.

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 22 Approved Capital Budget:

Water Projects

US 40 Water Main Replacement	400,000
Water 7 Sewer Facilities Repair Program	500,000
Leases Revenue Water and Sewer	1,000,000

Sewer Projects:

Bio Solids Facilities Enhancements	8,000,000
Sod Run WWTP Ultraviolet Disinfection Project	2,655,000

TOTAL WATER PROJECTS	<u>1,900,000</u>

TOTAL SEWER PROJECTS	<u>10,655,000</u>

TOTAL WATER & SEWER PROJECTS	12,555,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
PRINCIPAL PAYMENTS:					
6102 State Loans	0	0	0	0	0
6106 Water & Sewer Bonds	8,191,416	8,668,996	8,767,839	8,519,660	8,519,660
6115 Leases	0	0	100,000	100,000	100,000
TOTAL PRINCIPAL PAYMENTS	8,191,416	8,668,996	8,867,839	8,619,660	8,619,660
INTEREST PAYMENTS:					
6202 State Loans	0	0	0	0	0
6206 Water & Sewer Bonds	4,710,349	4,584,255	4,226,285	3,722,340	3,722,340
6215 Leases	0	0	200,000	200,000	200,000
TOTAL INTEREST PAYMENTS	4,710,349	4,584,255	4,426,285	3,922,340	3,922,340
	12,901,765	13,253,251	13,294,124	12,542,000	12,542,000

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
GENERAL FUND						
CONTRACTUAL SERVICES:						
2602	Legal Services	28,220	37,350	30,000	30,000	30,000
2603	Management Services	2,416	0	0	0	0
2699	Other Professional Services (Bank Fees, etc.)	9,161	4,458	10,000	10,000	10,000
	TOTAL CONTRACTUAL SERVICES	<u>39,797</u>	<u>41,808</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
DEBT SERVICE:						
6303	Costs of Issuance	<u>242,649</u>	<u>763,469</u>	<u>600,000</u>	<u>601,992</u>	<u>601,992</u>
TOTAL GENERAL FUND SERVICE COSTS		<u>282,446</u>	<u>805,277</u>	<u>640,000</u>	<u>641,992</u>	<u>641,992</u>

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664250 Highways Fund**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
HIGHWAYS FUND					
CONTRACTUAL SERVICES:					
2699 Other Professional Services	330	743	2,000	2,000	2,000
	<u>330</u>	<u>743</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
DEBT SERVICE:					
6303 Costs of Issuance	8,088	99,779	28,000	28,000	28,000
	<u>8,088</u>	<u>99,779</u>	<u>28,000</u>	<u>28,000</u>	<u>28,000</u>
TOTAL HIGHWAYS FUND SERVICE COSTS	<u>8,418</u>	<u>100,522</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664270 Ag Preservation County**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
AG PRESERVATION COUNTY					
CONTRACTUAL SERVICES:					
2602 Legal Services	215,860	38,571	0	30,000	30,000
DEBT SERVICE:					
6303 Costs of Issuance	5,689	54,968	54,100	40,000	40,000
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS	221,549	93,539	54,100	70,000	70,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664290 Watershed Management Fund**

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
TAX INCREMENT FINANCING						
DEBT SERVICE:						
2699	Other Professional Services	388	387	0	0	0
6303	Costs of Issuance	23,312	39,462	30,000	30,000	30,000
TOTAL WATERSHED MANAGEMENT SERVICE COSTS		23,700	39,849	30,000	30,000	30,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664310 Tax Increment Financing**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
TAX INCREMENT FINANCING					
DEBT SERVICE:					
6303 Costs of Issuance	11,573	13,059	30,000	30,000	30,000
Beech Creek					
TOTAL TAX INCREMENT FINANCING SERVICE COSTS	11,573	13,059	30,000	30,000	30,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664530 Water & Sewer Debt Service**

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
WATER & SEWER DEBT SERVICE						
CONTRACTUAL SERVICES:						
2602	Legal Services	0	0	6,000	6,000	6,000
2603	Management Services	482	0	60,000	60,000	60,000
2699	Other Professional Services (Bank Fees, etc.)	2,133	6,462	4,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES		2,615	6,462	70,000	70,000	70,000
6303	Costs of Issuance	48,362	201,354	330,000	330,000	330,000
7299	Other Contingencies	0	0	5,631,876	8,522,000	8,522,000
TOTAL WATER & SEWER DEBT SERVICE COSTS		48,362	201,354	5,961,876	8,852,000	8,852,000
TOTAL ALL FUNDS SERVICE COSTS		50,977	207,816	6,031,876	8,922,000	8,922,000

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 \$1,500,000 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 retention for claims.

Property Damage:

The County carries commercial property insurance coverage with varying deductibles on real and personal property, and a \$10,000 deductible for physical damage to County owned vehicles.

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:						
20	CONTRACTUAL SERVICES	1,037,172	1,117,345	896,148	1,206,687	1,206,687
	GRAND TOTAL	1,037,172	1,117,345	896,148	1,206,687	1,206,687

INSURANCE

ALL FUND SUMMARY

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY FUND:						
11	GENERAL	714,176	697,088	553,498	595,579	595,579
25	HIGHWAYS	162,776	233,966	196,452	302,525	302,525
51	WATER AND SEWER	160,220	186,291	146,198	308,583	308,583
	GRAND TOTAL	1,037,172	1,117,345	896,148	1,206,687	1,206,687
SUMMARY BY DIVISION:						
671110	GENERAL FUND INSURANCE	714,176	697,088	553,498	595,579	595,579
671250	HIGHWAYS INSURANCE	162,776	233,966	196,452	302,525	302,525
671510	WATER AND SEWER INSURANCE	160,220	186,291	146,198	308,583	308,583
	GRAND TOTAL	1,037,172	1,117,345	896,148	1,206,687	1,206,687

INSURANCE

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
GENERAL FUND INSURANCE					
INDEX # 671110					
2599 Other Insurance	714,176	697,088	553,498	595,579	595,579
HIGHWAYS FUND INSURANCE					
INDEX # 671250					
2599 Other Insurance	162,776	233,966	196,452	302,525	302,525
WATER & SEWER OPERATING FUND INSURANCE					
INDEX # 671510					
2599 Other Insurance	160,220	186,291	146,198	308,583	308,583
TOTAL OTHER INSURANCE	1,037,172	1,117,345	896,148	1,206,687	1,206,687

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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:						
10	PERSONNEL SERVICES	3,004,552	2,997,910	2,923,974	1,877,503	1,877,503
20	CONTRACTUAL SERVICES	7,001,276	8,961,184	9,566,228	10,351,228	10,351,228
	GRAND TOTAL	10,005,829	11,959,094	12,490,202	12,228,731	12,228,731
SUMMARY BY FUND:						
11	GENERAL	8,023,891	9,512,787	10,449,572	10,433,470	10,433,470
25	HIGHWAYS	951,568	1,168,962	1,126,216	923,333	923,333
51	WATER AND SEWER	1,030,370	1,277,345	914,414	871,928	871,928
	GRAND TOTAL	10,005,829	11,959,094	12,490,202	12,228,731	12,228,731
SUMMARY BY DIVISION:						
681110	GENERAL FUND BENEFITS	8,023,891	9,512,787	10,449,572	10,433,470	10,433,470
681250	HIGHWAYS BENEFITS	951,568	1,168,962	1,126,216	923,333	923,333
681510	WATER AND SEWER BENEFITS	1,030,370	1,277,345	914,414	871,928	871,928
	GRAND TOTAL	10,005,829	11,959,094	12,490,202	12,228,731	12,228,731

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681110**

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
GENERAL FUND BENEFITS					
INDEX # 681110					
1202 Pension (New)	724,763	779,115	817,033	0	0
1203 Firemen's Pension Per actuarial and Treasurer's adjustments	2,072,513	1,997,167	1,883,255	1,877,503	1,877,503
1299 Other Unfunded past service liability costs for Liquor Board employees in the State Retirement and Pension Plans	5,786	5,786	6,500	0	0
1399 Other Health Insurance	6,931	6,875	0	0	0
2505 Unemployment Insurance	55,461	35,763	70,000	70,000	70,000
2507 Death Benefits	8,708	4,081	15,000	15,000	15,000
2514 Retiree's Insurance Per actuarial	6,048,750	6,684,000	7,536,977	8,350,160	8,350,160
2599 Other Insurance	0	0	107,577	107,577	107,577
2601 Medical Services	0	0	13,230	13,230	13,230
2799 Other	(899,020)	0	0	0	0
TOTAL INDEX	8,023,892	9,512,787	10,449,572	10,433,470	10,433,470

DEPARTMENT: BENEFITS DIVISION: BENEFITS INDEX: 681250, 681510					
	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
HIGHWAYS FUND BENEFITS					
INDEX # 681250					
1202 Pension (New)	91,742	98,622	103,422	0	0
1399 Other Health Insurance Health Care Consortium Call	900	900	0	0	0
2505 Unemployment Insurance	4,925	0	10,000	10,000	10,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2514 Retiree's Insurance Per actuarial	967,800	1,069,440	981,024	881,563	881,563
2599 Other Insurance	0	0	28,560	28,560	28,560
2601 Medical Services	0	0	1,210	1,210	1,210
2799 Other	(113,800)	0	0	0	0
TOTAL INDEX	951,568	1,168,962	1,126,216	923,333	923,333
WATER & SEWER FUND BENEFITS					
INDEX # 681510					
1202 Pension (New)	100,917	108,485	113,764	0	0
1399 Other Health Insurance Health Care Consortium Call	1,000	961	0	0	0
1350 Retirees	0	0	0	0	0
2505 Unemployment Insurance	5,183	4,955	9,000	9,000	9,000
2507 Death Benefits	0	4,385	2,000	2,000	2,000
2514 Retiree's Insurance Per actuarial	1,048,450	1,158,560	771,999	843,277	843,277
2599 Other Insurance	0	0	16,551	16,551	16,551
2601 Medical Services	0	0	1,100	1,100	1,100
2799 Other	(125,180)	0	0	0	0
TOTAL INDEX	1,030,370	1,277,345	914,414	871,928	871,928

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 22 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 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	31,601,938	27,966,578	30,270,834	24,743,179	24,743,179
	GRAND TOTAL	31,601,938	27,966,578	30,270,834	24,743,179	24,743,179

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY FUND:						
11	GENERAL	11,715,972	9,772,600	11,519,866	8,222,000	8,222,000
25	HIGHWAYS	12,920,966	13,468,978	12,975,968	10,021,179	10,021,179
26	PARKS & RECREATION SPECIAL REVENUE	25,000	100,000	125,000	0	0
29	STORMWATER MANAGEMENT	400,000	450,000	1,300,000	850,000	850,000
51	WATER AND SEWER OPERATING	6,540,000	4,175,000	4,350,000	5,650,000	5,650,000
GRAND TOTAL		31,601,938	27,966,578	30,270,834	24,743,179	24,743,179

SUMMARY BY DIVISION:

705110	PAYGO GENERAL FUND	11,715,972	9,772,600	11,469,866	8,172,000	8,172,000
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705250	PAYGO HIGHWAYS	12,920,966	13,468,978	12,975,968	10,021,179	10,021,179
705260	PAYGO PARKS & RECREATION-SPECIAL REVENUE	25,000	100,000	125,000	0	0
705290	PAYGO WATERSHED MANAGEMENT FUND	400,000	450,000	1,300,000	850,000	850,000
705510	PAYGO WATER AND SEWER	6,540,000	4,175,000	4,350,000	5,650,000	5,650,000
GRAND TOTAL		31,601,938	27,966,578	30,270,834	24,743,179	24,743,179

DEPARTMENT: PAYGO**DIVISION: PAYGO GENERAL FUND****Index No. 705110**

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7601	CAPITAL IMPROVEMENTS	10,115,972	9,772,600	11,519,866	8,172,000	8,172,000
7607	CAPITAL IMPROVEMENTS - HOTEL TAX	1,600,000	0	0	0	0
TOTAL PAYGO CAPITAL IMPROVEMENTS		11,715,972	9,772,600	11,519,866	8,172,000	8,172,000

For FY 22, General Fund Paygo funds amounting to \$8,172,000 will provide for the following capital projects:

GENERAL:

Disparity Study	600,000
Efficiency Capital Investment Projects	25,000
Fleet Replacement	2,000,000
Refresh Program	500,000
Safeguarding Business Operations	1,000,000
Total General Projects	4,125,000

PUBLIC SAFETY:

HCSO Body Worn Camera	350,000
HCSO Computer Equipment/Networks	460,000
Total Public Safety Projects	810,000

SOLID WASTE:

HWDC Landfill Capping	125,000

LIBRARIES:

Technology	250,000
Total Libraries Projects	250,000

BOARD OF EDUCATION:

Educational Facility Program	800,000
Fleet Replacement	1,102,000
HCPS Facilities Master Plan	200,000
HCPS Site Improvement	500,000
Technology Infrastructure	260,000
Total Board of Education Projects	2,862,000

TOTAL GENERAL CAPITAL PAYGO	8,172,000

DEPARTMENT: PAYGO

DIVISION: PAYGO HIGHWAYS FUND

Index No. 705250

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7601	CAPITAL IMPROVEMENTS	<u>12,920,966</u>	<u>13,468,978</u>	<u>12,975,968</u>	<u>10,021,179</u>	<u>10,021,179</u>

For FY 22 Highways Fund Paygo funds amounting to \$10,021,179 will provide for the following capital projects:

BRIDGES:

Bridge and Road Scour Repairs	250,000
Bridge Painting	<u>450,000</u>
Total Bridges Projects	<u>700,000</u>

OTHER:

APG Gate PILOT	261,179
Efficiency Capital Investment Projects	25,000
Fleet Replacement	2,050,000
Sidewalks and Handicapped Ramps	<u>150,000</u>
Total Other Projects	<u>2,486,179</u>

RESURFACING:

Resurfacing Roadways	<u>6,000,000</u>
Total Resurfacing Projects	<u>6,000,000</u>

ROADWAYS:

Drainage Improvements	100,000
Guardails	150,000
Intersection Improvements	150,000
New Roads and Stormdrains	100,000
Stormdrain Rehabilitation	150,000
Traffic Calming, Bicycle & Road Safety Improvements	50,000
Traffic Signals	<u>135,000</u>
Total Roadways Projects	<u>835,000</u>

TOTAL HIGHWAYS PAYGO

10,021,179

DEPARTMENT: PAYGO

DIVISION: PARKS & RECREATION SPECIAL REVENUE FUND

Index No. 705260

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7601	CAPITAL IMPROVEMENTS	25,000	100,000	125,000	0	0

DEPARTMENT: PAYGO DIVISION: WATERSHED MANAGEMENT FUND Index No. 705290

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7102	PAYMENTS TO OTHER GOVT	0	0	600,000	0	0
7601	CAPITAL IMPROVEMENTS	400,000	450,000	700,000	850,000	850,000
		<u>400,000</u>	<u>450,000</u>	<u>1,300,000</u>	<u>850,000</u>	<u>850,000</u>

For FY 22 Watershed Management Fund Paygo funds amounting to \$850,000 will provide for the following capital projects:

County Owned Stormwater Management Rehab and Repair	150,000
Septic System Disconnection	150,000
Stormwater Pollution Prevention	250,000
Watershed Restoration Maintenance	300,000
	<u>850,000</u>

DEPARTMENT: PAYGO**DIVISION: WATER & SEWER FUND****Index No. 705510**

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7601	CAPITAL IMPROVEMENTS	<u>6,540,000</u>	<u>4,175,000</u>	<u>4,350,000</u>	<u>5,650,000</u>	<u>5,650,000</u>

For FY 22, Water and Sewer Fund Paygo funds amounting to \$5,650,000, will provide for the following capital projects:

WATER PROJECTS:

Efficiency Capital Investment Projects	25,000
Fleet Replacement	550,000
Infrastructure Management System Enhancements	125,000
Magnolia Booster Station	250,000
MDTA I-95 Improvements	1,200,000
Renewal and Replacement Water Infrastructure	150,000
SCADA Information Management Systems	800,000
Water & Sewer Infrastructure Improvements Projects	1,350,000
Water Meter Upgrade	150,000
Total Water Projects	<u>4,600,000</u>

SEWER PROJECTS:

Brentwood Park Pumping Station Improvements	250,000
Infiltration and Inflow	250,000
Renewal and Replacement Sewer Infrastructure	350,000
Utility Protection/Restoration	200,000
	<u>1,050,000</u>

TOTAL WATER & SEWER PAYGO**5,650,000**

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7799	OTHER - RURAL LEGACY PROGRAM	0	0	50,000	50,000	50,000

For FY 22, 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 22 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 \$1,130,000 has been included to cover this expense in FY 22.

Other Government Agencies

Funding is provided for the operating expenses of the Humane Society.

Grant Match

Harford County enters into appropriately executed agreements with Federal, State and private monies in grant form. These agreements sometimes require a matching contribution from Harford County as a condition to accepting the grant. These matching contributions, whether voluntary or required, are paid by the General Fund to the Grant Fund. The Grant Fund is the fund that accounts for all Federal, State and private monies in grant form.

APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

ALL FUND SUMMARY:

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
SUMMARY BY CHARACTER:						
70	MISCELLANEOUS	8,049,891	8,371,076	9,774,854	9,395,127	9,395,127
	GRAND TOTAL	8,049,891	8,371,076	9,774,854	9,395,127	9,395,127
SUMMARY BY FUND:						
11	GENERAL	8,049,891	8,371,076	9,774,854	9,395,127	9,395,127
	GRAND TOTAL	8,049,891	8,371,076	9,774,854	9,395,127	9,395,127
SUMMARY BY DIVISION:						
706110	Grant Match	2,672,818	2,828,344	3,690,061	3,500,000	3,500,000
707110	Appropriation to Towns	3,564,825	3,606,825	3,964,793	3,775,127	3,775,127
708110	Appropriation to State	0	985,907	1,170,000	1,170,000	1,170,000
709110	Other Government Agencies	1,812,248	950,000	950,000	950,000	950,000
	GRAND TOTAL	8,049,891	8,371,076	9,774,854	9,395,127	9,395,127

DEPARTMENT: GRANT MATCH**INDEX No. 706110**

Harford County, Maryland enters into appropriately executed agreements with Federal, State and private monies in grant form. These agreements sometimes require a matching contribution from Harford County as a condition to accepting the grant. These matching contributions, whether voluntary or required, are paid by the General Fund to the Grant Fund; the Grant Fund accounts for all Federal, State and private monies in grant form.

	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7104 Grant Match	2,672,818	2,828,344	3,690,061	3,500,000	3,500,000
Grant Match					264,218
Planning and Zoning - Historic Preservation Guidelines					10,000
Planning and Zoning - Regional Transportation Planning					15,480
Community Services - Mediation					30,000
Community Services - Office on Aging SHIP					11,543
Community Services - Office on Aging IIIA, IIIB, IIIC1, IIID, IIIE, VII Ombudsman, VIII Elder Abuse, NSIP					350,171
Community Services - Office on Aging SMP					6,486
Harford County Sheriff's Office OCSE Grant Management Fee					23,281
Harford County Sheriff's Office OCSE Grant Match					209,532
Harford County Sheriff's Office Inmate Welfare Community Mediation Re-entry Program					12,000
Department of Emergency Services - EMPG Grant					130,452
Department of Emergency Services - EMS MIEMSS Grant					19,500
Department of Emergency Services Hazmat - HMEP Grant					1,783
Judicial Masters CASA					60,000
Judicial Masters Child Advocacy					17,500
Office of Community and Economic Development Harford Transit 5307 Capital					380,833
Office of Community and Economic Development Harford Transit SSTAP					56,790
Office of Community and Economic Development Harford Transit 5308 Operating					1,767,931
Office of Community and Economic Development Housing HOME Program					132,500
					3,500,000

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**INDEX No. 707110**

		AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7101 GRANTS AND CONTRIBUTIONS		3,564,825	3,586,137	3,944,105	3,754,439	3,754,439
	Differential for Police Services based on a legislated formula using the Assessable Basis Percentage numbers for the County and the three municipalities:					
	Aberdeen		1,243,417			
	Bel Air		1,230,227			
	Havre de Grace		1,280,795			
			3,754,439			
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES		0	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		3,564,825	3,606,825	3,964,793	3,775,127	3,775,127

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**INDEX No. 708110**

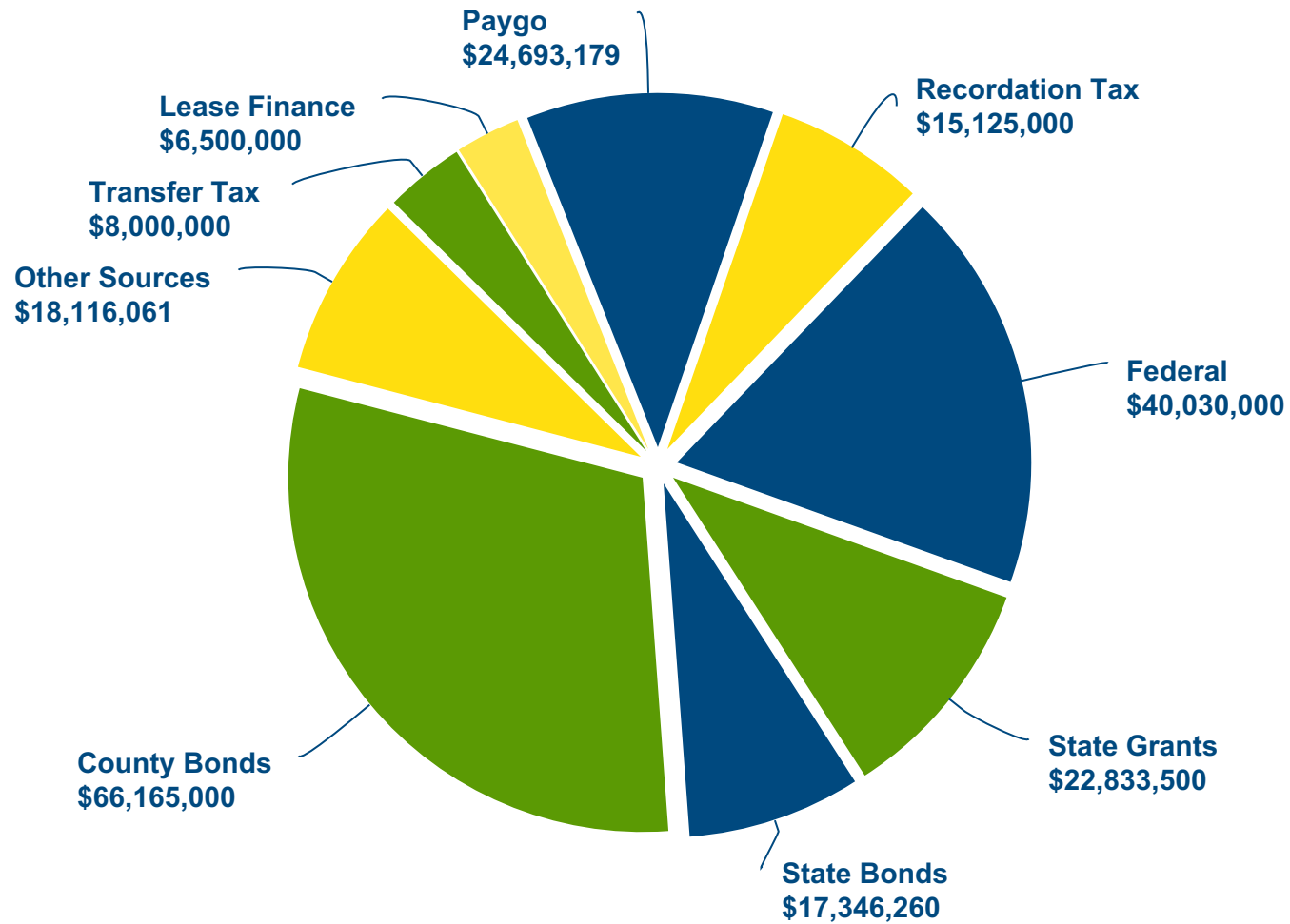
	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES	0	985,907	1,170,000	1,170,000	1,170,000
Payments to the State of Maryland:					
Funds required to pay the State of Maryland for administrative costs for Harford County's Homeowner's Tax Credit.					
Funds appropriated for share of the cost of administering the County's State Department of Assessments and Taxation office.					
SUB-TOTAL APPROPRIATION TO STATE	0	985,907	1,170,000	1,170,000	1,170,000

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**INDEX No. 709110**

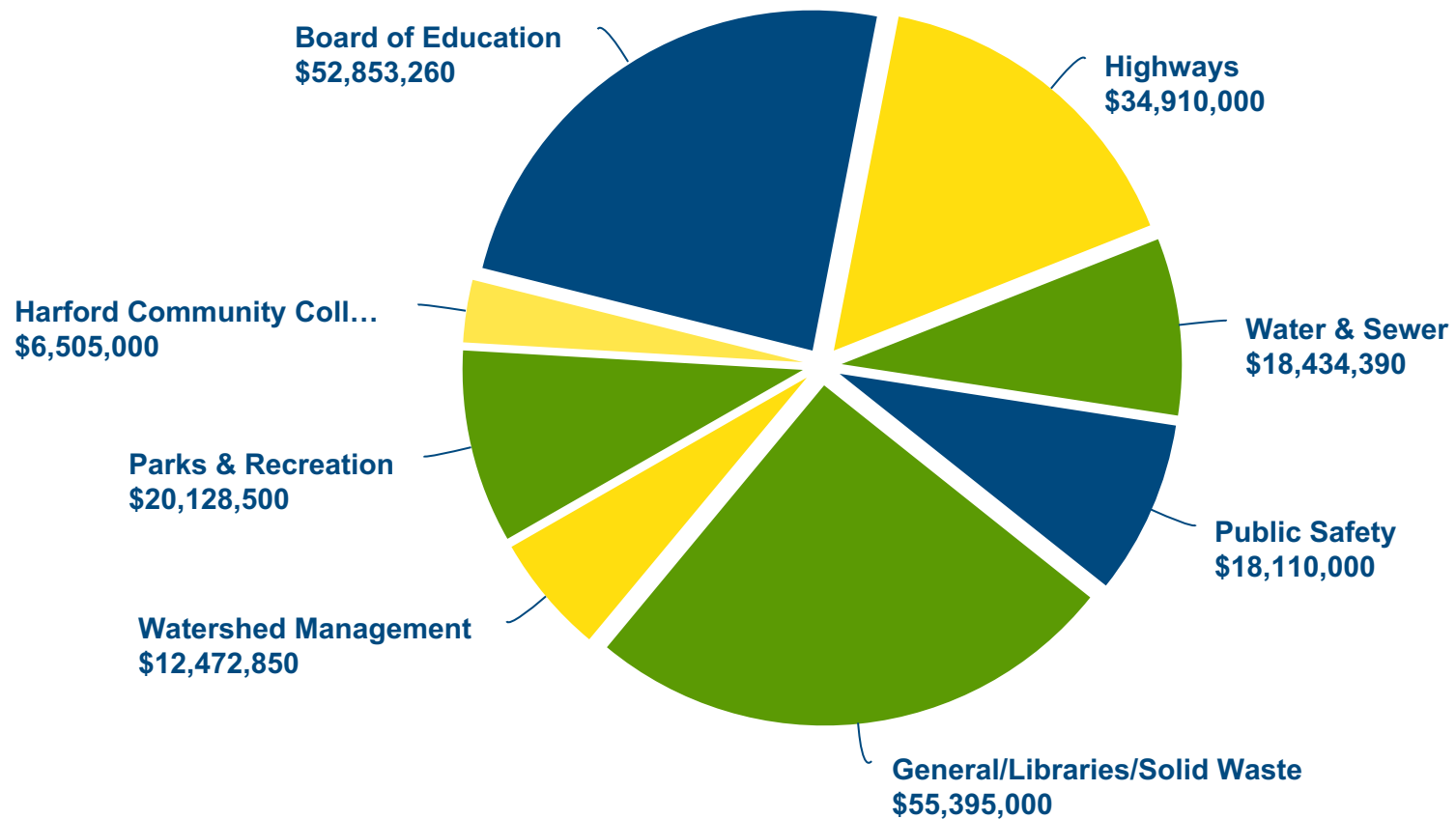
	AUDITED FY 19	AUDITED FY 20	ORIGINAL BUDGET FY 21	EXECUTIVE PROPOSED FY 22	ENACTED FY 22
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES	1,812,248	950,000	950,000	950,000	950,000
Funding is provided for the operating costs of the Humane Society					
SUB-TOTAL OTHER GOVERNMENT AGENCIES	1,812,248	950,000	950,000	950,000	950,000

CAPITAL BUDGET and CAPITAL IMPROVEMENT PROGRAM

Approved Capital Budget Revenues
Fiscal Year 2021 - 2022
Total Budget \$218,809,000



**Approved Capital Budget Appropriations
Fiscal Year 2021 - 2022
Total Budget \$218,809,000**



FY 22 APPROVED CAPITAL BUDGET													
PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSFER TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
GENERAL FUND													
GENERAL CAPITAL													
Board of Education Debt Service	19,880,000	0	0	0	0	0	0	8,000,000	11,880,000	0	0	0	0
Disparity Study	600,000	0	600,000	0	0	0	0	0	0	0	0	0	0
Efficiency Capital Investment Projects	25,000	0	25,000	0	0	0	0	0	0	0	0	0	0
Facilities Repair Program	5,505,912	0	0	40,912	5,240,000	0	0	0	0	225,000	0	0	0
Fleet Replacement	2,000,000	0	2,000,000	0	0	0	0	0	0	0	0	0	0
Harford County Metro Area Network (HMAN)	20,000,000	0	0	0	0	0	0	0	0	10,000,000	0	10,000,000	0
Lease Revenue	4,500,000	0	0	0	0	4,500,000	0	0	0	0	0	0	0
Refresh Program	500,000	0	500,000	0	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	1,350,000	0	1,000,000	0	0	0	0	0	0	0	0	350,000	0
Site Acquisition	500,000	0	0	0	500,000	0	0	0	0	0	0	0	0
Underground & Aboveground Storage Tank Mgt.	200,000	0	0	0	200,000	0	0	0	0	0	0	0	0
SUB-TOTAL GENERAL	55,060,912	0	4,125,000	40,912	5,940,000	4,500,000	0	8,000,000	11,880,000	10,225,000	0	10,350,000	0
WATERSHED MANAGEMENT													
County Owned SWM Rehab and Repair*	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
County Owned Watershed Restoration Improve.	3,775,000	0	0	0	2,550,000	0	0	0	0	1,225,000	0	0	0
Joppatowne Area Watershed Restoration	150,000	0	0	0	0	0	0	0	0	150,000	0	0	0
Maintenance/Repair of Stormwater Facilities	872,850	0	0	0	0	0	0	0	0	0	0	0	872,850
Middle Bynum Run Watershed Rest. Improve.	200,000	0	0	0	200,000	0	0	0	0	0	0	0	0
Plumtree Run Watershed Restoration	1,000,000	0	0	0	500,000	0	0	0	0	500,000	0	0	0
Riverside Area Watershed Restoration	975,000	0	0	0	500,000	0	0	0	0	475,000	0	0	0
Sams Branch Watershed Restoration	400,000	0	0	0	300,000	0	0	0	0	100,000	0	0	0
Septic System Disconnection	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Stormwater Pollution Prevention*	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
Upper Bynum Run Watershed Restoration Impro.	2,000,000	0	0	0	1,000,000	0	0	0	0	1,000,000	0	0	0
Watershed Restoration Assessment	1,300,000	0	0	0	1,200,000	0	0	0	0	300,000	0	100,000	0
Watershed Restoration Improvements	650,000	0	0	0	500,000	0	0	0	0	150,000	0	0	0
Watershed Restoration Maintenance*	300,000	0	300,000	0	0	0	0	0	0	0	0	0	0
<i>*Special Dedicated Paygo</i>													
SUB-TOTAL WATERSHED MANAGEMENT	12,472,850	0	850,000	0	6,750,000	0	0	0	0	3,900,000	0	100,000	872,850

FY 22 APPROVED CAPITAL BUDGET													
PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSF. TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
GENERAL FUND													
PUBLIC SAFETY													
HCSO Body Worn Camera Program	350,000	0	350,000	0	0	0	0	0	0	0	0	0	0
HCSO Computer Equipment/Networks	460,000	0	460,000	0	0	0	0	0	0	0	0	0	0
HCSO Fleet Replacement	6,000,000	0	0	0	0	0	0	0	0	0	0	6,000,000	0
Mobile/Portable Radio System Upgrade	2,000,000	0	0	0	2,000,000	0	0	0	0	0	0	0	0
Next-Gen 911	3,500,000	0	0	0	0	0	0	0	0	3,500,000	0	0	0
North County EMS Station	2,000,000	0	0	0	2,000,000	0	0	0	0	0	0	0	0
Susquehanna Hose Company House 1 Rep.	1,000,000	0	0	0	0	0	0	0	0	0	0	1,000,000	0
VFC Facility Repair	1,400,000	0	0	0	0	0	0	0	0	0	0	1,400,000	0
VFC Public Safety Equipment	1,400,000	0	0	0	0	0	0	0	0	0	0	1,400,000	0
SUB-TOTAL PUBLIC SAFETY	18,110,000	0	810,000	0	4,000,000	0	0	0	0	3,500,000	0	9,800,000	0
HARFORD COMMUNITY COLLEGE													
Chesapeake Welcome Center	6,505,000	0	0	0	1,462,000	0	0	0	0	5,043,000	0	0	0
SUB-TOTAL HCC	6,505,000	0	0	0	1,462,000	0	0	0	0	5,043,000	0	0	0
LIBRARIES													
HCPL Technology	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL LIBRARIES	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
BOARD OF EDUCATION													
Abingdon Elementary School Central Plant	2,378,000	0	0	0	1,247,000	0	0	0	0	1,131,000	0	0	0
Athletic & Recreation Repairs/ Improvements	200,000	0	0	0	0	0	0	0	0	0	0	0	200,000
Bel Air ES HVAC Systemic Reno & Open Sp.	(134,764)	0	0	(134,764)	0	0	0	0	0	0	0	0	0
Educational Facility Program	1,959,576	0	800,000	709,576	0	0	0	0	0	0	0	0	450,000
Fleet Replacement	3,952,000	0	1,102,000	0	0	0	0	0	0	0	0	0	2,850,000
HCPS Facilities Master Plan	200,000	0	200,000	0	0	0	0	0	0	0	0	0	0
HCPS Facility Repair Program	250,000	0	0	0	0	0	0	0	0	0	0	0	250,000
HCPS Site Improvements	2,075,000	0	500,000	0	0	0	0	0	0	0	0	0	1,575,000
Homestead Wakefield ES Major School Proj.	6,000,000	0	0	0	6,000,000	0	0	0	0	0	0	0	0
Joppatowne HS Limited Reno Project	18,547,260	0	0	0	9,854,000	0	0	0	0	8,693,260	0	0	0
Life, Health, Safety & Compliance Measures	1,737,000	0	0	0	1,737,000	0	0	0	0	0	0	0	0
Major HVAC	142,340	0	0	142,340	0	0	0	0	0	0	0	0	0
Roof Replacement - Aberdeen MS	(7,576)	0	0	(7,576)	0	0	0	0	0	0	0	0	0
Roof Replacement - CEO	4,329,000	0	0	0	1,850,000	0	0	0	0	2,479,000	0	0	0
Roof Replacement - Hickory ES	(709,576)	0	0	(709,576)	0	0	0	0	0	0	0	0	0
Technology Infrastructure	11,935,000	0	260,000	0	0	0	0	0	0	0	0	0	11,675,000
SUB-TOTAL BOARD OF EDUCATION	52,853,260	0	2,862,000	0	20,688,000	0	0	0	0	12,303,260	0	0	17,000,000
SUB-TOTAL GENERAL FUND CAPITAL	145,252,022		8,897,000	40,912	38,840,000	4,500,000	0	8,000,000	11,880,000	34,971,260		20,250,000	17,872,850

FY 22 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSFE R TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
SOLID WASTE SERVICES													
SOLID WASTE SERVICES													
HWDC Compost Area Facilities	(40,912)	0	0	(40,912)	0	0	0	0	0	0	0	0	0
HWDC Landfill Capping	125,000	0	125,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL SOLID WASTE CAPITAL	84,088	0	125,000	(40,912)	0	0	0	0	0	0	0	0	0
TOTAL ALL GENERAL FUND CAPITAL	145,336,110	0	9,022,000	0	38,840,000	4,500,000	0	8,000,000	11,880,000	34,971,260	0	20,250,000	17,872,854

FY 22 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSF. TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
PARKS & RECREATION FUND													
PARKS & RECREATION													
Aberdeen Activity Center	9,000,000	0	0	0	9,000,000	0	0	0	0	0	0	0	0
Anita C. Leight Center Improvements	50,000	0	0	0	0	0	0	0	50,000	0	0	0	0
Athletic Field Improvements	2,500,000	0	0	0	2,500,000	0	0	0	0	0	0	0	0
Benson Field Development	100,000	0	0	0	0	0	0	0	100,000	0	0	0	0
Bulkhead Renovations	40,000	0	0	0	0	0	0	0	0	40,000	0	0	0
Dog Park Construction & Improvements	583,500	0	0	0	0	0	0	0	250,000	0	333,500	0	0
Emily Bayless Graham Park	350,000	0	0	0	0	0	0	0	250,000	0	0	0	100,000
Emmorton Recreation & Tennis Ctr Improvem.	25,000	0	0	0	0	0	0	0	25,000	0	0	0	0
Facility Renovations	190,000	0	0	0	0	0	0	0	190,000	0	0	0	0
Heavenly Waters Park - Soma	100,000	0	0	0	0	0	0	0	100,000	0	0	0	0
Mariner Point Park - DMP Site Remediation	1,100,000	0	0	0	0	0	0	0	0	1,100,000	0	0	0
McFaul Activity Center Renovations	250,000	0	0	0	0	0	0	0	250,000	0	0	0	0
Norrsville Park	1,250,000	0	0	0	0	0	0	0	500,000	0	750,000	0	0
Oakington Peninsula Park System	250,000	0	0	0	0	0	0	0	250,000	0	0	0	0
Park Improvements	50,000	0	0	0	0	0	0	0	50,000	0	0	0	0
Parking Lot Paving	195,000	0	0	0	0	0	0	0	195,000	0	0	0	0
Parkland Acquisition	1,560,000	0	0	0	0	0	0	0	75,000	0	1,485,000	0	0
Playground Equipment	1,795,000	0	0	0	0	0	0	0	220,000	1,500,000	0	0	75,000
Prospect Mill Park	250,000	0	0	0	0	0	0	0	250,000	0	0	0	0
SWM Pond Repair & Renovation	195,000	0	0	0	0	0	0	0	195,000	0	0	0	0
Tennis/Multipurpose Court	170,000	0	0	0	0	0	0	0	170,000	0	0	0	0
Vale Road Park	125,000	0	0	0	0	0	0	0	125,000	0	0	0	0
TOTAL PARKS & RECREATION CAPITAL	20,128,500	0	0	0	11,500,000	0	0	0	3,245,000	2,640,000	2,568,500	0	175,000

FY 22 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSFER TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
HIGHWAYS FUND													
HIGHWAYS													
BRIDGES													
Abingdon Road Bridge #169 over CSX	3,400,000	0	0	0	680,000	0	0	0	0	0	0	2,720,000	0
Boggs Road Bridge #66	50,000	0	0	0	50,000	0	0	0	0	0	0	0	0
Bridge and Culvert Rehabilitation	850,000	0	0	0	850,000	0	0	0	0	0	0	0	0
Bridge and Road Scour Repairs	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
Bridge Inspection Program - Over 20' Spans	1,500,000	0	0	0	0	0	0	0	0	0	0	1,500,000	0
Bridge Painting	450,000	0	450,000	0	0	0	0	0	0	0	0	0	0
Deep Run Road Bridge #152	50,000	0	0	0	50,000	0	0	0	0	0	0	0	0
Glen Cove Road Bridge #155	150,000	0	0	0	150,000	0	0	0	0	0	0	0	0
Glenville Road Bridge #30	100,000	0	0	0	60,000	0	0	0	0	0	0	40,000	0
Grier Nursery Road Bridge #43	100,000	0	0	0	60,000	0	0	0	0	0	0	40,000	0
Hookers Mill Road Bridge #13	100,000	0	0	0	60,000	0	0	0	0	0	0	40,000	0
Madonna Road Bridge #113	100,000	0	0	0	60,000	0	0	0	0	0	0	40,000	0
Scarboro Road Bridge #140	350,000	0	0	0	350,000	0	0	0	0	0	0	0	0
Trappe Road Church Road Bridge #161	500,000	0	0	0	100,000	0	0	0	0	0	0	400,000	0
SUB-TOTAL BRIDGES	7,950,000	0	700,000	0	2,470,000	0	0	0	0	0	0	4,780,000	0
ROADWAYS													
Drainage Improvements	100,000	0	100,000	0	0	0	0	0	0	0	0	0	0
Guardrails	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Intersection Improvements	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
New Roads and Stormdrains	200,000	0	100,000	0	0	0	0	0	0	0	0	0	100,000
Stormdrain Rehabilitation	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Tollgate/Vale Road Corridor	200,000	0	0	0	200,000	0	0	0	0	0	0	0	0
Traffic Calming, Bicycle & Road Safety Improvements	50,000	0	50,000	0	0	0	0	0	0	0	0	0	0
Traffic Signals	135,000	0	135,000	0	0	0	0	0	0	0	0	0	0
Woodley Road Extension to MD 715	5,000,000	0	0	0	0	0	0	0	0	0	0	5,000,000	0
SUB-TOTAL ROADWAYS	6,135,000	0	835,000	0	200,000	0	0	0	0	0	0	5,000,000	100,000

FY 22 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSFE R TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
HIGHWAYS FUND													
HIGHWAYS													
RESURFACING													
Highways Infrastructure Investment Project	10,000,000	0	0	0	0	0	0	0	0	0	0	10,000,000	0
Resurfacing Roadways	6,000,000	0	6,000,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL RESURFACING	16,000,000	0	6,000,000	0	0	0	0	0	0	0	0	10,000,000	0
OTHER													
APG Gate Pilot	0	0	261,179	0	0	0	0	0	0	0	0	0	(261,179)
Efficiency Capital Investment Project	25,000	0	25,000	0	0	0	0	0	0	0	0	0	0
Fleet Replacement	2,050,000	0	2,050,000	0	0	0	0	0	0	0	0	0	0
Highways Facilities Repair Program	100,000	0	0	0	100,000	0	0	0	0	0	0	0	0
Lease Revenue Highways	1,000,000	0	0	0	0	1,000,000	0	0	0	0	0	0	0
Norrisville Highways Facility	1,500,000	0	0	0	1,500,000	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	4,825,000	0	2,486,179	0	1,600,000	1,000,000	0	0	0	0	0	0	(261,179)
TOTAL HIGHWAYS FUND CAPITAL	34,910,000	0	10,021,179	0	4,270,000	1,000,000	0	0	0	0	19,780,000	0	(161,179)

FY 22 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSFER TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
WATER & SEWER FUND													
WATER PROJECTS													
Abingdon Road Water	(28,460)	0	0	(28,460)	0	0	0	0	0	0	0	0	0
Abingdon WTP pH Control System	(2,500,000)	0	0	(2,500,000)	0	0	0	0	0	0	0	0	0
Abingdon WTP Switch Gear/Generator	2,500,000	0	0	2,500,000	0	0	0	0	0	0	0	0	0
City of Baltimore - Deer Creek PS & Valve	1,500,000	0	0	1,500,000	0	0	0	0	0	0	0	0	0
City of Baltimore - Raw Water Supply	(2,000,000)	0	0	(2,000,000)	0	0	0	0	0	0	0	0	0
Infrastructure Mgmnt System Enhance.	125,000	0	125,000	0	0	0	0	0	0	0	0	0	0
Magnolia Booster Station	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
MDTA I-95 Improvements	1,200,000	0	1,200,000	0	0	0	0	0	0	0	0	0	0
Renewal & Replacement Water Infrs.	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
SCADA Information Mgmnt Systems	800,000	0	800,000	0	0	0	0	0	0	0	0	0	0
SHA Improvement Projects	(350,000)	(350,000)	0	0	0	0	0	0	0	0	0	0	0
Tank Painting	(29,329)	(29,329)	0	0	0	0	0	0	0	0	0	0	0
US 40 Water Main Replacement	400,000	0	0	0	400,000	0	0	0	0	0	0	0	0
Water & Sewer Facilities Repair Program	500,000	0	0	0	500,000	0	0	0	0	0	0	0	0
Water & Sewer Infrastructure Improve.	1,350,000	0	1,350,000	0	0	0	0	0	0	0	0	0	0
Water Meter Upgrade	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL WATER PROJECTS	4,017,211	(379,329)	4,025,000	(528,460)	900,000	0	0	0	0	0	0	0	0
SEWER PROJECTS													
Bill Bass PS FM Replacement	(90,082)	0	0	(90,082)	0	0	0	0	0	0	0	0	0
Bio Solids Facilities Enhancements	8,000,000	0	0	0	8,000,000	0	0	0	0	0	0	0	0
Brentwood Park PS Improvements	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
Infiltration and Inflow	250,000	0	250,000	0	0	0	0	0	0	0	0	0	0
Renewal & Replacement Sewer Infrast.	700,000	350,000	350,000	0	0	0	0	0	0	0	0	0	0
Sod Run Facility Improvements	3,532,261	29,329	0	618,542	2,655,000	0	229,390	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	12,842,179	379,329	1,050,000	528,460	10,655,000	0	229,390	0	0	0	0	0	0

FY 22 APPROVED CAPITAL BUDGET													
PROJECT	TOTAL	PRIOR PAYGO	PAYGO	PRIOR BONDS	COUNTY BONDS	LEASE FINANCE	REAPPR	TRANSFER TAX	RECORD TAX	STATE	POS	FEDERAL	DEV/ OTHER
WATER & SEWER MISCELLANEOUS													
Efficiency Capital Investment Projects	25,000	0	25,000	0	0	0	0	0	0	0	0	0	0
Fleet Replacement	550,000	0	550,000	0	0	0	0	0	0	0	0	0	0
Lease Revenue Water & Sewer	1,000,000	0	0	0	1,000,000	0	0	0	0	0	0	0	0
SUB-TOTAL SEWER MISCELLANEOUS	1,575,000	0	575,000	0	1,000,000	0	0	0	0	0	0	0	0
TOTAL WATER & SEWER PROJECTS	18,434,390	0	5,650,000	0	12,555,000	0	229,390	0	0	0	0	0	0
TOTAL WATER & SEWER FUND CAPITAL	18,434,390	0	5,650,000	0	11,555,000	1,000,000	229,390	0	0	0	0	0	0
TOTAL APPROVED CAPITAL BUDGET	218,809,000	0	24,693,179	0	66,165,000	6,500,000	229,390	8,000,000	15,125,000	37,611,260	2,568,500	40,030,000	17,886,671

**HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCES
CAPITAL FUND**

	<u>GENERAL</u>	<u>HIGHWAYS</u>	<u>PARKS & REC.</u>	<u>TOTAL</u>
TOTAL FUND BALANCE AT June 30, 2020	<u>8,664,952</u>	<u>2,449,785</u>	<u>1,879,165</u>	<u>12,993,902</u>
Less: Restricted Fund Balance				
Recordation and Transfer Tax	2,171,564	0	350,861	2,522,425
Bond Proceeds	479,564	0	0	479,564
Less: Unrestricted Fund Balance				
Appropriation of Fund Balance	3,740,321	679,608	0	4,419,929
Encumbrances	<u>2,273,503</u>	<u>1,770,177</u>	<u>1,528,304</u>	<u>5,571,984</u>
	<u>8,664,952</u>	<u>2,449,785</u>	<u>1,879,165</u>	<u>12,993,902</u>
Fund Balance Available for Appropriation at June 30, 2020				
Undesignated Fund Balance	0	0	0	0
Estimated Revenues - Open Project	606,675,946	165,801,751	108,729,020	881,206,717
Estimated Expenditures - Open Project	<u>(606,610,276)</u>	<u>(165,774,417)</u>	<u>(108,303,658)</u>	<u>(880,688,351)</u>
Fund Balance Available for Appropriation at June 30, 2021				
Undesignated Fund Balance	<u>65,670</u>	<u>27,334</u>	<u>425,362</u>	<u>518,366</u>
Fund Balance Available for Appropriation at June 30, 2021				
Undesignated Fund Balance	65,670	27,334	425,362	518,366
Estimated Revenues Fiscal Year 2022				
Paygo	9,022,000	10,021,179	0	19,043,179
Recordation Tax	11,880,000	0	3,245,000	15,125,000
Transfer Tax	8,000,000	0	0	8,000,000
Reappropriated from Prior Projects	0	0	0	0
Future Bonds	38,840,000	4,270,000	11,500,000	54,610,000
Prior Bonds	0	0	0	0
Federal Grant	20,250,000	19,780,000	0	40,030,000
State Bonds	17,346,260	0	0	17,346,260
State Grants	17,625,000	0	5,208,500	22,833,500
Lease Finance	4,500,000	1,000,000	0	5,500,000
Developer/Other	17,872,850	(161,179)	175,000	17,886,671
Total Estimated Revenues Fiscal Year 2022	<u>145,336,110</u>	<u>34,910,000</u>	<u>20,128,500</u>	<u>200,374,610</u>
Estimated Expenditures Fiscal Year 2022	<u>(145,336,110)</u>	<u>(34,910,000)</u>	<u>(20,128,500)</u>	<u>(200,374,610)</u>
Fund Balance Available for Appropriation at June 30, 2022				
Undesignated Fund Balance	<u>65,670</u>	<u>27,334</u>	<u>425,362</u>	<u>518,366</u>

HARFORD COUNTY, MARYLAND STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS WATER & SEWER CAPITAL FUND

	<u>WATER & SEWER</u>
Unrestricted Net Assets June 30, 2020	0
Estimated Revenues - Open Projects	143,925,458
Estimated Expenditures - Open Projects	<u>(143,925,458)</u>
Estimated Unrestricted Net Assets June 30, 2021	<u>0</u>
 Estimated Revenues Fiscal Year 2022	
Paygo	5,650,000
Future Bonds	11,555,000
Lease Finance	1,000,000
State	<u>229,390</u>
Total Estimated Revenues Fiscal Year 2022	18,434,390
Estimated Expenditures Fiscal Year 2022	(18,434,390)
Estimated Unrestricted Net Assets June 30, 2022	<u>0</u>

DEDICATED RECORDATION TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	BOARD OF EDUCATION	PARKS & RECREATION	WATERSHED MANAGEMENT
UNDESIGNATED RECORDATION TAX FUND BALANCE			
AVAILABLE FOR APPROPRIATION AT June 30, 2020	1,604,500	350,861	10,139,874
Plus Fiscal Year 2021 Estimated Recordation Tax Revenues	11,916,960	3,079,240	3,079,240
Plus Fiscal Year 2021 Estimated Other Revenue	400,000	0	20,760
Less Fiscal Year 2021 Estimated Expenditures	<u>(11,933,334)</u>	<u>(1,371,500)</u>	<u>(3,445,000)</u>
ESTIMATED RECORDATION TAX FUND BALANCE			
AVAILABLE FOR APPROPRIATION AT June 30, 2021	1,988,126	2,058,601	9,794,874
Plus Fiscal Year 2022 Estimated Revenues:			
Plus Fiscal Year 2022 Estimated Recordation Tax Revenues	11,880,000	2,970,000	2,970,000
Plus Fiscal Year 2022 Estimated Other Revenue	0	0	50,000
Less Fiscal Year 2022 Estimated Expenditures	<u>(11,880,000)</u>	<u>(3,245,000)</u>	<u>(4,280,500)</u>
ESTIMATED RECORDATION TAX FUND BALANCE			
AVAILABLE FOR APPROPRIATION AT June 30, 2022	<u>1,988,126</u>	<u>1,783,601</u>	<u>8,534,374</u>

DEDICATED TRANSFER TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT June 30, 2020	46,929,141	567,064
Plus Fiscal Year 2021 Estimated Revenues:		
Transfer Tax		
2021 Transfer Tax Receipts	8,000,000	8,000,000
Other Revenues	13,155,000	0
Less Fiscal Year 2021 Estimated Expenditures	(16,200,000)	(8,567,064)
Less: Committed Fund Balance Designated for Other Purposes	(33,000,000)	0
UNDESIGNATED TRANSFER TAX FUND BALANCE		
AVAILABLE FOR APPROPRIATION AT June 30, 2021	18,884,141	0
Plus Fiscal Year 2022 Estimated Revenues:		
Transfer Tax		
2022 Transfer Tax receipts	8,000,000	8,000,000
Other Revenue	479,000	0
Less Fiscal Year 2022 Estimated Expenditures	(25,479,000)	(8,000,000)
ESTIMATED TRANSFER TAX FUND BALANCE		
AVAILABLE FOR APPROPRIATION AT June 30, 2022	1,884,141	0

DEDICATED IMPACT FEE STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

**BOARD OF
EDUCATION**

UNDESIGNATED IMPACT FEE FUND BALANCE

AVAILABLE FOR APPROPRIATION AT June 30, 2020	0

Plus Fiscal Year 2021 Estimated Impact Fee Revenues	3,500,000

Less Fiscal Year 2021 Estimated Expenditures	<u>(3,500,000)</u>

ESTIMATE IMPACT FEE FUND BALANCE

AVAILABLE FOR APPROPRIATION AT June 30, 2021	0

Plus Fiscal Year 2022 Estimated Revenues:

Fiscal Year 2022 Impact Fee Revenues	3,500,000

Less Fiscal Year 2022 Estimated Expenditures	<u>(3,500,000)</u>

ESTIMATED IMPACT FEE FUND BALANCE

AVAILABLE FOR APPROPRIATION AT June 30, 2022	<u><u>0</u></u>

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 22 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>GENERAL PROJECTS:</i>			
<u>Harford County Agricultural Research and Exposition Center</u> This facility provides a space for federal, state and local ag agencies to be housed in one location. Phase III includes two educational hiking trails, a public pavilion and an agricultural themed playground.	0	2,800,000	There will be an impact on utility services and contractual services (electric, janitorial, trash and septic).
<u>Refresh Program</u> This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	500,000	5,353,478	Ability to order large volume of computers at one time, reducing the impact of replacing large quantities of equipment at one time.
<u>Safeguarding Business Operations</u> 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 and Database modernization.	1,350,000	21,875,400	Annual license/maintenance fees associated with this project.
<i>WATERSHED MANAGEMENT PROJECTS:</i>			
<u>County Owned Watershed Restoration Improvements</u> 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.	3,775,000	36,650,000	Long term maintenance fees for new stormwater facilities, stormwater retrofits and stream channel restoration and stabilization.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 22 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<u>Middle Bynum Run Watershed Restoration Improvements</u> This project will assess and prioritize restoration projects including stream restorations and stormwater management retrofits to improve water quality.	200,000	5,250,000	Long term maintenance fees for new stormwater facilities.
<u>Sunnyview Stream Restoration</u> This project will fund the design and construction of a stream restoration on Farnandis Branch, restoring 2,220 feet of stream as a result of the project.	0	5,192,000	Long term maintenance fees for new stormwater facilities.

PUBLIC SAFETY PROJECTS:

<u>North Harford Station</u> This project provides funding to construct an EMS station. This station will be staffed by county career based personnel and primarily serve the rural communities in northern Harford County.	2,000,000	4,700,000	Maintenance and staffing expenses funded within the operating budget
<u>Riverside Fire and EMS Station</u> This project provides funding to construct a fire and EMS station. This station will house both volunteer and career based personnel and will place a fire station in an area that does not currently have one.	0	3,800,000	Maintenance and staffing expenses funded within the operating budget

PARKS AND RECREATION PROJECTS

<u>Athletic Field Improvements</u> Construction of synthetic turf field at Bel Air High School; and design of a synthetic turf field for Field 13 at Cedar Lane.	2,500,000	35,050,000	Weekly maintenance, including field grooming.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 22 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>PARKS AND RECREATION PROJECTS:</i>			
<u>Eden Mill Park Rehabilitation</u> This project will continue renovations and improvements to Eden Mill, including installation of a fire alarm system at the Nature Center.	0	1,480,000	Additional maintenance fees for the new fire alarm system.
<u>Emily Bayless Graham Park</u> Funding for this project will provide engineering and renovation of the farmhouse and outbuildings at this passive park site.	350,000	4,145,000	This park includes walking trails and picnic pavilions. Weekly maintenance, including grass mowing and trash collection.
<u>Parkland Acquisition</u> 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.	1,560,000	19,746,000	The Department currently pays approximately \$26.10/acre to mow at park sites. Assuming a site is mowed 29 times per mowing season and assuming only half of the added acreage (225) will be mowed, the cost to maintain this added acreage is \$169,650 per mowing season.
<u>Trails and Linear Parks</u> Design and construction of the connecting section of the Ma and Pa trail from Williams Street trailhead to Blake's Venture Park.	0	18,200,000	Weekly maintenance, including trail maintenance and trash collection.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 22 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
HIGHWAYS PROJECTS:			
<u>Fleet Replacement</u> The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life.	2,050,000	30,292,000	Long term reductions in vehicle maintenance expenditures and downtime of needed equipment.
<u>Refresh Program</u> This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	0	990,500	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
<u>Safeguarding Business Operations</u> 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.	0	4,087,450	Annual license/maintenance fees associated with this project.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 22 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>WATER AND SEWER PROJECTS:</i>			
<u>Fleet Replacement</u> The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life.	550,000	11,472,000	Long term reductions in vehicle maintenance expenditures and downtime of needed equipment.
<u>Refresh Program</u> This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	0	1,017,000	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
<u>Safeguarding Business Operations</u> 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.	0	4,291,650	Annual license/maintenance fees associated with this project.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Included in the capital budget are projects that have prior and current county bond funding. The county must take whatever actions are necessary to assure repayment, and estimates the debt service cost annually. Bonds are typically used to finance the capital portion of tax supported general public purpose governmental activities, including schools, public safety, highways and water and sewer areas.

PROJECTS THAT IMPACT DEBT SERVICE - ESTIMATED ANNUAL DEBT SERVICE			
<u>Project Title</u>	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>GENERAL PROJECTS:</u>			
Facilities Repair Program	\$23,867,396	\$5,280,912	\$582,966
Fleet Maintenance Facility	\$16,126,000	\$0	\$322,520
Harford County Agricultural Research Exposition Center	\$2,250,000	\$0	\$45,000
Site Acquisition	\$24,507,761	\$500,000	\$500,155
Abingdon Library Window and HVAC Replacement	\$589,000	\$0	\$11,780
Courthouse Building Repairs	\$9,800,000	\$0	\$196,000
Harford County Metro Area Network	\$16,200,000	\$0	\$324,000
Humane Society	\$6,000,000	\$0	\$120,000
1201 Technology Drive	\$1,000,000	\$0	\$20,000
Underground and Aboveground Storage Tank Management	\$539,000	\$200,000	\$14,780

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>WATERSHED MANAGEMENT PROJECTS:</u>			
Bynum Run @ St. Andrews Way Stream Restoration	\$338,961	\$0	\$6,779
County Owned Watershed Restoration Improvements	\$9,950,000	\$2,550,000	\$250,000
Middle Bynum Run Watershed Restoration Improvements	\$450,000	\$200,000	\$13,000
Sunnyview Stream Restoration	\$2,661,039	\$0	\$53,221
Watershed Restoration Assessment	\$6,050,000	\$900,000	\$139,000
Watershed Restoration Improvements	\$3,650,000	\$500,000	\$83,000
Watershed Restoration Maintenance	\$160,000	\$0	\$4,464
Wheel Creek Watershed Restoration	\$1,650,000	\$300,000	\$33,000
Joppatowne Area Watershed Restoration	\$2,950,000	\$0	\$59,000
Plumtree Run Watershed Restoration	\$4,650,000	\$500,000	\$103,000
Riverside Area Watershed Restoration	\$1,720,000	\$500,000	\$44,400
Sams Branch Watershed Restoration	\$870,000	\$300,000	\$23,400
Upper Bynum Run Watershed Restoration Improvements	\$1,200,000	\$1,000,000	\$44,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>PUBLIC SAFETY PROJECTS:</u>			
Mobile/Portable Radio System Upgrade	\$5,115,000	\$2,000,000	\$142,300
North Harford Station	\$2,700,000	\$2,000,000	\$54,000
Riverside Fire and EMS Station	\$3,800,000	\$0	\$76,000
Emergency Operations Center Complex	\$32,661,500	\$0	\$653,230
Multi-Agency Public Safety Mobile Command Center	\$1,800,000	\$0	\$36,000
<u>HARFORD COMMUNITY COLLEGE PROJECTS:</u>			
Chesapeake Welcome Center	\$2,747,425	\$1,462,000	\$84,189
Edgewood Hall Renovation & Expansion	\$3,464,575	\$0	\$69,292
Fallston Hall Renovations	\$3,464,575	\$0	\$69,292
<u>HARFORD COUNTY PUBLIC LIBRARIES PROJECTS:</u>			
Havre de Grace Expansion	\$6,720,000	\$0	\$134,400
<u>BOARD OF EDUCATION PROJECTS:</u>			
Joppatowne High School Limited Renovation Project	\$15,440,000	\$9,854,000	\$505,880
Life, Health, Safety and Compliance Measures	\$554,195	\$1,737,000	\$34,740

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<i><u>BOARD OF EDUCATION PROJECTS (cont.):</u></i>			
Roof Replacement - Hickory Elementary School	\$1,513,000	(\$709,576)	\$16,068
Abingdon Elementary School Central Plant	\$0	\$1,247,000	\$24,940
Athletic and Recreation Repairs and Improvements	\$212,299	\$0	\$4,246
Bel Air ES HVAC Systemic Renovation & Open Space	\$3,485,000	(\$134,764)	\$67,005
Center for Educational Opportunity - HVAC	\$2,200,000	\$0	\$44,000
Educational Facility Program	\$0	\$709,576	\$14,192
Homestead Wakefield Elementary School Major Project	\$0	\$6,000,000	\$120,000
Fallston High School Comp HVAC Systemic Project	\$7,673,940	\$0	\$153,479
Roof Replacement - Center for Educational Opportunity	\$0	\$1,850,000	\$37,000
Fleet Replacement	\$16,159	\$0	\$323
Roof Replacement - Bel Air Middle School	\$3,196,000	\$0	\$63,920
HCPS Facilities Repair Program	\$904,148	\$0	\$18,083
Havre de Grace Middle/High School Replacement	\$77,474,000	\$0	\$1,549,480

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<i>BOARD OF EDUCATION PROJECTS (cont.):</i>			
George D. Lisby HVAC Systemic Renovation	\$4,840,000	\$0	\$96,800
Major HVAC	\$1,324,990	\$0	\$29,347
North Bend ES Central Plant & Fire Alarm Upgrade	\$1,054,500	\$0	\$21,090
Prospect Mill Elementary School HVAC	\$2,294,000	\$0	\$45,880
Roof Replacement - Aberdeen Middle School	\$1,485,278	(\$7,576)	\$29,554
Roye Williams HVAC Systemic Renovation	\$6,743,000	\$0	\$134,860
Youth's Benefit Elementary School Replacement	\$38,611,866	\$0	\$772,237

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>SOLID WASTE PROJECTS:</u>			
Solid Waste Facilities Repair Program	\$1,500,000	\$0	\$30,000
Tollgate Yard Trim Recycling Center	\$449,314	\$0	\$8,986
HWDC Compost Area Facilities	\$525,000	(\$40,912)	\$9,682
<u>PARKS AND RECREATION PROJECTS:</u>			
Athletic Field Improvements	\$17,900,000	\$2,500,000	\$408,000
Aberdeen Activity Center	\$0	\$9,000,000	\$180,000
Enlarged Gymnasiums & Joint Facilities	\$1,200,000	\$0	\$33,480
Jarrettsville Recreation Complex/Center	\$200,000	\$0	\$4,000
Trails and Linear Parks	\$4,000,000	\$0	\$80,000
Cedar Lane Sports Complex Improvements	\$100,000	\$0	\$2,000
Churchville Complex Development	\$7,176,830	\$0	\$143,537
Heavenly Waters Park	\$1,100,000	\$0	\$22,000
Schucks Road Regional Complex	\$2,530,000	\$0	\$50,600
TOTAL ESTIMATED ANNUAL DEBT SERVICE - GENERAL FUND			\$9,067,577

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>HIGHWAYS PROJECTS:</u>			
Abingdon Road Bridge #169 over CSX	\$250,000	\$680,000	\$18,600
Boggs Road Bridge #66	\$250,000	\$50,000	\$6,000
Bridge and Culvert Rehabilitation	\$0	\$850,000	\$17,000
Trappe Church Road Bridge #161	\$0	\$100,000	\$2,000
Scarboro Road Bridge #140	\$0	\$350,000	\$7,000
Chestnut Hill Bridge #40	\$508,000	\$0	\$10,160
Stafford Road Bridge #24	\$765,000	\$0	\$15,300
Intersection Improvements	\$1,235,000	\$0	\$24,700
Tollgate Road/Vale Road Corridor	\$0	\$200,000	\$4,000
Woodley Road Extension to MD 715	\$2,250,000	\$0	\$45,000
Moore Mill Road	\$6,730,975	\$0	\$134,620
Spesutia Road Reconstruction/Upgrade	\$5,750,000	\$0	\$105,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>HIGHWAYS PROJECTS (cont.):</u>			
Washington Court Access Road	\$2,150,000	\$0	\$43,000
Highways Facilities Repair Program	\$320,000	\$100,000	\$8,400
Norrisville Highways Facility	\$0	\$1,500,000	\$30,000
Fleet Maintenance Facility	\$7,246,000	\$0	\$144,920
Deep Run Road Bridge #152	\$250,000	\$50,000	\$6,000
Glen Cove Road Bridge #155	\$1,075,912	\$150,000	\$24,518
Glenville Road Bridge #30	\$0	\$60,000	\$1,200
Grier Nursery Road Bridge #43	\$0	\$60,000	\$1,200
Hookers Mill Road Bridge #13	\$0	\$60,000	\$1,200
Madonna Road Bridge #113	\$100,000	\$60,000	\$3,200
Johnson Mill Road Bridge #45	\$1,450,000	\$0	\$29,000
TOTAL ESTIMATED ANNUAL DEBT SERVICE - HIGHWAYS FUND:			\$682,018
<u>WATER AND SEWER PROJECTS:</u>			
Abingdon WTP Switch Gear/Generator Upgrade	\$1,650,000	\$2,500,000	\$83,000
Fleet Maintenance Facility	\$1,420,000	\$0	\$28,400

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>WATER AND SEWER PROJECTS (cont.):</u>			
Magnolia Booster Station	\$1,450,000	\$0	\$29,000
Renewal and Replacement Water Infrastructure	\$1,600,000	\$0	\$32,000
Water & Sewer Facilities Repair Program	\$500,000	\$500,000	\$20,000
Central W&S Laboratory	\$85,000	\$0	\$1,700
Perryman Wellfield Improvements	\$150,000	\$0	\$3,000
US 40 Water Main Replacement	\$200,000	\$400,000	\$12,000
Abingdon Road Water	\$3,300,000	(\$28,460)	\$65,431
Abingdon Water Treatment Plan pH Control System	\$2,750,000	(\$2,500,000)	\$5,000
City of Baltimore - Deer Creek PS and Valve Improvements	\$3,700,000	\$1,500,000	\$104,000
City of Baltimore - Raw Water Supply	\$3,300,000	(\$2,000,000)	\$26,000
Havre de Grace Water Treatment Plant Upgrade	\$1,150,000	\$0	\$23,000
Oak Grove Booster Station	\$330,000	\$0	\$6,600
Replacement of Water Booster Station SCADA	\$1,950,000	\$0	\$39,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>WATER AND SEWER PROJECTS (cont.):</u>			
US 40 and Rt. 159 SHA Water Relocation	\$3,900,000	\$0	\$78,000
Bio Solids Facilities Enhancements	\$11,300,000	\$8,000,000	\$226,000
Brentwood Park Pumping Station Improvements	\$1,250,000	\$0	\$25,000
Magnolia Sewer Petition	\$85,000	\$0	\$1,700
Sod Run Facility Improvements	\$3,900,000	\$3,273,542	\$143,471
Sod Run WWTP Ultraviolet Disinfection Project	\$4,000,000	\$0	\$80,000
Woodridge Sewer Petition	\$385,000	\$0	\$7,700
Bill Bass PS FM Replacement	\$790,102	(\$90,082)	\$14,000
Bush Creek Pump Station	\$26,500,000	\$0	\$530,000
Edgewood Interceptor Sewer Parallel	\$650,000	\$0	\$13,000
Fallston Area Sewer	\$3,800,000	\$0	\$76,000
Hickory Sewer Infrastructure Improvement Project	\$3,000,000	\$0	\$60,000
Lower Bynum Run Interceptor Phase 6&7	\$8,647,154	\$0	\$172,943

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

Project Title	Prior Bond Appropriation	FY 22 Bond Funding	Estimated Annual Debt Service
<u>WATER AND SEWER PROJECTS (cont.):</u>			
Oaklyn Manor/Joppa Area Sewer Relief	\$1,005,000	\$0	\$20,100
TOTAL ESTIMATED ANNUAL DEBT SERVICE - WATER & SEWER FUND:			\$1,926,045

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 to be drawn upon during Fiscal Year 2021-2022 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 2021-2022, Harford County plans to participate in over 60 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 22 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.		\$60,000	\$40,000	\$30,000	7/1/21-6/30/22	Recurring
MACRO Conflict Resolution	Grant provides a cost effective, meaningful community based response to juvenile crime by empowering the community of people affected by an incident, including victims, offenders, supporters, to collectively resolve the case themselves. Young offenders are held accountable for their actions, victims are made whole and the community benefits.		\$20,000			7/1/21-6/30/22	Recurring
Local Management Board	Program funding for Local Management Board		\$661,994			7/1/21-6/30/22	Recurring
Family Services	The Family Parenting Program will act as a court diversion intervention to help keep families out of court and encourage them to create Parenting Plans that work for everyone involved using the inclusive style of mediation.		\$15,000			7/1/21-6/30/22	Recurring
TOTALS:		\$0	\$756,994	\$40,000	\$30,000		

Department of Emergency Services - Anticipated FY 22 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.	\$130,452			\$130,452	10/1/21-6/30/22	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.	\$114,308				9/1/21-6/30/22	Recurring
Exelon Nuclear Emergency Planning	Funds are designated as corporate/business revenue to pay toward the Emergency Planner Position			\$50,000		1/1/22-12/31/22	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.	\$500,000				9/1/21-6/30/23	Recurring
Senator Amoss Grant	Funding is for the local Volunteer Fire Companies and the 3 Municipalities for their local Fire Companies	\$572,739				7/1/21-6/30/23	Recurring
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		\$3,000			9/1/21-6/15/23	Recurring
Maryland Institute for Emergency Medical Services System 50/50 AED	Grant funding will be used for the purchase of new AED equipment for the EMS units.		\$16,000		\$19,500	12/1/21-5/11/22	Recurring
Hazardous Materials Emergency Preparedness Grant Program	Grant monies provide for much needed training for the Harford County Hazmat team.	\$7,132			\$1,783	10/1/22-9/30/23	Recurring
	TOTALS:	\$1,324,631	\$19,000	\$50,000	\$151,735		

Department of Community Services (Office of Drug Control Policy) - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Alcohol and Drug Prevention	Grant provides funding for drug and alcohol prevention.		\$123,766			7/1/21-6/30/22	Recurring
Harford County Circuit Court-Family Recovery Court-Truancy Court and Adult Circuit Court	Grant funding addresses numerous juvenile issues including truancy and family unit cohesiveness, along with addressing adult opiate issues.		\$210,000			7/1/21-6/30/22	Recurring
Harford County District Court Drug Programs (Opiate Recovery Court and Mental Health Court)	Grant provides funding to address addiction to opiate issues and mental health concerns.		\$85,280			7/1/21-6/30/22	Recurring
Teen Court Diversion	Funding provides for a Diversion Program that will target youth who are first time offenders, between the ages of 12-17, that have committed a non-violent misdemeanor offense.		\$104,000			7/1/21-6/30/22	Recurring
Adult Drug and Mental Health Court	Funding provides drug testing, transportation and case management for the Drug Court.		\$100,014			7/1/21-6/30/22	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				7/1/21-6/30/22	Recurring
TOTALS:		\$88,679	\$623,060	\$0	\$0		

Circuit Court for Harford County - Anticipated FY 22 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.		\$680,397		\$10,000	7/1/21-6/30/22	Recurring
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		\$80,000			7/1/21-6/30/22	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.		\$527,037	\$60,200		10/1/21-9/30/22	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.	\$69,741			\$17,435	10/1/21-9/30/22	Recurring
TOTALS:		\$69,741	\$1,287,434	\$60,200	\$27,435		

Department of Community Services (Office on Aging) - Anticipated FY 22 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.		\$208,739			7/1/21-6/30/22	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.	\$809,522			\$350,171	10/1/21-9/30/22	Recurring
Senior Medicare Patrol - Health Care Fraud Program Expansion	Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse.		\$8,085		\$6,486	6/1/21-5/31/22	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.		\$20,930		\$11,543	4/1/21-3/31/22	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.	\$9,774				9/30/21-9/29/22	Recurring
Senior Assisted Living Group Home Subsidy	Grant funds provide subsidies to assist low-income seniors to reside in residential assisted living programs.		\$215,986			7/1/21-6/30/22	Recurring
Level One Screening and MFP FFP State Matching Funds	Grant supports Maryland Access Point and Money Follows the Person	\$0	\$21,300			7/1/21-6/30/22	Recurring
Senior Care	This grant provides funding for a variety of services to people over the age of 60.		\$307,396			7/1/21-6/30/22	Recurring
Senior Center Operating Fund (SCOF)	Provide an opioid program for Senior's perspective, promote Senior participation in 2020 census, provide scholarships for low income seniors to attend classes, and support evidence based classes in community.		\$17,589	\$0		7/1/21-6/30/22	One Time
TOTALS:		\$819,296	\$800,025	\$0	\$368,200		

Department of Parks & Recreation - Anticipated FY 22 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				7/1/21-6/30/22	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.		\$8,500			7/1/21-6/30/22	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	\$74,705		7/1/21-6/30/22	Recurring
	TOTALS:	\$50,000	\$56,296	\$74,705			

Department of Planning & Zoning - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
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.	\$61,920			\$15,480	7/1/21-6/30/22	Recurring
Rural Legacy Program	Funds are provided to purchase interests in real property from willing sellers, including fee estates, easements and other interests in real property, for preservation of land in key areas of Maryland enhancing natural resource, agricultural, forestry and environmental protection.		\$5,165,148			11/1/21-10/31/22	One Time
Certified Local Government Project Grant	Grant provides additional funds to hire a consultant to develop Historic Preservation Design Guidelines		\$10,000			7/1/21-6/30/22	One Time
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.		\$7,000			7/1/21-6/30/22	Recurring
TOTALS:		\$61,920	\$5,182,148	\$0	\$15,480		

Harford County Sheriff's Office - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Child Enforcement Administration Cooperative Reimbursement Agreement	This grant provides funding for the salary and benefits for seven positions who concentrate their efforts specifically in the service of summons, warrants and writs of paternity, AFDC and non-AFDC child support cases and the data entry and tracking of each.	\$406,739			\$232,814	10/1/21-9/30/22	Recurring
Traffic Safety Grant	This grant provides funding for deputies to work overtime to pro-actively seek out impaired, aggressive and distracted drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County.	\$87,900				10/1/21-9/30/22	Recurring
Maryland Highway Safety Office - Commercial Motor Vehicle Grant	This grant provides funding for deputies to patrol the roads on an overtime basis to perform routine commercial vehicle enforcement and North American Standard Inspections to ensure that trucks and buses driving on the highways are operating safely on county roads.	\$15,000				10/1/21-9/30/22	Recurring
Heroin Coordinator	This grant provides funding for the Heroin Prevention Team Information Coordinator who acts as the main outlet for heroin related information and data, and maintains a database tracking all heroin overdoses and compiles related reports for appropriate dissemination.		\$84,884			7/1/21-6/30/22	Recurring
School Traffic Safety Grant	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.		\$35,000			8/1/21-6/30/22	Recurring
Monitoring Sex Offender Compliance	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 HCSO Sex Offender Registration Program as mandated by MD law.		\$29,546			7/1/21-6/30/22	Recurring

Office of State's Attorney - Anticipated Funding FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Internet Crimes Against Children Initiative	The grant funds will provide for updating and servicing of technology equipment used for investigations of Internet crimes of child abuse against children and national training for staff.		\$45,000			7/1/21-6/30/22	Recurring
Investigative Enhancement	The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC.		\$12,500			7/1/21-6/30/22	Recurring
TOTALS:		\$0	\$57,500	\$0	\$0		

Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY 22 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.		\$1,823,287			7/1/21-6/30/22	Recurring
	TOTALS:	\$0	\$1,823,287	\$0	\$0		

Office of Economic Development (Harford Transit) - Anticipated FY 22 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.	\$2,113,842	\$345,911	\$137,712	\$1,767,931	7/1/22-6/30/22	Recurring
Special Statewide Transportation Assistance Program	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.		\$170,371	\$57,723	\$56,790	7/1/21-6/30/22	Recurring
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	\$1,523,331	\$0	\$0	\$380,833	7/1/21-6/30/22	Recurring
	TOTALS:	\$3,637,173	\$516,282	\$195,435	\$2,205,554		

Harford County Housing Agency - Anticipated FY 22 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.	\$7,800,000				1/1/22-12/31/23	Recurring
HUD Comprehensive Housing Counseling	This grant provides funds that will be used for providing counseling and advice to tenants and homeowners, both current and prospective, with respect to property maintenance, financial management and literacy.	\$45,000				10/1/21-9/30/22	Recurring
Maryland Housing Counseling	Grant funds will provide funding to professional housing counselors who offer counseling services to eligible home buyers, homeowners and tenants.		\$40,000			1/1/22-12/31/22	Recurring
Section 8 Mainstream Program	This grant provides financial assistance for housing to non-elderly, disabled individuals/families.	\$580,000				1/1/22-12/31/23	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.	\$36,000				1/1/22-12/31/23	Recurring
Housing Opportunities for People With AIDS	This grant provides funds for subsidized housing to individuals/families with specific disabilities.	\$204,000				7/1/21-6/30/22	Recurring
Housing Choice Voucher Admin	This grant provides for the administration costs associated with providing subsidized rental housing to eligible families.	\$770,000				1/1/22-12/31/23	Recurring

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Harford County Housing Agency - Anticipated FY 22 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	\$1,058,059				7/1/21-6/30/22	Recurring
Comprehensive Counseling Grant	Grant helps to fund housing counseling services.	\$30,000				7/1/22-6/30/23	Recurring
Home Investment Partnership	Provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.	\$530,000			\$132,500	7/1/21-6/30/22	Recurring
TOTALS:		\$11,053,059	\$40,000	\$0	\$132,500		

SELF INSURANCE FUND FISCAL YEAR 2022

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 2019 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, 2021		19,978,860
Investment Income	150,000	
Insurance Recoveries	75,000	
Revenues from Agencies and Reimbursements	34,514,240	
Total Estimated Revenues		34,739,240
Expenses for Claims, Excess Coverages, Claims Management and Other Expenditures	(34,739,240)	
Total Estimated Expenditures		(34,739,240)
Estimated Net Position - June 30, 2021		19,978,860

Fiscal Year 2021-2022

Investment Income	25,000	
Insurance Recoveries	200,000	
Revenues from Agencies and Reimbursements	44,868,666	
Total Estimated Revenues		45,093,666
Claims and Expenditures	(45,093,666)	
Total Estimated Expenditures		(45,093,666)
Estimated Net Position June 30, 2022		19,978,860

VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND LOSAP - LENGTH OF SERVICE AWARD PROGRAM FISCAL YEAR 2022

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, 2020		32,529,348
Estimated Revenues:		
County Contributions	1,883,255	
Investment Income	1,816,745	
Total Estimated Revenues		3,700,000
Estimated Expenses:		
Pension Payments	(2,000,000)	
Actuarial & Investment Services	(128,000)	
Death Benefits	(50,000)	
Total Estimated Expenditures		(2,178,000)
Estimated Net Position Held In Trust for Pension Benefits - June 30, 2021		34,051,348
Fiscal Year 2021-2022		
Estimated Revenues:		
County Contributions	1,877,503	
Investment Income	2,592,497	
Total Estimated Revenues		4,470,000
Estimated Expenditures:		
Pension Payments	(2,400,000)	
Actuarial & Investment Services	(140,000)	
Death Benefits	(50,000)	
Unfunded Liability	(1,880,000)	
Total Estimated Expenditures		(4,470,000)
Estimated Net Position Held In Trust for Pension Benefits - June 30, 2022		34,051,348

SHERIFF'S OFFICE PENSION PLAN FISCAL YEAR 2022

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, 2020	65,993,076
Estimated Revenues:	
Employee Contributions	650,000
County Contributions	2,710,626
Investment Income	4,039,374
Total Estimated Revenues	7,400,000
Estimated Expenses:	
Actuarial & Investment Services	(260,000)
Medical & Legal Services	(25,000)
Pension Payout	(3,600,000)
Total Estimated Expenses	(3,885,000)
Estimated Net Position Held In Trust for Pension Benefits	
June 30, 2021	69,508,076

Fiscal Year 2021-2022

Estimated Revenues:	
Investment Income	5,300,000
Employee Contributions	640,000
County Contributions	2,829,085
Total Estimated Revenues	8,769,085
Estimated Expenditures:	
Actuarial & Investment Services	(250,000)
Medical & Legal Services	(10,000)
Pension Payout	(3,550,000)
Unfunded Liability Contribution	(4,959,085)
Total Estimated Expenditures	(8,769,085)
Estimated Net Position Held In Trust for Pension Benefits	
June 30, 2022	69,508,076

HARFORD COUNTY OTHER POST EMPLOYMENT BENEFITS PLAN TRUST FUND

FISCAL YEAR 2022

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, 2020		134,151,377
Estimated Revenues:		
Investment Income	7,000,000	
OPEB Retiree Payment	1,800,000	
County Contributions	11,893,000	
Total Estimated Revenues		20,693,000
Estimated Expenses:		
Financial/Audit	(375,000)	
OPEB Benefits	(12,900,000)	
Total Estimated Expenses		(13,275,000)
Estimated Net Position Held In Trust for OPEB		
June 30, 2021		141,569,377

Fiscal Year 2021-2022

Estimated Revenues:		
Investment Income	10,600,000	
OPEB Retiree Payment	1,750,000	
County Contributions	11,798,000	
Total Estimated Revenues		24,148,000
Estimated Expenditures:		
Life Insurance Payments	(85,000)	
Health Insurance Payments	(12,300,000)	
Management Services	(25,000)	
Financial/Audit	(350,000)	
Unfunded Liability Contribution	(11,388,000)	
Total Estimated Expenditures		(24,148,000)
Estimated Net Position Held In Trust for OPEB		
June 30, 2022		141,569,377

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 rolls 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 such 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 full-time 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.

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 when 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 alone 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 \$350,000 retention 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 EARNINGS

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. The 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

DBED
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

HCN

Harford Cable Network

HWDC

Harford Waste Disposal Center

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

OICT

Office of Information and Communication Technology

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

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