

HARFORD COUNTY, MARYLAND
APPROVED ANNUAL OPERATING BUDGET
FISCAL YEAR 2008-2009

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July, 2008

ELECTED OFFICIALS HARFORD COUNTY GOVERNMENT



David R. Craig
County Executive



William K. "Billy" Boniface
Council President



Dion F. Guthrie
District A



Veronica "Roni" Chenoweth
District B



James "Capt'n Jim" McMahan
District C



Chad R. Shrodes
District D



Richard C. Slutzky
District E



Mary Ann Lisanti
District F

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.

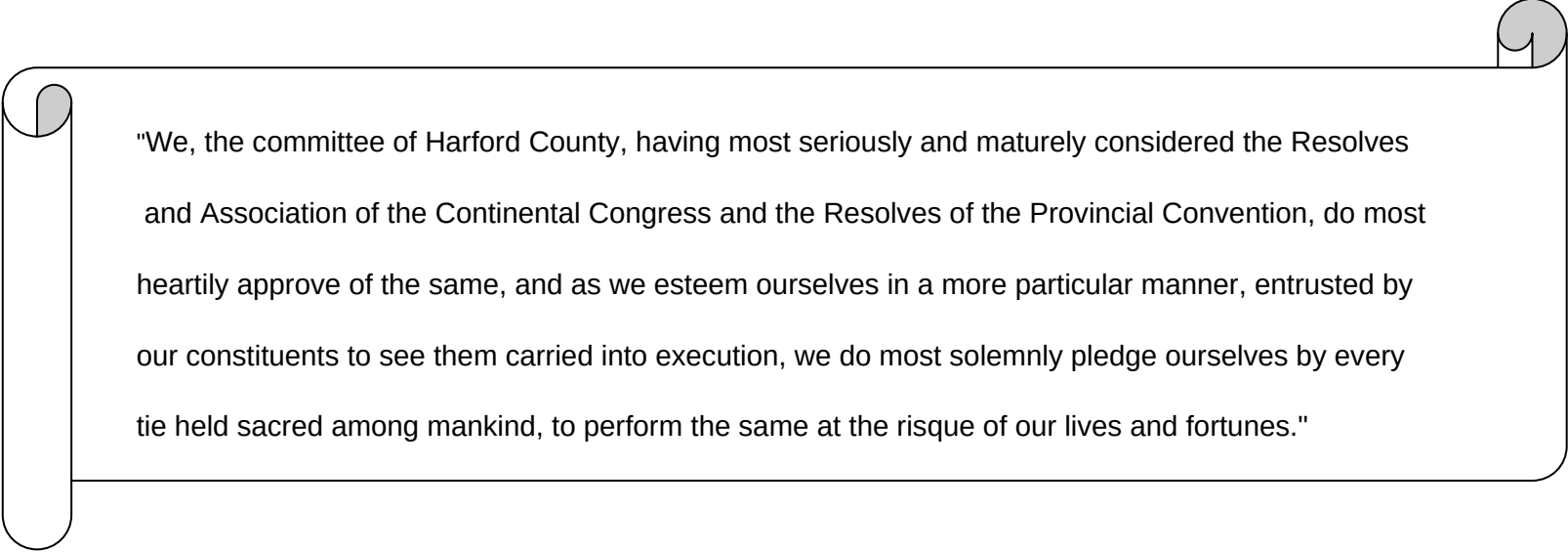
The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Resolution and preserves the same spelling for "risk" as used in that document.

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, 2007

Oliver S. Cox

President

Jeffrey R. Emswiler

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, 2007.

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.

**HARFORD COUNTY, MARYLAND
ANNUAL OPERATING BUDGET
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BUDGET MESSAGE

July 1, 2008

A Message from County Executive David R. Craig

Thanks to years of conservative financial management, Harford County has been and continues to remain financially sound. My administration has combined a prudent approach to budgeting and finance with formalized strategic planning to keep our County finances healthy while coping with the pressures brought on by a declining national economy, a major drop in home sales and construction, and Maryland's State budget problems. We have kept open lines of communication with our County Council, the State, the towns, all outside agencies, union groups, our employees, and most importantly our citizens to keep everyone's needs foremost in our thoughts and in turn to convey our plans for Harford County.

CONSERVATIVE FISCAL MANAGEMENT

Development of each year's Operating and Capital budgets and Capital Improvement Program is contingent upon appropriations being affordable and meeting the test of a real versus a perceived need. Funding is proposed only after we have reviewed existing services via performance measures to assure best practices; Federal, State and Local legislation has been monitored for its fiscal impact; we have explored cooperative agreements and alternative means of doing business; we have evaluated service charges and considered adjustments to fair levels; and all revenue streams and untapped funding sources have been analyzed. We will only assume an on-going expense or incur debt when we are confident that sustainable resources will be available to maintain the service and / or retire that debt. While the County Charter requires an annual Six Year Capital Improvement Program, my administration has developed and maintains a Ten Year Plan, with special note to any needs we see arising due to the Department of Defense's Base Realignment and Closure (BRAC) actions at Aberdeen Proving Ground.

STRATEGIC PLANNING

Harford County has practiced Performance Based Budgeting since FY 1997; in addition my administration has adopted a number of policies and procedures to assure that our budgets are coordinated with the County's Master Plan. We have formed an Infrastructure Review Committee, and while they are charged with developing an inventory of all County owned and leased facilities, compiling a systems analysis of each building, and producing a priority list for preventive maintenance, they are also to review each proposed capital project in light of our Master Plan, and make funding, timing and coordination recommendations for the entire capital program, with noted impacts on our operating budget.

My administration initiated a Business Roundtable, with representatives from various local businesses and organizations, who meet with County financial and management staff three times a year for a discussion on the business climate in the County. These meetings are proving to be extremely valuable in assisting us with projections on the County's major revenue streams, while providing a venue for the administration to keep the business community apprised of County issues.

BUDGET MESSAGE

This past November, the Cabinet and I participated in a Strategic Planning Retreat to review, revise, and / or restate our Vision, Mission, Goals and Objectives. The exercise was beneficial, allowing us to keep focus on our priorities and coordinate future plans. We held a similar session this spring with staff from the Harford County Public School system, the Sheriff and the State's Attorney's offices, Harford Community College, and the County Libraries. This effort further reinforced our goals and led to plans in tandem with all agencies to meet the needs of our citizens.

BASE REALIGNMENT AND CLOSURE

Shortly after I took office, Harford County was apprised of the extent to which the Department of Defense's Base Realignment and Closure (BRAC) actions would impact us. Since that announcement, Harford County Government has been aggressively working to make our communities ready for what is to be the largest economic impact to our County since 1917, the year that Aberdeen Proving Ground (APG) was established.

I appointed a BRAC Planning and Advisory Committee, which under my direction has developed a plan with over 70 action items. This plan continues to be our road map to making improvements to every aspect of public infrastructure and support. The County is working with our partners in the Chesapeake Science and Security Corridor, the State, and with the towns to implement these recommendations.

This spring 32 government employees reported to work at APG from New Jersey, and later this summer they will be joined by over 300 more employees. In 2009, 600 government employees will be added to the rolls at APG.

ECONOMIC TRENDS & REVENUE ESTIMATES

We are, of course, constantly monitoring the national economy, stock market activities, unemployment statistics, financing rates, spending patterns, population, migration, licensing and permits, and numerous other factors that impact our economy. Harford County is financially sound but we must remain vigilant of forces beyond our control. Of major concern for FY 2009 is the downturn in our national economy and housing markets, in addition to an unclear picture of the State of Maryland's finances and their impact on local subdivisions.

THE STATE OF MARYLAND

During the Special Session of the Maryland General Assembly in November 2007 a number of changes were made to programs that allocate a portion of the funds collected to Maryland's local jurisdictions. Most of the changes have negative impacts on Harford County. For example:

- House Bill 1 eliminated a mandated electric utility property tax grant to 11 counties in the state. In the case of Harford County this reduced General Fund revenue by \$860,767 annually beginning in Fiscal Year 2009.

BUDGET MESSAGE

- The bill also lowers the percentage of Program Open Space funds to be appropriated to local governments. This reduces Harford County's share by an estimated \$821,000.
- The bill freezes inflation in the per pupil amount used in the education aid formula for Fiscal Years 2009 and 2010 and establishes supplemental grants to ensure at least a 1.0 percent annual increases in State aid for each school system during the two years of the freeze. The estimated impact on the aid to the Board of Education is a \$6 million less revenue than promised under the Thornton formula.
- Senate Bill 2 establishes new individual income tax brackets and rates beginning January 1, 2008. The bill also alters the regular personal income tax exemption increasing the exemption from \$2,400 to \$3,200 for individuals with federal adjusted gross incomes of up to \$100,000 (\$150,000 for joint filers) but gradually decreases to \$600 for taxpayers with higher incomes. This change reduces the income tax receipts for Harford County by an estimated \$4.0 million.
- Senate Bill 2 also imposes recordation and transfer taxes on the transfer of real property through the sale of a "controlling interest" in specified corporations beginning in Fiscal Year 2009. This has an estimated fiscal impact of increasing both revenues by an estimated \$1.3 million.
- House Bill 5 alters the distribution of the motor fuel taxes, security interest filing fees and tag fees beginning July 1, 2008. This will reduce Highways User Tax revenue in the Highways Fund by an estimated \$437,000.

HARFORD COUNTY

Harford County has been and continues to remain financially sound, as evidenced by comments received during our most recent bond ratings:

Fitch Ratings AA+

"The AA+ rating reflects Harford County's consistent record of strong financial management practices, steady economic growth and diversification, and a low tax-supported debt burden with manageable capital needs."

"The County's credit position benefits from strong financial management, which has produced sound operating results throughout the past decade, even during years of stressed local government finances across the State."

Moody's Investor Service Aa1

"The rating also considers the County's favorable financial position, characterized by conservative fiscal management, healthy reserve levels, long-term operating stability, and a low direct debt burden."

BUDGET MESSAGE

"Moody's believes that Harford County's financial operations will remain strong given conservative management practices, comprehensive fiscal policies, long-term planning, and ample reserve levels."

Standard's & Poor's AA+

"The AA+ rating reflects:...Historically strong financial operations and conservative management practices."

"The County has a long history for prudent, conservative policies and practices. Conservative budget assumptions for both revenues and expenditures continue."

REVENUES

While County finances remain sound, we analyzed each revenue source considering not just its historical trend but in light of those forces beyond our control. Our funds are defined as on-going or one-time in nature. Operating expenses that will continue into the future were included only if on-going revenues were determined to be available to maintain such costs. One-time expenditures are proposed based on priority and up to the amount of existing funds.

Net Property Taxes

FY 09 Approved Budget	\$261,956,107	42.4%	of the Total All Funds FY 09 Approved Operating Budget

FY 08 Approved Budget	\$235,245,127	38.2%	of the Total All Funds FY 08 Approved Operating Budget

\$ growth	\$26,710,980

% growth	11.4%

Maryland State law provides that all real property is subject to a property tax; properties are assessed by the State on a triennial system, and owners are notified by the Maryland Department of Assessments and Taxation of any change in their assessment. These assessments are certified to local subdivisions where they are converted into property tax bills by applying the appropriate property tax rate.

Low mortgage interest rates led to an increased demand for residential real estate that had outpaced supply through the early part of Fiscal Year 2007. This in turn resulted in rising real estate values and reassessments, which are based on sales that have occurred in the reassessment area over the past three years with emphasis placed on most recent sales data. Any increase in assessed property value is phased in over the next three years.

BUDGET MESSAGE

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. Based on this data, the budget maintains the General and Highways property tax rate total at \$1.082 for real property and at \$2.705 for corporate and personal property / \$100 of assessed value. The personal property tax rate is required by law to be 2.5 times the real property tax rate.

Revenue from the net property tax is projected to increase by 10% or \$20.7 million for Fiscal Year 2009. Real Property taxes for the full year levy will increase 13.2% prior to the application of credits. The largest credit on real property is the Homestead credit.

The Homestead credit assists homeowners dealing with a large assessment increases on their principal residence. The credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit its taxable assessment increase to 10% or less each year. The County limit was changed for Fiscal Year 2008 by the County Council in July 2007. The rate was lowered from 10% to 9%. This means the homeowner pays no property tax on the market value increase which is above the 9% limit. Revenue the County will not be able to collect due to the Homestead Credit in FY 09 will increase 61.8%, or \$8.6 million.

Personal property tax revenue is projected to decrease (5.2%) or (\$23,688). The decrease is due to a downturn in the economy which generally leads to a closing of smaller sole proprietorships and partnership-type businesses.

Corporate property tax revenue is projected to increase 18.6% or \$1.6 million. Railroads and public utilities taxes are projected to increase 7.7% or \$1.1 million. Both increases are due to businesses modernizing equipment and technology infrastructure to meet demands of the marketplace.

Income Taxes

FY 09 Approved Budget	\$177,585,778	28.8%	of the Total All Funds FY 09 Approved Operating Budget

FY 08 Approved Budget	\$170,297,559	27.7%	of the Total All Funds FY 08 Approved Operating Budget

\$ growth	\$7,288,219

% growth	4.3%

In preparing our Fiscal Year 2009 estimates, income tax receipts were slowing in growth over the previous year. As a result, the Spending Affordability Committee in their fall projection recommended lowering the growth rate projection for Fiscal Year 2009. In addition to their recommendation, actions by the Maryland General Assembly during the Special Session in November 2007 changed the income tax laws for state residents. The changes were projected to lower the County's income tax receipts by \$3.9 million. These two actions result in a net increase of 4.3% or \$7.3 million for Fiscal Year 2009.

BUDGET MESSAGE

State Highways User Taxes

FY 09 Approved Budget \$14,499,660 2.3% of the Total All Funds FY 09 Approved Operating Budget

FY 08 Approved Budget \$14,777,392 2.4% of the Total All Funds FY 08 Approved Operating Budget

\$ growth (\$277,732)

% growth (1.9)%

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 30% of 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, State Highway Administration provides the County with estimates of the Highways User Tax. We use their estimates as a starting point for projecting our revenue stream. Based on their estimates and the impact of House Bill #5's distribution alterations, we are anticipating a net reduction of (1.9%) or (\$277,732) from Fiscal Year 2008 budget.

Impact Fees

FY 09 Approved Budget \$2,601,687 0.4% of the Total All Funds FY 09 Approved Operating Budget

FY 08 Approved Budget \$4,241,017 0.7% of the Total All Funds FY 08 Approved Operating Budget

\$ growth (\$1,639,330)

% growth (38.7%)

The Maryland General Assembly adopted House Bill 965, Harford County School Construction Financing, in 2004. The bill states "In general. – the County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development...Use of revenues. – The revenues from the special fund may be used only for:

- (1) School site acquisition;
- (2) School construction;

BUDGET MESSAGE

- (3) School renovation;
- (4) School debt reduction; or
- (5) School capital expense."

The impact fee is collected at the time application for a building permit is made. Fiscal Year 2008 has experienced a continuation of the decline in housing starts and as a result lower than anticipated impact fee collection. This slower pace in housing is expected to continue into and through most of Fiscal Year 2009. Therefore, the expected revenue in Fiscal Year 2009 is projected to be (38.7%) below the Fiscal Year 2008 budget, equating to a reduction of (\$1.6) million.

We have appropriated \$2.0 million in impact fee reserves to the Vale Road Elementary School capital project.

Recordation Tax

FY 09 Approved	\$12,927,776	2.1%	of the Total All Funds FY 09 Approved Operating Budget
FY 08 Approved	\$16,422,470	2.7%	of the Total All Funds FY 08 Approved Operating Budget
\$ growth	(\$3,494,694)		
% growth	(21.3%)		

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 support the Water and Sewer Debt Service Fund.

With the slowdown in housing and existing home sales there has been a significant decrease in recordation tax revenues. Actual receipts from recordation taxes declined (10.9%) in Fiscal Year 2007. The trend is continuing for Fiscal Year 2008 with an anticipated decrease of (20.0%) from the actual receipts in Fiscal Year 2007. We are expecting a continuation of the decline in Fiscal Year 2009 and are estimating (21.3%) under the budgeted revenue total for Fiscal Year 2008 or (\$3.5) million in total taxes.

BUDGET MESSAGE

Transfer Tax

FY 09 Approved Budget	\$11,245,436	1.8%	of the Total All Funds FY 09 Approved Operating Budget
FY 08 Approved Budget	\$12,236,944	2.0%	of the Total All Funds FY 08 Approved Operating Budget
\$ growth	(\$991,508)		
% growth	(8.1%)		

The Transfer Tax was instituted in response to a recommendation from the 1991 Blue Ribbon Committee on School Construction.

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 of the Harford County Code, which imposes a 1% tax on any instrument of writing that conveys title to, or a leasehold interest in, real property, effective July 1, 1993.

The proceeds are dedicated to the following purposes:

Agricultural Preservation Program	50%
Public School Construction Program	50%

For Fiscal Year 2009 we are planning on the use of \$5.6 million in the Agricultural Preservation program to support the purchase of development rights, debt service and new purchases. Likewise we are planning on the use of \$5.6 million in the payment on principal and interest payments on public school debt. In total this is a decrease of (8.1%) in transfer tax revenue or (\$1) million. The reasons for the decrease are similar in nature to those of the decrease in recordation taxes discussed above.

Investment Income

FY 09 Approved Budget	\$4,601,599	0.7%	of the Total All Funds FY 09 Approved Operating Budget
FY 08 Approved Budget	\$10,376,550	1.7%	of the Total All Funds FY 08 Approved Operating Budget
\$ growth	(\$5,774,951)		
% growth	(55.7%)		

BUDGET MESSAGE

Revenues from investments are reflective of the size of the portfolio and expected rate of return. For Fiscal Year 2009, a projected decline of (55.9%) in overall investment income is anticipated, based on the Federal Reserve policy of cutting rates lowering overall investment returns. In addition, two operating funds have expended their fund balances during Fiscal Year 2008 as planned.

Fund Balance and Net Assets Appropriated

FY 09 Approved Budget	\$35,578,533	5.8%	of the Total All Funds FY 09 Approved Operating Budget
FY 08 Approved Budget	\$55,292,539	9.0%	of the Total All Funds FY 08 Approved Operating Budget
\$ growth	(\$19,714,006)		
% growth	(35.7%)		

Governmental funds report the difference between their assets and liabilities as fund balance, which is divided into reserved and unreserved. Proprietary funds report the difference between their assets and liabilities as net assets, which is divided into restricted and unrestricted.

The function of reserved and restricted is simply to isolate that portion of either fund balance or net assets that is not available for the following period's budget. Unreserved and unrestricted portions can be used during future budgetary periods. Management can make designations of the unreserved fund balance as intended future use of resources. One such designation is the 5% reserve for credit rating purposes in the General and Highways Funds.

At the end of Fiscal Year 2007 the governmental funds had \$43.4 million unreserved and undesignated. In Fiscal Year 2009 we are planning the use of \$21.5 million in the governmental funds. This is (\$18.3) million less than that planned amount in Fiscal Year 2008 budget. At the end of Fiscal Year 2007 the proprietary fund had an unrestricted net asset balance of \$131.9 million. In Fiscal Year 2009 we are planning the use of \$14.1 million. This is (\$1.4) million less than the planned amount in the Fiscal Year 2008 budget.

EXPENSES

As we began developing our Fiscal Year 2009 Operating and Capital Budgets we were faced with issues beyond the normal increases in health care coverage, utilities, and basic operating and contractual expenses. We had to consider a declining national economy, a major drop in home sales and construction, and Maryland's State budget problems. With each of these forces limiting Harford County's revenues to some extent we had to make priority funding decisions. Increases were not automatic and each expense was examined for need and merit. We made changes limiting travel and training, reduced departmental funding for certain materials and supplies, and challenged our staff to find new and more economical ways to conduct business.

BUDGET MESSAGE

Our first consideration for FY 2009 was fair compensation to our staff. The County places a priority on recruiting and retaining the best employees to serve the citizens of Harford County. To that end, we secured a comprehensive compensation study to ensure that employee salaries are in line with the regional job market. The last study and salary adjustment was completed in 2002.

Similar studies have been conducted for teachers and staff of the Harford County Public School System and implemented in FY 2006 and FY 2007; and then in FY 2008 for deputized Sheriff staff. It is the intention of my administration to conduct studies for the teachers, deputies, and County staff on a four year cyclical basis. This will ensure fair and competitive compensation levels with funding adjustments not as costly as when done in a less timely fashion.

While the deputized staff of the Sheriff's Office received a market adjustment to pay in FY 2008, their civilian staff did not. This approved budget includes funds to provide such an increase based on a study they conducted last year.

With healthcare costs continuing to rise, the County has taken aggressive steps to lower its liability. As a result of a competitive bid and increasing employee contributions, the County was able to lower its General Fund obligation by nearly \$1.2 million.

Of equal importance in our considerations was additional funding for our Volunteer Fire Companies to assist them in maintaining operations, benefits for our retirees, sustaining and strengthening our agricultural industry, and of course education and public safety weighed utmost in determining allocations.

HARFORD COUNTY'S FISCAL YEAR 09 OPERATING AND CAPITAL BUDGETS

FOR OUR EMPLOYEES the operating budget includes:

- o a wage package, consisting of a 3% Merit increase and a 3% COLA for all eligible staff;
- o a Classification and Pay Market Adjustment of 3% for all eligible staff;
- o my cabinet members will receive only a 3% COLA for FY 09;
- o increasing the percentage the County will pay for the healthcare costs of County retirees from a maximum of 75% to a maximum 90%, based on years of service under a new County policy;
- o converting certain employees who have been held in "Temporary" positions for a long period of time to "Permanent" status, and some staff who have been paid from grants, that are ending, becoming permanent County employees;
- o and \$200,000 for our extremely successful "House Keys 4 Employees" program which assists staff from Harford County Government, Harford County Public Schools, Harford Community College, and the Libraries, plus Volunteer Fire Company members, who are first time homebuyers with a grant to be used for settlement and closing costs.

BUDGET MESSAGE

OTHER POST EMPLOYMENT BENEFITS (OPEB)

Many local governments offer some form of post employment benefits other than a pension to their retirees. These other post employment benefits (OPEB) may include such things as health insurance and dental, vision, or prescription benefits. The promise to provide these benefits to employees can sometimes create a significant liability that local governments providing OPEB must pay in the future.

Current financial reporting for OPEB commonly mirrors the pay-as-you-go financing approach now followed by most governments and does not recognize OPEB expenses or liabilities until benefits are paid or provided after employees retire. In contrast, GASB Statement 45 establishes standards for accrual-basis measurement and recognition of OPEB expense and liabilities that will result in recognition of OPEB expense over periods that approximate employees' years of service, as well as standards for note disclosures and required supplementary information (RSI).

In the case of Harford County, we offer health and dental insurance including vision and prescription benefits along with life insurance to employees upon retirement. We have completed the first actuarial analysis on our OPEB liability and funded the annual required contribution in Fiscal Year 2008 in the amount of \$14.2 million. This was accomplished through a planned contribution in the budget for Fiscal Year 2008 of \$4.1 million and designation of unreserved fund balance in Fiscal Year 2007 of \$10.1 million. A bill was submitted to create an OPEB Trust Fund into which deposits will be made annually, our County Council approved this bill in May 2008. For Fiscal Year 2009, the budget includes \$8.1 million to fund the second year's contribution to the Trust. This is an increase of 97.6% or \$4.0 million over Fiscal Year 2008 budgetary amount.

FLEET MANAGEMENT

Fleet maintenance and turnover is a major expense for most local governments. Over the years Harford County has adopted various measures to control these expenses. Our best experience was realized by contracting with First Vehicle Services, which significantly reduced maintenance costs but did not address replacement issues. As fleet ages, maintenance costs have become a key issue; vehicle maintenance costs increase resulting in less availability of funds for turnover. To this end, my administration is establishing a Fleet Management Internal Service Fund which will start July 2008. With revenue provided from a major lease purchase agreement and County departments paying lease costs, the fund will be able to purchase new vehicles on an advanced turnover cycle and provide maintenance to those items in the fleet worth repairing. The program will be administered by the Director of Procurement and managed by personnel experienced with fleet operations who will use nationally recognized standards to determine the viability of the fleet and set policies on turnover. Departments will no longer be burdened with the decision of repair or replacement; they will be furnished with new vehicles in a more timely manner.

BUDGET MESSAGE

THE GENERAL FUND

FY 08 Approved Funding	FY 09 Approved Funding	\$ Change	% Change
\$452,729,169	\$472,316,523	\$19,587,354	4.33%

GENERAL FUND DEPARTMENTAL HIGHLIGHTS

THE BOARD OF EDUCATION	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$199,614,800	\$210,914,800	\$11,300,000	5.66%

For Fiscal Year 2009 Harford County's Maintenance of Effort funding requirement is zero, we have however, through budgeting for only true needs and reducing funding levels for our own departments, while challenging our directors to find new and more economical ways of conducting business, been able to provide over \$11.3 million new dollars for the Board of Education for Fiscal Year 2009.

While the largest share of the Board of Education's funding comes from Harford County Government, significant revenues come from other sources:

	FY 08 Approved Funding	FY 09 Approved Funding	\$ Change	% Change
Harford County Gov't.	\$199,614,800	\$210,914,800	\$11,300,000	5.66%
The State of Maryland	200,556,716	203,409,364	2,852,648	1.42%
The Federal Government	286,000	350,000	64,000	22.38%
Other Sources	2,441,251	2,776,501	335,250	13.73%
Total:	\$402,898,767	\$417,450,665	\$14,551,898	3.61%

BUDGET MESSAGE

The Board of Education is currently working on delineating how their final approved budget will be structured, and are negotiating wage packages with their various unions. However, my administration hopes that in combination with additional funds from all other revenue sources, and dependent upon approval of the Board of Education, the following priorities will be funded:

o \$635,979 PATTERSON MILL MIDDLE / HIGH SCHOOL

For Fiscal Year 09, with the inclusion of eleventh grade students, additional funding is recommended to provide for eight classroom teachers, two Special Education teachers, and one Special Education Para-educator as well as a full-time Librarian to be created by combining a 0.7 full-time employee (FTE) being transferred from another school and combined with a new 0.3 FTE.

o \$319,190 MAGNET & SPECIAL PROGRAMS

Funding is proposed for two teachers for the Homeland Security Program at Joppatowne High School; two teachers for the International Baccalaureate Program at Edgewood High School; and a half time Coordinator / half time teacher for the Natural Resource and Agricultural Science Program.

The Board of Education Fiscal Year 2009 Capital Budget has 32 planned projects, totaling \$127,282,195. These projects provide for athletic field repairs; paving overlay and maintenance; playground equipment; textbooks; relocatable classrooms; replacement buses and vehicles; and general upgrades in areas such as security, ADA requirements, roofs and mechanical systems, musical instruments and technology; plus renovations to aging schools.

The remainder of the projects include a 12 classroom addition to Aberdeen High School, increasing its capacity from 1,360 to 1,615 students; replacement of Bel Air and Edgewood High Schools; modernization and expansion of Deerfield Elementary; construction of the new Vale Road Elementary School; site investigation for the Schucks Road Elementary School; construction funds to modernize and expand Joppatowne Elementary School; construction funding for the redevelopment of athletic fields at Harford Technical High School; and a scope study to develop an adaptive use of the 45 East Gordon Street building and incorporating the required site improvements to Bel Air Elementary School to include parking.

BUDGET MESSAGE

HARFORD COMMUNITY COLLEGE	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$15,778,743	\$16,778,743	\$1,000,000	6.34%

An increase of \$1 million is included for Harford Community College in support of a 6% Wage Package in parity with the County's 3% Merit and 3% COLA for eligible employees.

There are seven capital projects planned for Fiscal Year 2009 for Harford Community College, totaling \$4,394,972. These projects include computer technology upgrades; site, parking lot, utility and infrastructure improvements; upgrade of the science labs in Aberdeen Hall; preservation of the foundations and upgrade of the mechanical systems in the Hays-Heighe House; acquisition, implementation, and training to support the second phase of a network security camera system; and funding for a phase of site work in preparation for facilities construction on the West Campus.

LIBRARIES	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$15,705,461	\$16,667,988	\$962,527	6.13%

The additional support to our Libraries will include:

- o \$710,492 to provide for a 6% Wage Package in parity with the County's 3% Merit and 3% COLA for all eligible staff
- o \$65,000 to fund 60 part-time clerical hours and one full-time custodian
- o \$88,265 towards the Libraries' healthcare cost increase
- o \$48,049 to assist with the increasing costs of utilities
- o \$43,194 for library materials and collections

This totals to a \$955,000 total increase to operating expenses for the Libraries. With an additional \$7,527 adjustment to the Libraries' auto and general liability plus personal property insurance their total increased appropriation is \$962,527. In FY 2008 the County funded \$280,334 towards the Libraries' Other Post Employment Benefits (OPEB) liability, for Fiscal Year 2009 this allocation is again included at the same funding level, and therefore part of their total appropriation.

The Fiscal Year 2009 Capital Budget for the Libraries includes five projects, totaling \$8,395,000. This funding will provide for maintenance and repair of various facilities; securing hardware and software, construction of an expansion to the Whiteford branch; replacement of the HVAC at the

BUDGET MESSAGE

Aberdeen Branch; and joint development with Parks and Recreation of the Churchville Recreation Complex to include a library. This building will be constructed as a green building with a goal of attaining silver LEED certification.

SHERIFF'S OFFICE	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$60,600,332	\$62,609,210	\$2,008,878	3.3%

The \$2 million increase for the Sheriff's Office will provide:

- o \$2,357,613 for a Wage Package in parity with County employees of a 3% Merit and 3% COLA
- o \$160,560 for the implementation of the civilian staff's pay plan study conducted in FY 2008
- o \$219,089 for 10 new deputy positions funded for 7 pays to start in the spring of 2009
- o \$357,495 for a net of staff turnover and "time in grade" promotions
- o \$195,785 for additional Temporary funding for Security Guards, a Web Designer, a Sex Offender Investigator, a Fleet Technical Assistant, and clerical assistants
- o (\$569,290) decrease for health care costs is the net result of a 3% increase in costs being offset by an increase in the employee's share of the expense and staff opting for changes in their level of coverage
- o (\$403,393) Pension and Retirement rate adjustments
- o \$158,450 increased funding for a 5% increase in the Medical Services contract at the Detention Center, pre-employment exams, random drug testing, and veterinary costs
- o \$282,625 for 47 police car packages to be fitted to the Sheriff's Office fleet
- o \$294,940 fleet management lease funding to replace 55 vehicles and 1 trailer
- o (\$890,572) for OPEB funding, which was allocated by position in the FY 2008 budget, to be funded as a lump sum in the County's "Benefits" operating account in the FY 2009 budget

BUDGET MESSAGE

The Fiscal Year 2009 Capital Budget includes \$16,285,356 to provide new computer equipment to the Sheriff's Office and for the construction of an expanded and upgraded Detention Center.

VOLUNTEER FIRE COMPANIES	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$8,383,375	\$9,067,456	\$684,081	8.16%

Increased funding for the Volunteer Fire Companies is allocated:

- o \$555,888 to allocate a 10% increase for each company for a total of \$6,114,764 in County support
- o \$293,193 to a total of \$2,247,814 towards the operating expenses of the Emergency Medical Services Foundation

This totals to a \$849,081 increase in appropriation for the Volunteer Fire Companies totaling \$1,980,400. In Fiscal Year 2008 a one-time increase in funding was made to adjust the budget for actual payment of insurance premiums. This aligned the budget therefore reducing the FY 2009 budget by (\$215,000). A \$50,000 new grant is provided to the Shock Trauma Capital Campaign, making the Volunteer Fire Companies total net increase \$684,081.

The Fiscal Year 2009 Capital Budget includes five projects for the Volunteer Fire Companies; including renovation and expansion funding for the Susquehanna Hose Company's House #5; funding for a new substation at Patterson Mill; renovation of the Norrisville Station; replacement of Self-Contained Breathing Apparatus (SCBA) equipment; and an allocation for systemic repairs, roof, paving, HVAC, and other minor renovations of selected facilities.

DIVISION OF AGRICULTURAL AFFAIRS	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$409,565	\$536,286	\$126,721	30.94%

My administration is dedicated to sustaining and strengthening Harford County's agricultural industry. In FY 08, we created the Division of Agricultural Affairs to facilitate and coordinate all activities in the County regarding agriculture as well as serve as the liaison to the agriculture community for the County Executive.

BUDGET MESSAGE

The Fiscal Year 2009 Operating Budget creates an Administrative Specialist I position for the division previously funded as a Temporary. \$20,000 is included to conduct a "Buy Local" campaign and an additional \$10,000 for agricultural related advertising. Funds were reallocated to this division from the Office of Economic Development for Ag Marketing Co-op, which provides assistance to the agricultural community in securing grants specifically geared towards beneficial new technologies. \$59,400 is provided for various grants to such entities as the Lower Susquehanna Heritage Greenway and Forest Conservancy plus participation in the Ag Festival and the Maryland Million. Responsibility for the Noxious Weed and Gypsy Moth control programs has been moved to this division from the Department of Public Works.

The capital budget includes a project to secure a scope study for a proposed Agricultural Resource Center and Horse Park.

COMMUNITY GRANTS AND GRANT MATCHES

<u>County Executive Grants</u>	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$799,500	\$700,000	(\$99,500)	(12.4%)

These funds support local cultural organizations, school beautification, and anti drug / crime / gang programs.

<u>Community Services</u>	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$2,948,187	\$3,788,034	\$839,847	28.49%

These appropriations provide for grants, contributions and grant matches to numerous local organizations which enhance the well being and quality of life in Harford County.

OTHER CAPITAL PROJECTS OF INTEREST

The Fiscal Year 2009 Capital Budget includes several other projects of interest including a scope study for a proposed Cultural Arts Center; assessment and review of our Information Technology organization and infrastructure; an expanded auditorium for the new Bel Air High School for use by community groups; authority to accept Federal Community Development Block Grant funds and investment income to annually pay the principal amount of the Washington Court HUD 108 loan; a new enlarged gymnasium for Prospect Mill Elementary School; development of a multi-use building with woodshop and other rehabilitation at Heavenly Waters Park; site investigation and engineering of the development of Nuttal Avenue Park; construction of a Regional Field Sports Complex at Cedar Lane Park; a multipurpose center to serve the leisure needs for seniors in the Fallston community; construction of athletic facilities in conjunction with the new elementary school planned for Vale Road.

BUDGET MESSAGE

<u>THE HIGHWAYS FUND</u>	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$58,522,772	\$58,610,332	\$87,560	.15%

The County Fiscal Year 2009 Wage Package of a 3% Merit and 3% COLA and a Market Adjustment for all eligible staff is funded with \$1,296,781 in Highways funds as well as normal pension and retirement increases of \$97,503. These are offset with a (\$188,948) decrease in health benefit expenses due to passing on some of the increased cost to employees and staff opting for changes in their level of coverage. OPEB funding increases \$274,681 based on the Annual Required Contribution for the Highways Fund.

A contractual arrangement with Maryland Environmental Services (MES) for fuel tank management is funded at \$120,000; and a net increase of \$384,000 will cover higher contract costs for flaggers, community mowing areas, and a sixth tree trimming crew being added for FY 2009.

Highways funding used to support Board of Education transportation related capital projects is increased \$330,000 for replacement buses and vehicles; while equipment funding for County Highways departments is reduced (\$2,715,685) as vehicles are now replaced thru the Fleet Management lease program. The remaining \$101,010 allocated will provide for replacement saws, pumps, and weed trimmers, a mortar mixer, snow plows and spreaders, welders and air meters to test concrete on site, cranes, and two traffic counters included in response to citizens' requests for traffic calming measures. Less Paygo funding will be expended from the Highways fund to the capital budget for a reduction of (\$416,996).

Lease payments of \$775,188 to the new Fleet Management Internal Service Fund will secure 68 pieces of equipment including: two compact and one mid size cars; two vans; five pickups; two rollers; twelve SUV's; two mowers; one snow blower; three chippers; two tractors; two street sweepers; two gradalls; one grader; one shoulder puller; two compressors; eleven trucks; two forklifts; one paver; three loaders; two pavement crack sealers; two backhoes; and seven trailers.

Funding for Highways capital projects is usually derived from dedicated revenues, developer contributions, and Federal grants. The majority of revenues available to the Highways Fund are generated from the County's Property Tax differential (\$0.156 per \$100 of assessed property value outside the three municipalities).

The Highways Fiscal Year 2009 Capital Budget approved at \$16,585,418 includes eleven bridge and six road projects, over \$6 million in roadway resurfacing, and six projects that provide for computer equipment upgrades, drainage improvements, guardrails, new roads and storm drains, and culvert rehabilitation.

BUDGET MESSAGE

<u>WATER AND SEWER FUND</u>	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$41,425,195	\$45,635,058	\$ 4,209,863	10.2%

The Water and Sewer Fund includes \$1,093,162 for the County's Fiscal Year 2009 Wage Package of a 3% Merit increase a 3% COLA and 3% Market Adjustment for all eligible staff. Funding for health care coverage is reduced by (\$201,626) with a share of the costs being passed on to employees and some opting for a change in their level of coverage. OPEB funding is increased \$231,591 based on the Annual Required Contribution for the Water and Sewer Fund.

A new Water and Sewer Utility Worker I position is added for FY 2009 for the Infiltration / Inflow Program at a cost of \$48,240.

Electricity expenses for our Water and Wastewater Treatment Plants net an increase of \$130,508; landfill disposal fees will cost the Wastewater Treatment Plants an additional \$100,000; and \$100,000 is included as a one-time expense for Fiscal Year 2009 for an engineering study of sludge homogenation / screening improvements.

While equipment funding is appropriated at (\$176,905) less than Fiscal Year 2008; the total of \$801,418 provides for: well development, plant improvements, meters, heaters, compressors, saws, generators, pumps, gauges, leak detection equipment, radios, antenna, and various other items.

An additional \$2,175,000 in Water and Sewer funds will be used as FY 2009 Paygo for capital projects. Lease payments to the new Fleet Management Internal Service Fund will provide for thirty-three pieces of equipment including: two vans; twelve trucks; five pick up trucks; five SUV's; two compact cars; one All Terrain Vehicle; one compressor; four trailers; and one Brown Bear sludge aerator.

Payment to the County's share of the Havre de Grace Water Treatment Plant will be \$48,000 / month for FY 2009 for a total of \$576,000 which is funded at (\$124,000) less than FY 2008.

There are six Water projects planned for the FY 2009 Capital Budget, totaling \$9,815,000. These projects include general improvements within the Harford County Water Service Area; tank painting; design and construction of the Abingdon Road and Tollgate Road Water Main Parallels as well as a Route 1 Hickory Bypass Transmission Line; and a chlorine replacement program for water treatment plants. Also included are ten Sewer projects, totaling \$18,215,000. Highlights include sewer, parallel and pumping station replacements; removal of excessive infiltration and inflow out of the Town of Bel Air; design and installation of the 4th pump to the pump station at Bush Creek; design and construction of a parallel for Bynum Run and Lower Bynum Run; and a study to design and construct stream protection projects where the streams are impacting or threatening to impact the Division's utilities.

BUDGET MESSAGE

<u>SOLID WASTE SERVICES</u>	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$19,338,734	\$15,008,807	(\$4,329,927)	(22.4%)

The County, through the Northeast Maryland Waste Disposal Authority has entered into a lease-purchase and retrofitting of the Waste-to-Energy Plant. The debt service on this, combined with management fees for operating the facility account for a (\$3,361,944) decrease in the Solid Waste Management budget for Fiscal Year 2009.

	FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
o Waste to Energy Plant Expenses	\$7,894,507	\$8,201,193	\$306,686	3.88%
o Principal Payments	5,462,300	2,063,677	(3,398,623)	(62.22%)
o Interest Payments	914,347	644,340	(270,007)	(29.53%)
o Totals	\$14,271,154	\$10,909,210	(\$3,361,944)	(23.56%)

There is a decrease in funding overall for Solid Waste Services budget for FY 2009 due to: \$185,357 for the 3% Merit, 3% COLA and 3% Market Adjustment for all eligible staff; a decrease of (\$35,076) in health care expenses with a share of the cost being passed on to employees and some staff opting for a change in their level of coverage; OPEB, which was funded as a percentage of salaries per employee, is allocated in the "Benefits" account for Fiscal Year 09, resulting in a (\$49,322) reduction to Solid Waste Services.

The Fiscal Year 2009 budget funds (\$176,600) less in equipment but provides for replacement of five 50 yard homeowner bins and two open top 30 yard containers. Lease payment to the new Fleet Management Internal Service Fund are budgeted at \$99,736 and secure seven pick up trucks, one road service truck, one farm tractor, and one skid loader. Operating equipment funds are reduced (\$130,000) as in-house mechanics are doing repairs, and funds for both equipment repair parts and crushed aggregate are decreased (\$45,000) and (\$40,000) respectively, based on actual expense history.

My administration proposed for FY 09 to take the tipping fee from \$50 to \$60 / ton, a first step in making Solid Waste Service functions self supporting. The County Council rejected the increase leaving us having to make additional operating cuts of \$750,000 and using \$845,297 in General Fund dollars to support Solid Waste.

The Solid Waste Services Capital Budget contains one project for FY 2009 to expand the Harford Waste Disposal Center (HWDC) for a total of \$3,088,213.

BUDGET MESSAGE

AGRICULTURAL PRESERVATION – COUNTY

FY 08 APPROVED FUNDING	FY 09 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$17,200,000	\$7,275,868	(\$9,924,132)	(57.70%)

County Council Bill No. 93-3 added Article IV, Transfer Tax, to Chapter 123, Finance and Taxation, of the Harford County Code which imposes 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
- 50% to fund school site acquisition, school construction or school debt service

The Harford County Agricultural Land Preservation Program was established in 1993 to preserve productive agricultural land and woodland which provide for the continued production of food and fiber for the County, by allowing land owners to preserve farmland for future generations via conservation easements. The County, using primarily Transfer tax revenue, enters into installment contracts to purchase development rights; in addition the landowners receive payments and / or a tax credit.

Recent changes to the program further demonstrate the County's commitment to Agricultural Preservation. We increased the base value and cap associated with the per acre price from \$10,000 to \$15,000, and a price per Development Right of \$135,000 is being offered. These changes resulted in a major influx of applications for the program. When we started Fiscal Year 08 we had appropriations of \$12.4 million for purchases, with the increase in applications we will use up these funds and most of our June 30, 2007 available fund balance. For FY 09 with a small fund balance anticipated for FY 08 we have correspondingly reduced appropriations by (\$10,658,885) to a total of \$1,708,683.

Developing our Approved FY 2009 Operating and Capital Budgets was extremely challenging and I want to extend my sincere thanks to everyone who contributed. Our citizens, the Board of Education, Harford Community College, our Library System, advisory groups and our employees have provided invaluable input and commitments of time. This budget serve as my administration's pledge to maintain the County's strong financial status, to conduct the business of government as efficiently and effectively as possible, and to preserve all that is good about Harford County while planning for an even better future.

Respectfully submitted,



David R. Craig
Harford County Executive



***Concorde Point Lighthouse
Havre de Grace, MD***

DOCUMENT GUIDE

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 are 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.

Performance Measures

In 1996, Harford County became the first jurisdiction in the State to institute Performance Based Management throughout all levels of County Government. This section contains the current administration's vision, mission, goals, and objectives for Harford County.

Fiscal Year Budget Summary

This section provides data summarizing the Fiscal Year 2009 Budget. It describes issues used to formulate the Fiscal Year 2009 Budget to include trend analysis and assumptions, economic outlook, organizational changes, State and Federal mandates, etc.

DOCUMENT GUIDE

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 2009 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:

DOCUMENT GUIDE

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

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

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

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

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

Debt Service

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

Insurance

The County maintains a Self-Insurance Fund for the purpose of paying General and Automobile Liability claims and County property damage losses. Funding requirements allocated to each major fund are determined on the basis of an annual contracted actuarial analysis and internal evaluation of loss experience and exposures. The amount of appropriation required for each fund for Fiscal Year 2009 are listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2009 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 project 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 2009 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 2009 and the six-year Capital Improvement Program (CIP) is provided in this section. A more detailed description of both are included in a separate document, *The Approved Capital Budget and Capital Improvement Program Fiscal Year 2008 – 2009*.

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 2009, as well as the amount of the grant and any grant match required is provided.

Other Funds

Statements of Estimated Reserved Retained Earnings and Estimated Reserved Fund Balances are described in this section for the Self-Insurance Trust Fund, Volunteer Firemen's Pension Trust (LOSAP) Fund, and the Sheriff's Office Pension Plan.

Glossary

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

Index

An alphabetical list of items included in the document.

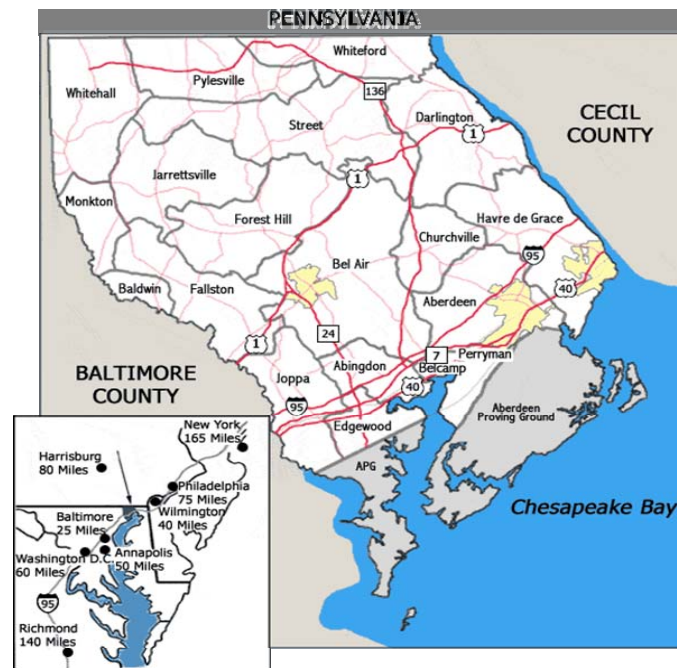
AN OVERVIEW OF HARFORD COUNTY, MARYLAND

COUNTY OVERVIEW

Harford County, Maryland, with its northern border being the Mason-Dixon Line, lies between Pennsylvania on the north and the Chesapeake Bay on the south, with the Susquehanna River on the east, and most of its western border on the Gunpowder River. 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.
- 1659 Baltimore County was established by the colonial assembly as the sixth county in Maryland, and included parts of present day Baltimore, Harford, Cecil, Carroll, Howard and Kent counties.
- 1661 The town of Old Baltimore was established on the east bank of the Bush River (now Aberdeen Proving Ground).
- 1668 Settlements were established along the Gunpowder and Bush Rivers.
- 1674 Old Baltimore was authorized as the first Baltimore County Seat.
- 1712 The County Seat was relocated to the fork of the Gunpowder River at Joppa.
- 1768 With Joppa's harbor silting up and numerous other difficulties, including a smallpox epidemic, the County Seat was moved to Baltimore.
- 1771 Henry Harford, son of Frederick Calvert the Sixth Lord of Baltimore, inherited the Province of Maryland. Henry Harford was the last Proprietor of Maryland.
- 1773 Harford County was separated from Baltimore County, and named for Henry Harford. The Act of the General Assembly of 1773, Chapter 6, called for the division of Baltimore County and for the erecting of a new one by the name of Harford. The boundaries of the County were established. Bush was established as the County Seat. Four acres of land were purchased for the purpose of building a courthouse and a prison in the new county.
- 1774 The actual formation of government 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

- 1775 The Bush declaration was signed, the County's first proclamation of independence from Britain, to be signed by an organized body of men.
- 1776 Harford County's population was 12,765, roads had been laid out, bridges erected, and churches 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, or 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.
- 1918 Aberdeen Proving Ground and Edgewood Arsenal were established.
- 1964 The County Coat of Arms was designed by George Van Bibber and adopted by the County Commissioners on September 28, 1964.
- 1972 Harford County Charter Government began. The Harford County Charter was adopted by the eligible voters on November 7, 1972, and became effective December 7, 1972.

THE BUSH DECLARATION

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 Routes 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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

THE HARFORD COUNTY SEAL

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 escrivant (heraldic for "wriging"), a white quill symbolizing the pen used by those who wrote and signed the Bush Declaration. The left hand holds a sword as if presenting into the right hand of the nation, the skills of reproducing defense materials, emanating from Edgewood Arsenal and Aberdeen Proving Ground. The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Declaration and preserves the same spelling for "risk" that is used in that document.

THE HARFORD COUNTY TREE

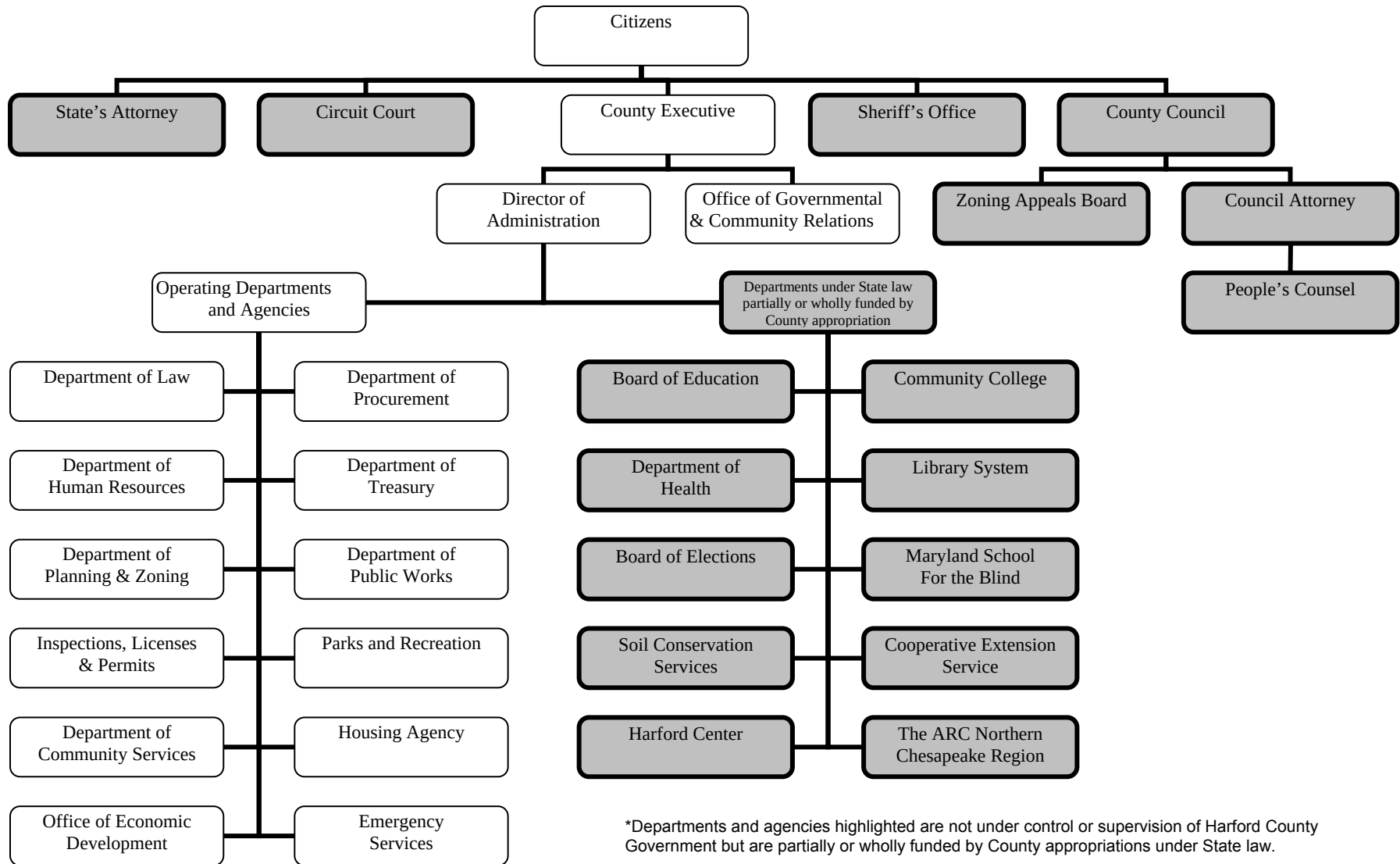
The flowering dogwood (*Cornus florida*) is the official tree of the County.

FORM OF GOVERNMENT

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

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND



*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, each of whom reside in and are elected from one of the County's six districts, and a Council President, who may reside 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 Council 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.

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:

- o Preparing and submitting to the Council the annual County budget;
- o 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;
- o Providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- o Recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- o Insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- o Signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- o 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 and Operations, Central Services, Budget and Management Research and Risk Management provide support services to all County government departments and agencies. Each division's supervisor reports directly to the Director of Administration.

The divisions of Computer Support and Management Information Systems are under the direction of an Information Systems Division Manager who reports to the Director of Administration, and is responsible for the County's multi-platform systems.

The Division of Emergency Services, though funded as a separate budget, is an additional responsibility of the Director of Administration, who is the liaison between County government and the County's twelve Volunteer Fire and Ambulance Companies.

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 has evolved, per Charter Section 402's "...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; and the offices of Economic Development and Governmental and Community Relations.

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. The County's Sheriff is elected for 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 under written 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 of Juvenile Court. Harford County's State's Attorney is elected for 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. The jurisdiction of the court includes all landlord-tenant cases, replevin actions (recovery of wrongfully taken or detained goods), motor vehicle violations, misdemeanor cases, boating and vehicle offenses, and 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 \$25,000. 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 sixteen Judges and five Judges, respectively. Circuit Court Judges are appointed by the Governor and then must stand for election in the first general election that occurs at least one year following the vacancy the judge was appointed to fill. The Judge may be opposed formally by one or more qualified members of the bar, with the successful candidate being elected to a fifteen year term. More serious criminal cases, civil cases involving more than \$25,000, or juvenile and other family law cases such as divorce, custody and child support and most cases

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

appealed from the District Court, orphans' courts and certain administrative agencies are tried by the Circuit Court, 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 of 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. The Board is composed of seven members. Each is appointed by the Governor of Maryland and serves for a term of five years. The terms of the Board of members overlap and each member is eligible for reappointment; however, no member may serve more than two consecutive terms. Board of Education members do not receive salaries for their services. In addition, there is a student representative to the Board who serves a one year term while a high school senior. The student is elected by the Harford County Regional Associate 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-two schools, thirty-two elementary, eight middle, eight comprehensive high, one technical high, a special education school serving students with disabilities, an Alternative Education Program, and the new Patterson Middle / High School, scheduled to open in August 2007. A Science and Mathematics Academy magnet program opened in the fall of 2004; there is a 245 acre Harford Glen Outdoor Education Centre, and the County's first charter school, the Restoration Alternative Academy.

THE PUBLIC LIBRARY SYSTEM

Harford County's Public Library System was established in 1946 and re-established in 1981 as a County agency 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:

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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

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

HARFORD COMMUNITY COLLEGE

Harford Community College was founded in 1957 as a public community college. The College occupies a 332 acre site on Thomas Run Road, three miles east of Bel Air, Maryland. The mission of Harford Community College (HCC) is to provide high quality, accessible and affordable educational opportunities and services. These include university transfer, career, developmental and continuing education programs, that promote professional competence and economic development and 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, in business applications, in specialty areas, fine and performing arts.

HEAT CENTER *HIGHER EDUCATION AND APPLIED TECHNOLOGY CENTER*

The HEAT Center is Harford County's one stop shop technology resource for higher education courses and degrees, tech training and certification, customized corporate training, meeting and conference facilities, videoconferencing, networked computer labs, a high performance manufacturing lab, a biochemical lab, with a technology business park that has flexible office, lab, and testing units, as well as areas to build on. The HEAT 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, and the University of Phoenix.

The HEAT Center's Managing partners are the Executive Director of the Maryland State Transportation Authority, the Presidents of Harford Community College and Cecil Community College, and the Harford County Executive.

THE HARFORD CENTER

Article XXV of the Harford County Code establishes a body corporate and politic, known as the Harford Center, as an instrumentality of the County and as a public corporation, to operate a residential and day care training and rehabilitation facility center to properly care for and provide necessary services to physically and mentally handicapped County residents.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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

THE ARC NORTHERN CHESAPEAKE REGION

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

The ARC Northern Chesapeake Region creates opportunities for people with mental retardation to develop and exercise the competence that will empower them to make choices in the pursuit of their own personal futures and to participate fully in the life of the community. It also provides support for families of persons with mental retardation to enable them to provide a stable and nurturing environment for all family members. The ARC provides direct services in the areas of residential, community supported living arrangements, individual support services, family support services, foster care, adoption, employment and transportation services, as well as individual and systems advocacy plus 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 and 4-H and Youth Development. Extension is funded through county, state, and federal contributions. Some special projects are funded through grants and donations.

SOIL CONSERVATION

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

DEMOGRAPHICS

HARFORD COUNTY POPULATION

(SOURCE: HARFORD COUNTY DEPT. OF P&Z – U.S. CENSUS BUREAU, MD DEPT. OF PLANNING)

2005 – 237,165
2005 – 238,250
Projections:
2010 – 257,000
2015 – 274,260
2020 – 276,970
2025 – 279,040

HOUSEHOLDS

Median Household Income (2007) - \$71,424

(SOURCE: OFFICE OF ECONOMIC DEVELOPMENT / U.S. BUREAU OF CENSUS ESRI FORECASTS)

Number of Households:

(SOURCE: HARFORD COUNTY DEPARTMENT OF P&Z, DECEMBER 2006)

2005 – 88,460
Projections:
2010 – 97,010
2015 – 105,565
2020 – 107,935
2025 – 110,310

EDUCATION ATTAINMENT

(SOURCE: WWW.DBED.STATE.MD.US)

High School Graduate or higher: 90.5%
Bachelor's Degree or higher: 29.5%

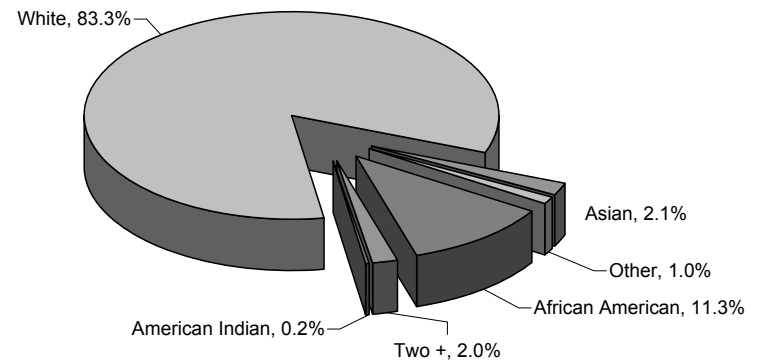
POPULATION BY AGE

(SOURCE: HARFORD COUNTY DEPT. OF P&Z – U.S. CENSUS BUREAU, DEC.

0-4 years of age: 15,776
5-9 years of age: 17,476
10-19 years of age: 32,569
20-34 years of age: 38,596
35-49 years of age: 57,215
50-64 years of age: 34,798
65 years and over: 22,160

POPULATION SHARE BY RACE & ORIGIN

(source: US Bureau of Census ESRI forecasts for 2007)



(*2007 Percent Hispanic Origin – 2.8%)

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

ECONOMICS

HARFORD COUNTY'S BOND RATING

Credit (or Bond) ratings are designations by the 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 November 6, 2007 for a \$120,595,000 bond sale (\$95,900,000 in General Obligation and \$24,695,000 in Water & Sewer bonds). The county received and maintained its current ratings of: Fitch Ratings AA+, Standard and Poor's AA+, and Moody's Investors Service Aa1, as published in the County's Official Statement of November 6, 2007.

Harford County received its ratings based on: an increasing tax base (that is more business growth), favorable debt ratios, sound financial operating and reporting, and conservative budgeting.

Investor Service	Highest Rate Possible	FY 01	FY 02	FY 04	FY 06	FY 07	FY 08
Standard & Poor's	AAA	AA	AA	AA	AA+	AA+	AA+
Fitch	AAA	AA+	AA+	AA+	AA+	AA+	AA+
Moody's Investor Service	Aaa	Aa2	Aa1	Aa1	Aa1	Aa1	Aa1

(Note: For FY 00 only short-term financing was done)

LEGAL DEBT MARGIN

Starting in FY 02, State law limits charter counties to the amount of general obligation debt they can issue (Legal Debt Limit) to an amount equal to a total of 6% of the County's assessable base of Real Property and 15% of Personal Property.

Harford County's Legal Debt Limit	100%	1,641,130,639
Total Debt Applicable to the Legal Debt Limit	29.06%	476,976,729
Legal Debt Margin	70.94%	\$1,164,153,910

By subtracting a county's amount of incurred debt from its Legal Debt Limit one can determine the county's Legal Debt Margin, that is the amount of debt the county could still incur before reaching its Legal Debt Limit. By keeping our debt level well below our debt limit, Harford County has maintained favorable debt ratio cited as partially responsible for our high bond rating.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

TOTAL DEBT

Estimated Long Term Debt	476,976,729
Estimated Self Sustaining Debt	<u>223,265,879</u>
Total Bonded Debt	<u>\$700,242,608</u>

ASSESSABLE BASE

Total Assessable Base	25,842,784,276
Less Tax Exempt Portion	<u>3,683,959,025</u>
Total Taxable Value	<u>\$22,158,825,251</u>

TOP TAX PAYERS

(SOURCE: HARFORD COUNTY, MD COMPREHENSIVE ANNUAL FINANCIAL REPORT, FISCAL YEAR ENDED JUNE 30, 2007 {UNAUDITED})

Baltimore Gas & Electric Company.....	\$8,178,846
Susquehanna Power Company	\$2,248,608
Verizon	\$2,206,187
MCI World Com.....	\$881,660
Wells Fargo Northwest.....	\$550,897
Festival at Bel Air LLC.....	\$538,888
Harford Mall Business Trust.....	\$526,598
Columbia Gas Transmission	\$478,432
State of Wisconsin Investment Board	\$426,643
Perryman 159 LLC	\$362,705

UNEMPLOYMENT RATE

(SOURCE: HARFORD COUNTY, MARYLAND OFFICE OF ECONOMIC DEVELOPMENT, MD DEPT. OF LABOR, LICENSING AND REGULATION)

January 2007 – 3.7%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

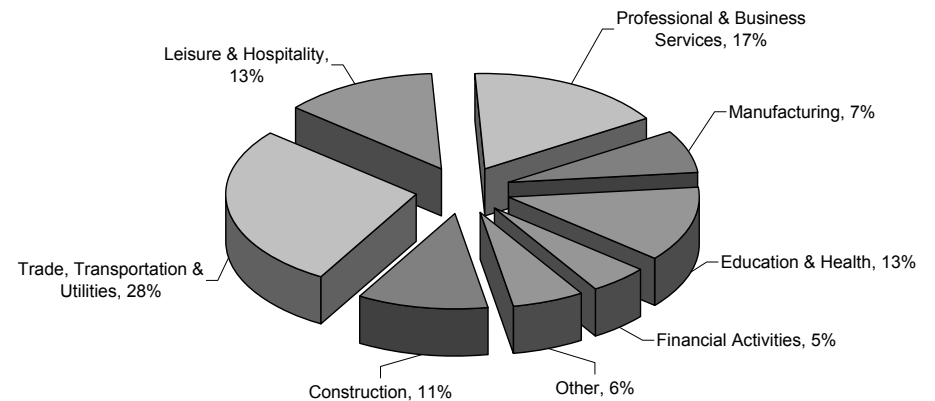
MAJOR EMPLOYERS

(SOURCE: HARFORD COUNTY, MARYLAND OFFICE OF ECONOMIC DEVELOPMENT)

(Selected major private employers)

Aberdeen Proving Ground	18,279
Upper Chesapeake Health System.....	2,464
Rite Aid Mid Atlantic Distribution Center	1,270
Harford Community College.....	1,219
Science Applications International Corporation (SAIC)	797
Jacobs Technology, Inc.	656
Saks Fifth Avenue	495
Frito-Lay	490
Sephora.....	488
Blue Dot of MD	400
Constar	384
Log.Sec Corporation.	360
EAI Corporation.....	354

DISTRIBUTION OF WORKERS ACROSS OCCUPATIONS
(BY LOCALITY; SOURCE: WWW.HARFORDBUSINESS.ORG)



EDUCATION

HARFORD COUNTY PUBLIC SCHOOLS

33	Elementary Schools
8	Middle Schools
8	Comprehensive High Schools
1	Technical High School
1	Patterson Mill Middle / High School
1	John Archer Public special education school serving students with disabilities
1	An Alternative Education Program
<u>53</u>	<u>Total Number of Schools</u>

A Science and Mathematics Academy magnet program opened in the fall of 2004.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

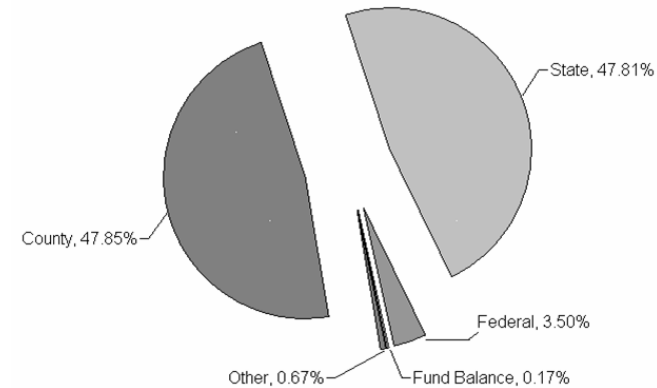
HARFORD COUNTY PUBLIC SCHOOLS (CONT'D)

Enrollment:

Actual Enrollment – FY 2007	39,582
Projected Enrollment – FY 2008	39,487
Projected FTE Staff – FY 2008	5,416

Funding:

County	210,914,800	47.85%
State	210,723,431	47.81%
Fund Balance	757,538	0.17%
Federal	15,426,406	3.50%
Other	2,922,677	0.67%
Total	440,744,852	100.0%



HARFORD COMMUNITY COLLEGE

(SOURCE: HARFORD COMMUNITY COLLEGE 2007 FACTS & FIGURES)

Full Time Equivalent Enrollment	3,471.6
Number of Students	7,861
Full Time Students	1,613
Part Time Students	6,248
Average Age	26.2

Median Age	21
Degree Seeking Status:	
Associate Seeking	5,852
Certificate Seeking	192
Non Degree Seeking	1,817

THE HEAT CENTER:

(SOURCE: www.harford.edu/HEATCenter)

The HEAT Center's Managing Partners are the Executive Director of the Maryland State Transportation Authority, the President of Harford Community College, and the Harford County Executive.

College / University partners & Degree Programs offered:

College of Notre Dame of Maryland:

BA – Business and Elementary Education
 BS – Nursing
 MA – Leadership in Teaching, Management, Contemporary Communication

University of Maryland at College Park:

M. Eng – Engineering
 Graduate Certificate in Engineering

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HARFORD COMMUNITY COLLEGE (CONT'D)

Johns Hopkins University:

MS – Biotechnology
Engineering and Applied Science Programs for Professional
BS & MS – Police Executive Leadership Program

University of Phoenix:

BS – Information Technology
MBA – Technology Management

Towson University:

M.Ed – Education
MS – Instructional Technology
Post-Master's Certification for Administrator I
MS – Human Resource Development
BS – Elementary Education / Special Education (dual degree)
Undergraduate Courses

Morgan State University:

Ed.D – Community College Leadership

SERVICE STATISTICS

FIRE / EMERGENCY MEDICAL SERVICES

Number of Volunteers 1,520
Number of Fire & Medical
Emergency Calls Dispatched 28,227
Number of Non-Emergency
Calls Received 214,966
Number of 911 calls 102,732
Number of Calls Dispatched
to Harford County Sheriff's Office 159,920
Number of Hazardous
Materials Incidents 304
Emergency Operations Center
Activations / Exercises 16
Number of Emergency Apparatus 110
Number of Stations:
Main Stations 12
Sub-stations 14

SHERIFF

Number of Law Enforcement Officers 280
Number of Community Policing Programs 376
Number of Neighborhood Watch Programs 53
Number of Police Responses 160,494
Number of Emergency Apparatus 298
Number of Facilities 17

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PUBLIC WORKS

Highways:

Miles of Streets Maintained by the County

Blacktop..... 646

Tar & Chip 346

Earth..... 49

Total Number of Miles..... 1,041

Number of Street Lights..... 5,272

Number of Snow Routes..... 75

Number of Bridges 214

Water & Sewer:

Daily average water consumption in gallons..... approx. 10,500,000 (est. 06/2008)

Daily average effluent treatment in gallons..... approx. 12,300,000 (est. 06/2008)

Number of water and sewer customers 42,135 (est. 06/2008)

Solid Waste Services:

Tons of recycled materials collected annually – 176,654 (calendar year 2007)

Tons of solid waste processed annually – 160,517 (includes HWDC Landfill, and WTE Plant)

LIBRARIES

(SOURCE: HARFORD COUNTY LIBRARIES ONLINE – www.hcplonline.info)

Number of Branches 11 service outlets

Number of Registered Borrowers 240,112

Circulation 3,990,113

Materials Collection - 1,050,296
(Books, tapes, magazines, etc.)

Staff

Library Personnel 246.88 FTE

Volunteers (FY 05) 22,937.25 total hours

Information / Technology -

Virtual Visits to Network Library..... 1,740,532

On-Line Database Usage 63,555
(sessions)

Technology Instructions 19,471
(individuals)

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PERMITS & INSPECTIONS

Permits Issued:

(Actual FY 2007)

Building..... 4,294
 Electrical..... 6,398
 Plumbing 5,890

Inspections Completed:

(Actual FY 2007)

Building 24,068*
 Electrical..... 15,109
 Plumbing 13,668

New Residential Permits Issued 710

(Actual FY 2007)

HARFORD COUNTY AT A GLANCE

CULTURAL AND RECREATION ATTRACTIONS

Anita C. Leight Estuary Center

Concord Point Lighthouse

Eden Mill Nature Center

Fiore Winery

Harford County Equestrian Center

Harford Glen Environmental Education Center

Havre de Grace Decoy Museum

Havre de Grace Maritime Museum

Hays House

Ironbirds Stadium

Ladew Topiary Gardens

Liriodendron Mansion

Rockfield Manor

Steppingstone Farm Museum

Susquehanna Lockhouse Museum

Susquehanna State Park

Swan Harbor Farm

Rocks State Park

AGRICULTURAL

The Harford County Agricultural Land Preservation Program allows land owners to preserve farmland for future generations through the use of conservation easements; in addition, the land owner receives payment and / or a tax credit for selling their development rights. By July 1, 2008 the County will have purchased an estimated 42,658 acres of farmland through County and State Agricultural Preservation programs. There are five Farmers' Markets throughout the County with over 80 vendors, attracting approximately 1,000 customers weekly. Harford County has approximately 4,000 head of dairy cattle, 4,000 head of beef cattle, and is the home to over 7,300 horses. Nursery and Equine are the fastest growing Ag sectors in Harford County.

Land Use		Total Developed:	26.4%	Total Non-Development	73.6%
Total Acres	335,282	Residential	17.5%	Agriculture	36.7%
Total Land	83.7%	Commercial / Industrial	2.1%	Forest	34.2%
Total Water	16.3%	Institutional / Open	6.8%	Extractive / Barren	0.1%
				Wetlands	2.6%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

RECREATION

Volunteer Recreation Councils	20	Acres of County & Municipal Park Land	4,424
Number of Parks & Recreation Volunteers	23,747	Acres of encompassing five State parks.....	6,593

HEALTH

Medical Institutions:

Upper Chesapeake Medical Center
Harford Memorial Hospital

Harford County Health Department:

Number of Employees – 200+

Number of Sites – 12

Divisions: Addictions, Administration, Environmental, Health,
Health Education, Health Services, Nursing, and WIC

Community Health Centers: Aberdeen, Bel Air, Edgewood,
Havre de Grace

Inspections of Food Establishments:

The Food Control Program regulates, inspects, and licenses all facilities in Harford County that sell or provide food to the public, in accordance with the Code of Maryland Regulations (COMAR) 10.15.03, which govern food service facilities. These facilities include, but are not limited to: restaurants, carry-outs, fast food stores, grocery stores, convenience stores, schools, churches, hospitals, nursing homes, mobile food units, snowball stands, food vending areas, and temporary food stands.

ELECTIONS

Number of Registered Voters 149,248 (as of January 29, 2008)

TRANSPORTATION

Harford County Transportation Service:

Annual Ridership.....281,991

Number of Vehicles.....30

Vehicle Miles Traveled 737,252

Air for Charter and Corporate flights:

Harford County Airport, Aldino

Fallston Airport, Fallston

Forest Hill Business Airpark, Forest Hill

Train:

Commuter - Amtrak

MARC (MD Rail Commuter – Aberdeen, Edgewood)

Freight – CSX Transportation, Conrail

Major Highways – I-95, U.S. 40, U.S. 1, and MD 24

DISTANCE TO:

40 miles from Wilmington, Delaware

60 miles from Washington, DC

75 miles from Philadelphia, Pennsylvania

80 miles from Harrisburg, Pennsylvania

140 miles from Richmond, Virginia

165 miles from New York, New York

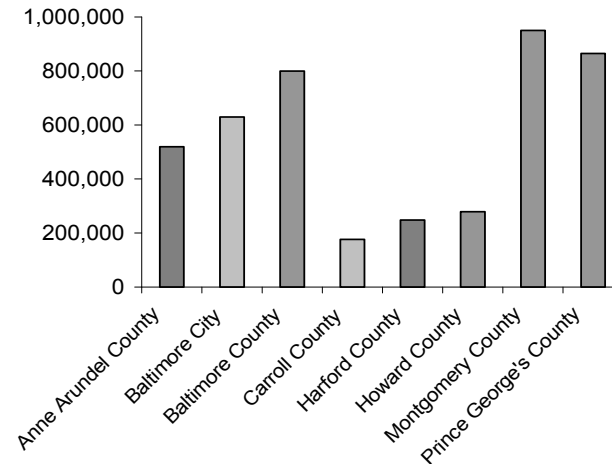
AN OVERVIEW OF HARFORD COUNTY, MARYLAND

COMPARING MARYLAND COUNTY STATISTICS

POPULATION

(SOURCE: MD ASSOCIATION OF COUNTIES, FY 2007 – POPULATIONS AS OF JULY 1, 2007)

Montgomery County	950,212
Prince George's County	864,654
Baltimore County	799,215
Baltimore City	629,781
Anne Arundel County	519,623
Howard County	278,622
Harford County	248,064
Carroll County	176,163



BUDGET

(SOURCE: COUNTY WEBSITES)

	<u>FY 08 Operating</u>	<u>FY 08 Capital</u>
Anne Arundel County	2,570,181,223	406,755,745
Baltimore County	2,531,534,331	709,737,000
Baltimore City	2,092,130,698	554,050,000
Montgomery County	4,162,546,000	632,166,000
Prince George's County	2,636,426,200	654,761,000
Howard County	1,325,373,652	352,527,000
Harford County	615,837,297	314,168,489
Carroll County	588,320,284	187,127,907

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PROPERTY TAX RATES

Real Property Tax Rates July 1, 2007 – June 30, 2008 Per \$100

	Maryland	\$0.1120
1	Baltimore City	\$2.2680
2	Baltimore County	\$1.1000
3	Harford	\$1.0820
4	Carroll	\$1.0480
5	Howard	\$1.0140
6	Charles	\$1.0260
7	Allegany	\$0.9829
8	Garrett	\$1.0000
9	Frederick	\$0.9360
10	Wicomico	\$0.8810
11	Kent	\$0.9720
12	Somerset	\$0.9400
13	Cecil	\$0.9600
14	Prince George's	\$0.9600
15	Washington	\$0.9480
16	Anne Arundel	\$0.8910
17	Dorchester	\$0.8960
18	Caroline	\$0.8700
19	Calvert	\$0.8920
20	St. Mary's	\$0.8570
21	Queen Anne's	\$0.770
22	Worcester	\$0.7000
23	Montgomery	\$0.6270
24	Talbot	\$0.4750

(SOURCE: choosemaryland.org)

Business Personal Property Tax Rates July 1, 2007 – June 30, 2008 Per \$100

	Maryland	None
1	Baltimore City	\$5.6700
2	Baltimore County	\$2.7500
3	Harford	\$2.7050
4	Carroll	\$2.6200
5	Howard	\$2.5350
6	Charles	\$2.5650
7	Allegany	\$2.4573
8	Wicomico	\$2.2030
9	Somerset	\$2.3500
10	Cecil	\$2.4000
11	Prince George's	\$2.4000
12	Washington	\$2.3700
13	Anne Arundel	\$2.2270
14	Dorchester	\$2.2400
15	Caroline	\$2.1800
16	Calvert	\$2.2300
17	St. Mary's	\$2.1950
18	Worcester	\$1.7500
19	Montgomery	\$1.5670
	Garrett*	
	Frederick *	
	Kent*	
	Queen Anne's*	
	Talbot*	

*NONE ON BUSINESS, ONLY UTILITY
OPERATING PROPERTY IS TAXED

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PERSONAL INCOME TAX RATES 2008

(SOURCE: WWW.CHOOSEMARYLAND.ORG)

1	Howard	3.20%
2	Montgomery	3.20%
3	Prince George's	3.10%
4	Somerset	3.15%
5	Wicomico	3.10%
6	Harford	3.06%
7	Baltimore City	3.05%
8	Carroll	3.05%
9	St. Mary's	3.00%
10	Frederick	2.96%
11	Allegany	3.05%
12	Charles	2.90%
13	Queen Anne's	2.85%
14	Kent	2.85%
15	Baltimore County	2.83%
16	Calvert	2.80%
17	Cecil	2.80%
18	Washington	2.80%
19	Garrett	2.65%
20	Caroline	2.63%
21	Dorchester	2.62%
22	Anne Arundel	2.56%
23	Talbot	2.25%
24	Worcester	1.25%

COUNTY BUDGET POLICIES / 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 Government Finance Officers Association; and conform to Federal, State and local regulations as well as the requirements of the Governmental 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 where necessary, our ways of conducting business.

POLICY DEVELOPMENT

Harford County's Fiscal Policies are based on and have evolved from:

I HARFORD COUNTY CHARTER, ARTICLE V, BUDGET AND FINANCE

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.

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.

COUNTY BUDGET POLICIES / PROCESS

II 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.

III 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 public hearing. Since any law could affect the cost of government, it is County policy 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.

IV HARFORD COUNTY'S FIVE YEAR BUSINESS PLAN

THE EVOLUTION OF THE PLAN – In addition to State and County legal requirements, various County administrations have initiated studies and developed plans and policies to successfully manage the County's finances. These policies evolved over time. Budget shortfalls experienced by the State of Maryland greatly impacted the way the County does business. By 1993, these studies, plans and policies were consolidated in a Five Year Business Plan. Components of the Plan are updated annually and the entire Plan is to be reviewed, revised, and reaffirmed every five years. This Plan has become the basis from which most of the County's fiscal policy has been derived.

- o **FISCAL YEAR 1988** – The County Administration, at that time, wanted to assure the citizens of Harford County that funding for public services, programs, and facilities was:
 - o sufficient to assure effectiveness;
 - o appropriate as to source; and
 - o fair and equitable throughout the County.

To this end, the Administration began in September 1987 to develop a ten year model for operating and capital budgets in the General, Highways and Water and Sewer Funds. Various department heads participated in identifying the needs of the County and its school system, Community College, Library System, and Public Safety Divisions. However, affordability was not a factor in the development of these spending plans; and no effort was made to balance revenues and expenditures in the model. This resulted in fiscal years in which projected expenses exceeded projected available revenues, and vice versa.

COUNTY BUDGET POLICIES / PROCESS

- o **FISCAL YEAR 1991** – In December 1990, the newly elected Administration recognized that, for the foreseeable future, revenues available to fund governmental services would not increase as rapidly as in the past. They undertook a complete review of the County's operating budgets and capital improvement program. At that time the State of Maryland, and most of its subdivisions, were dealing with dwindling revenues of a magnitude that had not been seen for quite some time, and which had resulted from:
 - o a decline in new construction;
 - o increased unemployment;
 - o fewer available Federal and State grant funds; and
 - o a general economic slowdown.

In addition, Harford County real property tax assessment growth was capped at 6% per year for residential properties, further limiting projected revenue.

Credit rating agencies had judged the County to be well managed, both from executive and financial management considerations. The Administration was committed to maintaining sound management practices in all areas, and established a goal to address their current business cycle and to plan for the future, while not increasing the existing property tax rate.

- o **FISCAL YEAR 1992** – Through prudent budgeting and stringent cost-saving measures the County Administration developed a Fiscal Year 1992 budget which included an unappropriated fund balance of \$6.3 million. However, the State of Maryland was facing an anticipated \$445 million revenue shortfall. Twice during Fiscal Year 1992 the State enacted measures to eliminate their deficit by reducing State assistance to local governments. Harford County's share of the reduction was \$3.3 million. The county was able to absorb the reduction through expenditure savings and an increase in revenues.
- o **FISCAL YEAR 1993** – The county budget included a \$7.7 million unappropriated fund balance, but the State again announced an anticipated revenue shortfall of \$150 million. This time the State, which had been liable for the Social Security costs of the local governments' Boards of Education, Community Colleges and Library systems, passed that liability to the counties. This unanticipated expense cost Harford County over \$6 million for Fiscal Year 1993.

The County increased a number of fees for permits and licenses to more nearly reflect the cost of providing the oversight responsibility it held in these areas. The "capped" real property tax assessment was also increased to 10% per year.

In addition, the County Administration adopted the initial Five Year Business Plan.

- o **FISCAL YEAR 2004** – Multiple factors impacted the County's budget development for Fiscal Year 2004. On the revenue side, the national economy slowed, stock markets declined, and unemployment rates rose leading to a drop in Income Tax receipts; and once again the State of Maryland was projecting major funding deficits for the current and upcoming fiscal years. On the expense side, the

COUNTY BUDGET POLICIES / PROCESS

County was faced with the price tag for implementing the Federal “No Child Left Behind” and the State “Bridge to Excellence” education legislation, a projected 30% increase in health benefit costs, and a pay and classification structure for County employees that had not been realigned since 1997, leaving Harford County out of line with other Maryland local governments. These factors resulted in belt tightening measures so stringent that our General Fund Budget was reduced by almost \$4 million over the Fiscal Year 2003 budget. This led to scrutiny of and amendments to our Fiscal Policies. A major change to the County’s financial management practices was converting from a standard of maintaining a level of debt service no greater than 5% of the General Fund Budget to a policy of keeping that debt to as small a portion of the General Fund Budget as is realistically possible, while not tied to a set ratio. This change allowed for conservative, yet fluid, responsible and fiscally prudent debt management.

- o **FISCAL YEAR 2007** – Shortly after taking office, County Executive Craig was apprised of the extent to which the Department of Defense’s Base Realignment and Closure (BRAC) actions would impact Aberdeen Proving Ground (APG) and Harford County. BRAC, combined with jobs that will be indirectly created, will lead to a projected increase in the County’s population by as much as 55,000 over the next ten years. However, the County Executive kept foremost in his budget development consideration of those issues pertinent to our present citizens: enhancing our educational system; maintaining public safety; protecting our environment; and preserving our quality of life.

County Executive Craig charged the Treasurer and the Chief of Budget to meet with all County departments, outside agencies, and the towns, in order to compile a database, combining all of the operating and capital needs these groups project for the next ten years. Then each group was asked how BRAC would change those needs. This data was then analyzed for consistency with the County’s Master Plan and for affordability in light of projected revenues. This data is now updated annually and forms the basis for our Capital Improvement Program, our annual Capital Budget, and anticipated future on-going operating expenditures.

By Executive Order, he appointed the BRAC Planning and Advisory Commission (BPAC) to identify the opportunities and challenges resulting from BRAC and its increased activities on and off APG, to define the infrastructure needs required to support these activities, and to evaluate the ability of the County to meet these challenges and fulfill the needs. This resulted in a BRAC Action Plan which delineates preparatory steps the County must take and must fund.

This is a process that will evolve over the next ten years, while we will simultaneously deal with changes to the national and state economies, legislated mandates, and the will of our citizens. The dynamic will be challenging and will have significant impact on our strategic planning.

The Administration has formalized a process for budget development, which starts each year with revising our database. The information is shared with our Planning & Zoning Department for compliance with or amendments to our Master Plan. Existing services are evaluated via performance measures to assure best practices. Federal, State and local legislation is monitored for fiscal impact. We consult with the County Council, the towns and outside agencies to share data and explore cooperative agreements. Research is conducted to explore for alternative means of doing business. Revenue streams are analyzed and trends noted. Service charges are evaluated and adjusted to fair

COUNTY BUDGET POLICIES / PROCESS

levels. As yet untapped funding sources are explored. The Administration has however established the policy that bonded debt and its resulting debt service is to be kept at a level not higher than 8% of the General Fund Budget.

CORNERSTONES OF THE PLAN – Harford County's Five Year Business Plan addresses the areas of Financial and Strategic Planning, Debt and Cash Management, Revenues, plus 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, 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 new 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, Capital Budget, 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 plans at least every five years.
 2. New private projects increase the assessable bases in the County and provide the funding for capital projects of the County. Harford County must continue to diversify its economic base by encouraging commercial, and in particular, industrial employment and associated revenues. Such business and industry must be in accord with plans and ordinances of the County.
 3. Annual budgets shall continue to show fiscal restraint. Further, it is imperative that a positive cash balance (surplus) be shown in the General Fund at the end of the fiscal year. If necessary, spending during the fiscal year will be reduced sufficiently to create a cash surplus.
 - a. 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, to permit orderly adjustment to changes resulting from termination of revenue sources through actions of other governmental bodies, and to meet unexpected small increases in service delivery costs.

COUNTY BUDGET POLICIES / PROCESS

- b. The reserve will be maintained at a level not to exceed 3% of the total General Fund, and any other fund, in any given fiscal year per Section 506(7) of the County Charter.
 - c. A managed reserve shall be maintained as part of the General Fund. The reserve will 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. Exceptions are to be made only on a tightly controlled case by case basis.
- 5. Harford County's cash management system must continue to receive full support and cooperation from all County agencies. Such a system is an indication of the soundness and professionalism of the County's financial management process.
- 6. All efforts must be made to improve the productivity of the County's programs and its employees. The County's productivity analysis process is a dynamic part of the administration.
- 7. A 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 Estimated Market 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 8% of the General Fund Budget.
- 9. Debt must not expand beyond that already contemplated. Self liquidating bonds will be issued only after careful analysis for fiscal soundness to ensure that revenue sources are properly in place and appropriate covenants 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 and AICPA).
 - b. Regular monthly financial reports and annual financial statements will present a summary of financial activity by governmental funds, and all funds respectively.

COUNTY BUDGET POLICIES / PROCESS

- 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 Nationally Recognized Municipal Securities Information Repositories (NRMSIR) and to the rating agencies.
- **DEBT MANAGEMENT** – In order to provide an adequate physical infrastructure, improve services, and channel growth while maintaining the County's quality of life, a balanced approach to capital funding was adopted.
 - 1. The County will issue General Obligation Bonds for new buildings, and major renovations and repairs to existing buildings which contribute to the life of an asset.
 - 2. Water and Sewer projects will be financed with long term debt, only after sources of revenue, such as connection charges and/or assessments to property owners who will benefit from the improvements, have been established to pay the annual debt payments.
 - 3. Pay-As-You-Go (Paygo) will continue to be used for minor renovation and repair projects which have an asset life of less than ten years.

DEBT BURDEN ANALYSIS

Debt burden is a measurement of the relationship between the debt of the County and its property tax base and population. The broadest and most generally available measure of wealth in the community is the assessed valuation of all taxable property. In addition, debt can be compared to population to determine a per capita burden level. The County makes these comparisons each time it offers bonds for sale. They are included in the official statements that are distributed to prospective investors. A Debt Burden Analysis spreadsheet is updated annually for the Business Plan and is included in the Fiscal Year Budget Summary section of this budget document.

- **CASH MANAGEMENT** – To achieve the most productive use of cash, minimize operating costs, and provide maximum flexibility the County shall:
 - 1. Pool cash from the different funds for investment purposes.
 - 2. Invest 100% of its idle cash on a continuous basis.

COUNTY BUDGET POLICIES / PROCESS

3. 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.
 4. Analyze market conditions and investment securities daily to determine the best possible return on all cash investments.
 5. 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** – The plan 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

- o The County will estimate its annual revenues by an objective, analytical process.
- o Annually, the County will update revenue projections for the next three years. As part of this annual process each existing and potential revenue source will be re-examined.

PROPERTY TAX BASE AND RATES

- o The Treasurer shall make all checks necessary to assure that property appraisal and assessment procedures are fair and accurate, even though these are State functions.
- o The Treasurer and the Director of Planning and Zoning shall check property classifications to ensure that zoned land carries the proper appraisal.
- o The County will follow an aggressive policy of collecting property tax revenues. The annual level of uncollected property taxes shall not exceed 1.0%.

USER CHARGES, SERVICE FEES, FINES, ETC.

- o 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.
- o 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, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.

MAINTENANCE OF CAPITAL PLANT AND EQUIPMENT

COUNTY BUDGET POLICIES / PROCESS

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 will be performed at least biannually on the pension systems. Adjustments in benefits will be authorized through legislation only after meeting the test of actuarial soundness.

BUDGETARY CONTROL

- o The County will maintain a budgetary control system to assist in adhering to the enacted budgets of the various operating funds.
- o The County will, at least monthly, prepare regular reports comparing actual revenues and expenditures to budgeted amounts.

THREE-YEAR EXPENDITURE PLAN

Annually, the County will update expenditure projections for the next three years. Projections will include estimated operating costs of future capital improvements that are included in the capital budget.

FISCAL IMPACT STATEMENTS

- o 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 that is proposed.
- o Fiscal impact statements shall also be prepared to determine future financial impact of subdivision approvals. The fiscal impact shall be assessed on both the expenditure and revenue side of the budget.

• CAPITAL IMPROVEMENT BUDGET POLICIES

GENERALLY

- o All capital improvements and various related projects must be made in accordance with the Approved Capital Improvement Program.
- o Annually, the Planning Advisory Board shall consider an itemized list of all capital projects and the capital improvement program which all agencies of the County government propose to undertake in the ensuing fiscal year and the next succeeding five fiscal years thereafter. After consideration by the Planning Advisory Board, the Director of Planning shall transmit to the County Executive, together with his recommendation, a list of projects recommended by said Board to be undertaken in the periods aforesaid and the estimated cost thereof.

COUNTY BUDGET POLICIES / PROCESS

The County's Infrastructure Review Subcommittee will simultaneously review the same list of projects and make recommendations to the County Executive, based on each project's compatibility with the County's Master Plan, the coordination of projects between departments, and what items need to be considered for inclusion in preventive maintenance projects.

- o The County shall 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, therefore, approved capital projects must follow the standard debt policies of the County.

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

- o In accordance with the Harford County Charter, the County will adopt a five-year Capital Improvement Plan and update it annually.
- o The County will annually enact capital improvements based on the Five-Year Plan.

FINANCING PROJECTS

- o All projects must be funded in accordance with the adopted County debt policy.
- o The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the County Council for approval.
- o The County will utilize the least costly method of financing all new projects.

V HARFORD COUNTY'S STRATEGIC PLAN

For Harford County, 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 on which Performance Management and Budgets are built.

o THE MASTER PLAN

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

1972 The Harford County Charter was adopted.

Harford County Charter, Article VII, Planning and Zoning calls for the Department of Planning and Zoning to prepare and propose Master Plans from time to time. Such plans may be initiated by order of the County Executive or by legislative act of the Council. Master Plans provide 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. This Harford County Master Plan marked the beginning of comprehensive planning under the new charter form of government.

COUNTY BUDGET POLICIES / PROCESS

THE DEVELOPMENT ENVELOPE – concept, which defined a geographic area for planned development, was introduced in the 1977 Master Plan. This concept allowed the County to begin staging and directing more intense growth into a specific area, namely the corridors defined by I-95 / U.S. 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 advance the purposes of the Master Plan.

A LAND USE ELEMENT PLAN – which is viewed as the core of the Master Plan shall show proposals for public, private, residential, commercial, industrial, agricultural and recreational uses of land. The plan should show the most appropriate and desirable patterns for the general location, character, extent, and interrelationship of the manner in which the community should use its public and private land at specified times as far into the future as is reasonable.

A TRANSPORTATION PLAN – covering 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.

A WATER & SEWER MASTER PLAN – sets the foundation for timing and planning of public water and sewer facilities in appropriately zoned areas.

A SOLID WASTE MASTER PLAN – evaluates the County's solid waste management operations and establishes a 10 year management program for these operations.

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 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 simply says the existing public facilities for water, sewer, schools and roads must be adequate to support planned land development.

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- 1992 The State enacted the Maryland Economic Growth, Resource Protection and Planning Act, which required that certain “visions” be incorporated into county and municipal master plans. These visions include: 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 10 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:

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.

AN HISTORIC PRESERVATION PLAN – explains how historic structures and archaeological sites can further an awareness of the importance of the County’s heritage among the citizens.

AN EDGEWOOD COMMUNITY PLAN – is a comprehensive revitalization strategy to improve physical, social, and economic conditions within the Edgewood community, which strives to guide future growth and sustain the community’s character and values.

A JOPPA/JOPPATOWNE COMMUNITY PLAN – is a community level master plan that serves as a blueprint for the physical development and redevelopment of the community.

- 1997 While the visions of the State’s 1992 Planning Act remain as a foundation for all local and State plans, and the work accomplished under this act helped to shape five pieces of legislation passed by the State General Assembly, collectively known as “Smart Growth”. These directed the State to target programs and funding to support established communities and locally designated growth areas and to protect rural areas.
- 2004 The Master Plan begins by defining the relationship between the Land Use Element Plan and the other elements, all of which will be updated concurrently, to ensure consistency with the initiatives outlined in the Land Use Element Plan. This is a first step in developing a consolidated Comprehensive Plan.
- Also included for 2004 were an updated RURAL ELEMENT PLAN, and:

A COMMUNITY FACILITIES PLAN ELEMENT – which goes as far into the future as is reasonable with appropriate and desirable proposals for parks and recreation areas, schools and other educational and cultural facilities, libraries, churches, hospitals, social welfare and medical facilities, institutions, fire stations, police stations, jails, and other public office or administrative facilities.

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Interjurisdictional coordination, as called for by the State of Maryland to direct future growth toward existing population centers, is also addressed in the 2004 plan, to develop a regional approach to growth management and resource protection.

DESIGNATED GROWTH AREAS are also included for 2004. While the Development Envelope is included in these growth areas, other pockets of the County will be developed as well, mainly the HEAT (Higher Education and Applied Technology) Center, Harford Community College, municipalities, rural villages and certain mixed office use locations.

The 2004 Plan also incorporates 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 has developed a series of Guiding Principles, which form the foundation for the Land Use Element Plan, and in effect provide the County's vision for growth management and resource protection: 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.

o **PERFORMANCE MEASURE MANAGEMENT**

In 1996, Harford County became the first jurisdiction in Maryland to institute Performance Based Management through all levels of County Government. In addition to current and future basic operational obligations, we must also recognize those expenses, to be funded for the upcoming year and committed to future budgets, which work towards meeting the Administration's short term objectives and long term goals. The need to align department / agency strategic plans, budgets, and performance measures with the Countywide Mission, Vision, Goals and Objectives has become increasingly clear. Throughout their terms, each County Executive has held periodic work sessions to reaffirm their Vision and Mission, and to reevaluate and / or redesign their goals.

Each agency funded by Harford County has also been charged with developing its own Mission Statement and Goals, in support of the County's overall Vision, Mission, Goals and Objectives. In addition, the departments had to establish short term Objectives to meet their Goals, and various Performance Measures to quantify their success or failure to meet their Objectives.

After reviewing our Performance Based Management system, which was instituted in 1996, it was found that our measurements were portraying an incomplete picture of the County's efforts. The analysis showed that over 40% of performance measures were output oriented. A good performance measurement system should provide accurate information as to how well we are progressing towards accomplishing the County's Mission, Goals, and Objectives. This system should answer the following questions: what is being achieved; how efficiently was the work performed; and whether or not citizens were assisted and satisfied.

VISION: What the organization would look like if it achieved its mission. Something seen in the future after mission is achieved.

MISSION: The charge, assignment, or purpose given to an organization or part of that organization. It should define who the customer / client is, and why the organization exists.

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GOAL: The condition or state that one is striving to achieve. Usually long-term and may be beyond what might reasonably be expected to be achieved. Goals should give more specific direction on how the mission will be achieved. A goal should be a statement of broad direction, purpose or intent based on the needs of and issues facing the community. A good goal should begin with “To” and a verb, and should identify the customer.

OBJECTIVE: A statement of the condition or state one expects to achieve. An objective should be realistic, measurable, generally within the control of the organization and time constrained.

PERFORMANCE MEASURES: Data which indicates if you are achieving results on your strategic plan. Performance Measures help translate an organization’s mission, vision, and strategy with tangible objectives.

Harford County’s concept encompasses a “family” of measures approach in order to present a balanced picture of performance. The “family” of measures includes the following types:

Input – Value of resources used to produce an output.

Output – Quantity or number of units produced. Outputs are measurable.

Efficiency – Inputs used per unit of output (or outputs per input).

Service Quality – Degree to which customers are satisfied with a program or how accurately or timely a service is provided.

Outcome – Qualitative consequences associated with a program / service, i.e., the ultimate benefit to the customer. Outcome focuses on the ultimate “why” of providing a service.

PLANNING, BUDGETING, MANAGING, & ACCOUNTING ARE ALL LINKED

They all deal with the allocation of resources, and budgeting must not be a numbers crunching episode, but a planning activity matching financial resources to achieve program goals.

STRATEGIC PLANNING

Strategic planning requires analyzing: the community’s strengths that can be leveraged; weaknesses to be improved upon, current and future opportunities; and critical needs that should be addressed. The results of these analyses should then be used to establish broad goals to guide us in decision making. Strategic planning means:

- Identifying “Stakeholders” (the citizens and groups) and their concerns, needs, and priorities. Harford County does this now with citizen surveys, public hearings, and reports from boards, commissions, and councils.
- Receiving input from staff on long range plans, their fiscal impact and the related consequences of decisions. We annually ask each department for input of any problems or opportunities the County may face in the next three years.
- Developing trend analysis of needs and resources. This includes capital projects which ultimately result in operating expenses. The County Executive receives input from the Spending Affordability Committee and the Planning and Zoning Advisory Board.

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BUDGETING

Review the past:

- Did you meet your targets last year?
- By themselves, measurements do not tell the whole story about program performance, although variances of actual performance from planned performance or trends over time do raise “red flags” about problems or opportunities.
- Variances do not per se constitute value judgments about whether the program or its managers performed well or poorly.
- The important point when examining variances is to understand WHY they occurred and what the program can do about them.
- Even a negative result can work to one’s benefit if it justifies more resources being allocated to get the job done.

Plan the future – Operational Planning and Control

- Probably the most frequent and important use of performance measures.
- Departmental staff are also asked to evaluate program or position requests for possible trade offs / reductions / or elimination; changing service levels; changing the allocation of resources.

Developing a funding level request – must be justified in terms of the delivery of benefits to the clients and the difference the program will make to the community.

MANAGING

The budget and performance management are not just annual exercises but should be used as management tools throughout the year.

Monitoring throughout the year:

- Assures your program is on course
- Alerts one to any problems as they occur and avoids surprises

Benchmarking:

- Measuring our progress against other jurisdictions or even just our own past performance

Year end review:

- To evaluate performance and to set future direction
 - o Are you on target?
 - o Is the program efficient / effective?
 - o Will you need to employ more or less resources next year?
 - o Do you need to change how you are doing business?
 - o Do you need to change what you are measuring?

ACCOUNTING

Accounting is a relationship between those who control or manage an entity and those who possess formal power over them. It requires the accountable party to provide an explanation or a satisfactory reason for his or her activities and the results of efforts to achieve the specified tasks or objectives. This assists citizens both in assessing how well we are doing our job and in making economic, social, and political decisions. Accountability is the paramount objective from which all other objectives flow. Responsibility to the Taxpayers:

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- governments and agencies are entrusted with public resources and the authority for applying them, and have a responsibility to render a full accounting of their activities;
- taxpayers generally are involuntary resource providers;
- the amount of taxes individuals pay often seems to bear little relationship to the services they receive;
- often no “exchange” relationship exists between resources provided and services received;
- governments often have a monopoly on the goods and services they provide to the public;
- governments should identify not only the goods and services secured with public resources but also the manner and effect of their application.

Assuring the citizens are satisfied with their government:

- Governments should monitor and evaluate stakeholder satisfaction with programs and services;
- See things from the citizens’ point of view:
 - o It’s possible to have a very busy year without making any difference to citizens;
 - o The public will not be greatly interested in the amount and type of work output information, which is useful to program managers but is not meaningful to the public;
 - o Citizens want to know how programs are affecting their lives and the quality of life of society. Client benefit / impact and strategic outcome information are more important to them.

VI HARFORD COUNTY’S ADMINISTRATIVE FISCAL POLICIES

o LONG TERM FINANCING TECHNIQUES

- o GENERAL OBLIGATION BONDS – are also known as full faith and credit bonds, and 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 being the most common uses of bond proceeds.
- o REVENUE BONDS – unlike general obligation bonds, are payable solely from identified sources of revenue, which may be derived from rates, fees, or charges for service imposed on users of the financed project; tax increments; or specified General Fund non ad valorem tax revenues. Typically these bonds are used for the County owned water and sewer system’s activities of treatment, collection, production, and distribution.
- o SPECIAL ASSESSMENT BONDS – Under law the County may establish assessment districts and issue bonds for infrastructure improvements. The bonds are secured solely by the properties in the district, with revenues generated by a special assessment or tax on the properties.
- o 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 lessee 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.

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o **INTERACTION OF FEDERAL, STATE, AND COUNTY GOVERNMENTS**

All enacted laws and regulations imposed by Federal and State legislation must be carefully monitored by County Government to determine the eventual consequence on local expenditure requirements. Although Harford County actively pursues available intergovernmental financing to supplement funding of its programs, it is County policy to review the long-term financial impacts of all such programs to avoid eventual dependence on outside funding sources. It would be imprudent for County Government to rely on continued grant funding of programs that influence the welfare and safety of the community.

o **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 to the community. For example, the County through the local Emergency Assistance Program, provides direct payments to clients in need. County Government 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.

o **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, such as 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 requisite County programs and activities. Capital project contract management and engineering services have been established as requirements contracts.

o **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. Whenever 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.

o **DIRECT MATCHING GRANTS**

Where appropriate, County Government provides public funds to private and nonprofit organizations to support activities 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

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support of historic preservation efforts. County Government provides this type of grant assistance if private activity enhances or promotes public welfare, interest, and concern throughout the community.

o **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.

o **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. Neither the credit nor the taxing power of Harford County may be pledged to the payment of principal, interest, or other costs of such bonds.

o **MULTIPLE USE OF FACILITIES**

Increasing costs of capital investment in buildings and facilities demand optimal use by more than one type of government program or service, consideration of future population trends, and service or program emphasis. County Government requires planning coordination among its departments and agencies, other user agencies, and when appropriate, private user organizations to ensure the functional lifetimes of all such buildings and facilities extend well beyond the current generation. An example of such 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.

o **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 taxpayers and County Government have obtained substantial benefits and economies through a cooperative procurement policy. 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.

o **RETIREMENT PLANS**

COUNTY GOVERNMENT – employees participate in either of two plans; both plans are administered by the State of Maryland under provisions of Article 73B of the Annotated Code of Maryland:

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- The Employees' Retirement System of the State of Maryland was established October 1, 1941, with Harford County joining 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' Contributory Pension System of the State of Maryland was established January 1, 1980, with Harford County joining on July 1, 1999. Plan members contribute 2% 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 the Sheriff of Harford County. Plan members are required to contribute 7% of their annual 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. Cost of living adjustments (COLA) are provided at the discretion of the County Council. 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, for all eligible Harford County's Deputy Sheriffs who are sworn, certified law enforcement officers.

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 contributing 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 certain 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 – In June 2004; the Government Accounting Standards Board (GASB) released Statement 45 which revised the Accounting Standards for Post Employment Benefits Other Than Pensions (OPEB). This standard would be applied to post-retirement medical and life insurance benefits that are both provided to Harford County retirees. Prior to the new standard these benefits were accounted for on a pay as you go basis. The new standard requires that these benefits be accounted for on an accrual basis. Harford County has budgeted \$6,247,120 in Fiscal Year 2009 toward the annual cost. The difference between the annual cost and the budgeted amount will be treated as a balance sheet liability.

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o **SELF INSURANCE AND RISK MANAGEMENT**

Harford County has been self-insured for Workers' Compensation, General, and Automobile liability claims since July 1, 1982. The Self-Insurance Program is administered by a Risk Manager, as required by County Code (Part 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 county-wide safety program.

WORKERS' COMPENSATION – Harford County carries excess commercial coverage, with a \$350,000 retention level for claims. The County is also required to maintain reserve funds of \$750,000 for workers' compensation claims in accordance with Article 101, Section 16 of the Code of Public General Laws of Maryland.

GENERAL AND AUTOMOBILE LIABILITY – Since September 5, 1991, the County has carried excess commercial coverage, with a \$350,000 or \$500,000 retention for claims.

PROPERTY DAMAGE – The County carries commercial property insurance coverage with a \$25,000 deductible on real and personal property, and a \$25,000 deductible for physical damage to County owned vehicles.

VII **HARFORD COUNTY'S ACCOUNTING POLICIES**

- o **BASIC FINANCIAL STATEMENTS** – Harford County Government's basic financial statements are comprised of three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements.

- 1. GOVERNMENT-WIDE FINANCIAL STATEMENTS – The government-wide financial statements are designed to provide readers with 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 are 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.

- a. 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. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position and condition of Harford County Government is improving or deteriorating.
- b. 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. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but not used vacation leave).

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Both of the government-wide financial statements distinguish functions of Harford County Government that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of Harford County Government include general government, public safety, highways and streets, solid waste, economic development, agricultural land preservation and parks and recreation. The business-type activities of Harford County Government include 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: Harford County Board of Education, Harford Community College, and Harford County Library, Harford Center, Inc., and Citizens Care Center. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

2. **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.
 3. **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.
- o **FUND CATEGORIES**
1. **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. Such information may be useful in evaluating a government's near term financing requirements. Harford County Government maintains six individual governmental funds:
 - a. 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.
 - b. THE HIGHWAYS OPERATING FUND accounts for dedicated revenues that are legally restricted to the maintenance, care, and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County. This fund also includes Traffic Safety and County-related transportation expenses.
 - c. 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.
 - d. THE AGRICULTURAL LAND PRESERVATION FUND accounts for dedicated transfer tax revenues and provides for easement purchases of County agricultural land.

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- e. 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.
 - f. 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.
2. PROPRIETARY FUNDS – Harford County Government maintains two different types of proprietary funds:
- a. ENTERPRISE FUNDS 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 its Water and Sewer activities.
 - b. 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. Because this service predominantly benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.
3. 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.
- a. PENSION TRUST FUNDS –
 - i. Sheriff's Office Pension Trust Fund: This 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.
 - ii. Firemen's Length of Service Awards Program (LOSAP): This trust fund was established to account for the pension system for the volunteer fire personnel serving the various independent volunteer fire companies in the County.
 - b. PRIVATE PURPOSE TRUST FUNDS –
 - i. Revolving Loan Fund: This private purpose trust fund was established in February 1998. This account, joined with funding from several local lending institutions, provides loans to credit worthy businesses unable to obtain financing through traditional sources due to limited equity, collateral, or marginal cash flow. It serves as an alternative incentive offered by the County to attract, expand or retain a small business by extending below market rates and favorable terms.
 - ii. BVL Cooperating Parties Group: This private purpose trust fund was established in September 1996 to account for revenues collected from potentially responsible parties for the purpose of undertaking the design and construction of the remedial systems deemed necessary at the Bush Valley Landfill Site.
 - iii. Bar Library Trust Fund: The Bar Library private purpose trust fund was established in 1999 to account for all expenditures associated with the operations of the Bar Library of the Circuit Court of Harford County. Fines and appearance fees are sources of revenue.
 - iv. Jeffery Chenowith Scholarship Trust Fund: This private purpose trust fund is used to account for principal trust amounts received, and related interest income. The interest portion of the trust can be used to award a scholarship to a qualified individual that the board selects.

COUNTY BUDGET POLICIES / PROCESS

o **BASIS OF ACCOUNTING**

The government-wide, proprietary, and fiduciary fund financial statements are reported using the 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 related cash flows. 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 recognized when measurable and available. 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, and claims and judgments, are recorded only when payment is 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.

o **BASIS OF BUDGETING**

Annual budgets are adopted for the General Fund, Highways Fund, Agricultural Preservation Fund, Parks and Recreation Fund, Capital Projects Fund, 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 Trust Fund budgets are for management control only. Budgets are adopted using the same basis of accounting as that used for reporting purposes, except for the following:

- Encumbrances are treated as expenditures for budgetary accounting purposes
- Payroll is accrued for financial statement purposes only
- Interfund reimbursements are eliminated for financial statement purposes

The capital budget reflects appropriations for the Capital Projects Fund at the individual project level. Expenditures and encumbrances may not legally exceed appropriations at that level; and, the County Council and the County Executive must approve all transfers of appropriations between projects.

A Statement of Revenues, Expenditures, Encumbrances, and Changes in Fund Balances, Budget (Non-GAAP) vs. Actual is prepared for each governmental fund with an annual budget. These are the General, Highways, Agricultural Preservation and Parks and Recreation funds.

VIII HARFORD COUNTY'S BUDGET POLICIES

Harford County Charter, Article V, Budget and Finance, Section 503 establishes the "Comprehensive Scope of Budget". The section states, "The County budget shall consist of the current expense budget, the capital budget and capital program, and the budget message.

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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”.

o **FUND STRUCTURE**

While Harford County’s “Funds” are classified as either Governmental, Proprietary, or Fiduciary for accounting purposes, “Budget Funds” were established to comply with the Harford County Charter, Article V, Budget and Finance, Section 502(b). This defines the term “County funds” to... “mean any monies appropriated or approved by the Council or to which the County may at any time have legal or equitable title”.

CURRENT EXPENSE BUDGET – Harford County Charter, Article V, Budget and Finance, Section 506, Contents of the Current Expense Budget (1) requires “a statement of all revenue estimated to be received by the County during the ensuing fiscal year, classified to show the receipts by funds and sources of income” be included in the annual proposed expense budget.

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. They include:

- Operating Funds

- o 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 “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”.
- o Solid Waste Services – includes revenues derived from, and expenses incurred for, the County’s management of solid waste.
- o 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; and county-related transportation expenses.

- Enterprise Funds

- o The Water and Sewer Fund – was established in accordance with Section 522 of the County Charter which requires a “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 systems are financed primarily through charges to customers for services provided.
- o 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 / PROCESS

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

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 for capital projects.”

Harford County's Annual Capital Budget details the phase of each capital project the County has scheduled for that fiscal year. The Capital Improvement Program (CIP) provides the same detail for each of the next five fiscal years. The Capital Budget and the CIP are divided into different project types, based on the nature of the project, the funding source, or which department has responsibility. Project types include:

- General Projects – these include projects funded with County General Fund Paygo, County Bonds, Recordation or Transfer Tax receipts, State, Federal, Developer or “Other” Funds. The projects are the responsibility of the County Administration, Sheriff's Office, Emergency Operations, Volunteer Fire Companies, the Board of Education, Harford Community College, and/or the County's Library System.
- Highways Projects – are funded with County Highway revenues, Federal, State, Developer, and “Other” Funds. The projects include: roads, bridges, resurfacing and other projects which fall under the purview of the County's Department of Public Works.
- Parks and Recreation Projects – are those for which the County's Department of Parks and Recreation is directly responsible. They are funded with Parks and Recreation Special Fund revenues, Recordation Tax receipts, Federal, State, and Program Open Space funds.
- Water and Sewer Projects – encompass any capital improvements or renovations to the County owned Water and Sewer System. In addition to Federal and State funds, the projects are supported with revenues derived from developers and system customers. County General Funds are not used for these projects

The various “Funds”, 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 the nature of the project they provide for. They include:

COUNTY BUDGET POLICIES / PROCESS

Capital Funds:

- o Pay-As-You-Go – 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.
- o 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.
- o Lease Finance – Arrangements to secure short-term funding for certain renovation/repair projects and equipment purchases.
- o Reappropriated – These funds are reallocated from one project to another.
- o Program Open Space – These funds are to support recreation opportunities and come from the State of Maryland through the collection of a State Transfer Tax on real property.
- o State Aid – State funding to assist Harford County in the financing of various capital projects.
- o Recordation Tax – A tax imposed on every instrument of writing recorded or offered for record with the Clerk of Circuit Court (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, 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 \$1.10 is dedicated for water and sewer debt service.
- o 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 Preservation Program, and 50% to fund school site acquisition, school construction, or school debt service.
- o Impact Fee – The Maryland General Assembly adopted House Bill 965 (Article 24, Subtitle 10A, Harford County School Construction Financing Section 9-10A-01) in 2004. The bill states, "In general. – The County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development...Use of revenues. – The revenues from the special fund may be used only for:
 1. School site acquisition;
 2. School construction;
 3. School renovation;
 4. School debt reduction; or
 5. School capital expense."

On June 10, 2005, the County Council of Harford County, Maryland enacted, as amended, Bill No. 05-21 that added Article VI, Public School Development Impact Fee, to Chapter 123, Finance and Taxation, of the Harford County Code. This legislation assures that new development contributes its fair share towards the costs of public schools reasonably necessitated by such new development, and to ensure that new development is reasonably benefited by the construction of new public schools built in whole or part with the proceeds of development impact fees.

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The development impact fee was phased in over three fiscal years and assessed per dwelling unit at the following rate:

Type of Residential Development	Fiscal Year		
	2006	2007	2008 and after
Single Family Detached	6,000	7,442	8,269
Townhouse / Duplex	4,200	5,148	5,720
All Other Residential (Including Mobile Homes)	1,200	1,473	1,637

There are exemptions made for housing for the elderly and Continuing Care Retirement Communities.

- o 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.
- o Other – There are various other funding sources which may become available. When amounts are material, identifiable, and predictable, they are cited as sources of funding in the capital budget.

o **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, plus certain non-profit and / or community programs, are 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”. General Fund revenues are derived from:

- Property Tax – 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. Harford County had not changed its tax rate since 1983:
\$2.34 per \$100 of assessed value for all of Harford County
\$0.39 per \$100 of assessed value for properties outside the towns
\$2.73

But the State did change two methods of assessing properties:

1. On January 1, 2001, State law enacted to implement electric deregulation, changed the assessed value of machinery or equipment used to generate electricity for sale from 100% to 50%.
2. Previously, Corporate and Personal Properties were taxed at 100% of their assessed value, and Real Property was taxed at 40%. As of 2001, Maryland now assesses Real Property at 100% of its value. So, as not to increase the amount of taxes people were paying,

COUNTY BUDGET POLICIES / PROCESS

the State worked with each local subdivision to adjust their Property Tax rates. For Harford County the General Fund Property Tax Rate for Corporate and Personal Property remained:

\$2.34 per \$100 of assessed value for all of Harford County
\$0.39 per \$100 of assessed value for properties outside the towns
 \$2.73

While for Real Property, the rate was adjusted to:

\$0.936 per \$100 of assessed value for all of Harford County
\$0.156 per \$100 of assessed value for properties outside the towns
 \$1.092

For FY 06 the County Council approved a \$0.01 reduction to the Property Tax rates. Harford County's General Fund Property Tax Rate for Corporate and Personal Property and Real Property made the following changes:

Property Tax Rate for Corporate and Personal Property

From:	To:	
\$2.34	\$2.315	Per \$100 of assessed value for all of Harford County
<u>\$0.39</u>	<u>\$0.390</u>	Per \$100 of assessed value for properties outside the towns
\$2.73	\$2.705	

Real Property

\$0.936	\$0.926	Per \$100 of assessed value for all of Harford County
<u>\$0.156</u>	<u>\$0.156</u>	Per \$100 of assessed value for properties outside the towns
\$1.092	\$1.082	

The Homestead Tax Credit program is a tax relief program originally enacted by the General Assembly in 1977 that requires the counties and municipalities of the state to set up a property tax assessment cap. Harford County has set its Homestead Credit Percentage at 10%. Upon qualification as the principal residence of the homeowner, this credit is automatically processed and is applied to the real property tax bill. By legislative actions, Harford County and the State of Maryland have provided individual citizens and specific organizations with several property tax credits including:

- The Community Association Tax Credit which exempts from property tax liability any real property utilized as a public park, playground, or scenic area, which is owned by a qualifying community or development association.

COUNTY BUDGET POLICIES / PROCESS

- An 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.
- A Solar Energy Tax Credit is a one time per property credit allowed when a solar unit is installed.
- A Business Tax Credit offered to businesses that relocate to, or expand within Harford County.
- 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. Bill No. 07-06 is pending approval by the Harford County Council and would establish a County supplemental tax credit to the State Homeowner's tax credit program.
- A Landfill Proximity Tax Credit is provided for residential properties located in close proximity to a County-owned landfill.
- Taxpayer Discounts – Harford County offers discounts to its taxpayers for early remittance of property taxes. Although property taxes are due and payable on October 1st of each year, discounts of 1% on July payments and ½% on August payments are granted, while interest is charged on all delinquent taxes beginning October 1st at a rate of 1.5% per month until paid. In addition, a 6% penalty for non-payment of taxes by October 1st is also imposed.

INCOME TAX – Each county determines their own Income Tax rate which 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, spreading Harford County's receipts over three fiscal years. For example, Income Taxes on a salary earned from January 1, 2007 until December 31, 2007, were due to be paid to the State on April 15, 2008. Harford County is sent our share in ten distributions, starting with estimated receipts from first quarter withholdings and estimated payments are distributed in May 2008 through a final distribution in September 2009.

- Licenses and Permits are issued for businesses, construction, renovations, cable TV, pets, and marriages. It is County policy to annually review the cost of issuance incurred vs. the revenue generated. While the County's services will never be self supporting, each review determines 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 which is determined by the County and the 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, maintained by County policy, is appropriated into the next fiscal year's budget, and treated as one time funding for that fiscal year.
- Interfund Reimbursements – certain programs conducted with revenue from one fund, provide support to a program conducted with revenue from another source. Those portions of revenue and / or expenses incurred by the 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's principal sources of revenue are a County Property Tax differential, State Shared Highways User's Tax Revenue, charges for services, and Intra-County revenues.

COUNTY BUDGET POLICIES / 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 to County-wide Property Taxes, 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 Highway 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 County-related transportation expenses.

The Code also requires this revenue to be accounted for separate and apart from all other funds. Harford County has not changed the rate (\$0.39 per \$100 of assessed value for properties outside the towns) for this differential since 1983.

However, the State of Maryland did change its method of assessing properties. Corporate and Personal Properties were taxed at 100% of their assessed value and Real Property was taxed at 40%. As of 2001, Maryland now assesses Real Property at 100% of its value. So as not to increase the amount of taxes people were paying, the State worked with each local subdivision to adjust their Property Tax rates. For Harford County, the Highways Fund Property Tax Rate for Corporate and Personal Property remains at \$0.39 per \$100 of assessed value for properties outside the towns. While for Real Property the rate was adjusted to \$0.156 per \$100 of assessed value for properties outside the towns.

- State Shared Highways Users Tax – Motor vehicle fuel tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax are designated by the State of Maryland as Highways User Revenues. The State shares 30% of these revenues with the counties and municipalities to help fund the construction and maintenance of local roads. The distribution to subdivisions is made according to a formula based on locally maintained road mileage and vehicle registrations.
- Charges for Services – These revenues include charges to developers for inspections (mainly of new construction), and technical review of designs and construction drawings of proposed utility installations; review of all proposed County road accesses; signs; and line striping.
- Charges to County Departments – Also included in this revenue category are reimbursements from County departments for costs incurred from First Vehicle Services for work on the County's fleet, and 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.

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 wastewater facilities and systems in the County. The County Council is enabled by the Harford County Code, Chapter 256-4 to establish a sanitary sub district and to revise all rates, charges, assessments, or other payments required by or levied by the County.

COUNTY BUDGET POLICIES / PROCESS

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

- User Charges
 - o Water – In addition to a “Usage Charge” for the amount of water consumed, a Base Water charge is also collected from each billing account, to help in recovering some portion of water and sewer operating fixed costs; and a Fire Flow Ready to Serve charge is levied quarterly on domestic customers. A charge is also placed on all customers when the County's system purchases water from other sources.
 - o Sewer – As with the water system, in addition to a “Usage Charge” for system service, a Base Sewer Charge is also imposed on customers to recoup a portion of water and sewer operating fixed costs. The Base Sewer Charge is collected from each billing account. All sewer customers are charged when the County secures services from other systems. Specific charges are levied on customers in certain areas of the County where the system secures service from other sources. Septic users and haulers are charged a fee, and developers must pay for some pump station operations.
- Service Charges
 - o Tests & Inspections
 - On-site Inspection Fees – charges to developers for inspections, usually in areas of new construction.
 - Water Line Testing – charges to developers for pressure testing the water lines.
 - U&O Reinspection Fees – charges for water and sewer use and occupancy reinspections.
 - Lab Testing Fees – tests of water and wastewater conducted at the request of the County Board of Estimates
 - o Miscellaneous Services
 - Design Review – hourly charges to developers for staff time spent on engineering review of water and sewer plans.
 - Construction Meter Rental – temporary meters for construction water usage from a hydrant.
 - Hydrant Charges – hydrant rental charges and fees for the unauthorized use of hydrants.
 - Job/Shop Repair Orders – charges to customers for installation of service along basic mains, cleaning blockage and repairs, and charges to contractors for equipment repairs.
 - Meter Installations – charges to customers for installing water meters. The rate is based on the size of the meter.
 - Miss Utility – a charge to contractors and developers for location of water and sewer lines.

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- Other Charges
 - o Industrial Waste Permits – a fee to industries that discharge a toxic pollutant or require pretreatment of prohibited pollutants.
 - o Interest & Penalties – penalties on late payments, and the interest accrued on them; along with turn-on / turn-off fees.
- General Government Charges
 - o Bad Check Fees – charged on all checks returned for insufficient funds.
 - o Publications – requests for revisions to the County's Master Water and Sewer plan are processed through the County Council twice a year. Any requests for revisions at other times require a processing fee.
 - o Reproductions – charges to engineers and developers for blueprints of water and sewer plans.
 - o Tax Lien Certificates – for a \$50 fee a document is furnished to a taxpayer disclosing all assessments, taxes, and other charges outstanding on any parcel of property prior to transfer of ownership.
 - o Sales of Plans and Specifications – revenue from sale of plans and specifications by the County Procurement Department to prospective bidders on Water and Sewer Operating Fund operations.
 - o Recovery from Capital Projects – the cost of Water and Sewer salaries, benefits, supplies, materials, and equipment recovered from capital projects.
 - o Depreciation – add-back on assets acquired with contributed capital.
 - o Net Assets Appropriated – surplus funds from prior years, used to finance current operations.
 - o Interest Income – earned on the investment of all idle cash in the Water and Sewer Operating Fund, and on miscellaneous invoices.
 - o Miscellaneous Revenue – includes sundry fines and forfeitures, the sale of surplus vehicles, and revenues that cannot be otherwise classified.

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. 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 water, 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
 - o Connection Charges – These charges are based on a graduated scale of \$450 for sewerage connections, and \$650 for water connections based upon: peak demands of gallons per minute, number of fixture units served at peak demand, the ratio of peak demand to 30 fixture units, and size of the meter. 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.

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- o Surcharges – Established by Harford County Code Chapter 256, Article V, Section 45.1, surcharges are placed on every water and sewer connection at \$450 per five-eighths inch equivalent area connection charge for water, and similarly \$100 for sewer. Surcharges are to be paid before issuance of a plumbing permit.
 - o Development Charges – System development charges were established by Harford County Code Chapter 256, Article V, Section 45.2. Water / sewer mains must be deemed operational by the Department of Public Works, and development charges must be paid before issuance of a plumbing permit for connection. These fees are based on each five-eighths inch equivalent area connection charge, and increase by 6% each July 1st.
- Assessments
 - o Recordation Tax receipts – 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 support the Water and Sewer Debt Service Fund.
 - o 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 all properties in the system 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.
 - o 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 five-eighths inch equivalent area connection charge for properties connected to the water / sewer system before December 31, 1991, and \$140 per five-eighths inch equivalent for properties connected after December 31, 1991.
- Biological Nutrient Removal Fee
 - o 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 project is retired.
- Sanitation Permit
 - o The County Health Department imposes an assessment and requires a permit to install a septic system. The permit fee is collected by the County Department of Inspections, Licenses, and Permits, and the revenue is divided between the Water & Sewer Debt Service Fund and a General Fund account dedicated to the Health Department.
- Capital Surcharges
 - o The Governmental Accounting Standards Board (GASB), the standard setting authority for governmental accounting, introduced a financial reporting model through GASB Statement 34, which requires capital contributions flow through

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income statement 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
 - o This account is provided to record interest earned on the investment of all idle cash in the Water & Sewer Debt Service Fund.
- Interest & Penalties
 - o Chapter 256-19 of the Harford County Code imposes penalty assessments on late payment of water and sewer bills, as well as turn on / turn off fees.

SOLID WASTE SERVICES – The Solid Waste Services Account records direct revenues and expenses pertaining to the County's management of the disposal of solid waste. Chapter 109, of the Harford County Code, Environmental Control, establishes the County's official Solid Waste Management Plan.

The Charter establishes the County's authority to set and collect fees and other revenue to support solid waste management. Chapter 157 Licenses and Permits delineates a number of Tipping Fees for waste brought to the landfill by either commercial haulers or private citizens.

- Landfill Fees
 - o Tipping Fee – Hauler Fee (Bill 92) – a per ton fee for disposal of Solid Waste
 - o Tipping Fee – for Household Waste – Private vehicles
 - o Disposal Fees – associated with the disposal of tires, batteries, scrap metal and other items
 - o Sale of Compost – as part of the Recycling Program of Harford County, leaves and grass are recycled into compost. The compost is sold at the landfill.
 - o Sale of Mulch – as part of the Recycling Program of Harford County, brush material is chipped and shredded into mulch. The mulch is sold at the landfill.
- Waste-to-Energy Fees
 - o Steam Sales to the U.S. Army
 - o Burning recovered material
 - o Burning Permitted Material
 - o Tire Disposal
 - o Tipping Fee – a per ton fee for disposal of Solid Waste (recycled materials are not charged this fee)
- Other
 - o Refuse License sold by the County
 - o Interest on invoices
 - o General Fund Support – while these activities are mandated by Federal and State regulations, avenues for imposing fees are limited by law and the marketplace. This results in the need for support with General Fund revenues. It should be

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noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund.

COUNTY AGRICULTURAL PRESERVATION PROGRAM – 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.

- County Transfer Tax – 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 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 and 50% to fund school site acquisition, school construction, or school debt service.
- Proceeds from Installment Loans – Proceeds from Installment Loans are not cash, but an accounting requirement. When the County enters into an Installment Purchase Agreement (IPA) with a land owner, the terms of the contract are set for the total price, the length of the agreement, and the fixed interest rate at which annual payments are to be made. The IPA's range in length from 10 to 20 years, with the interest and a small portion of the principal being paid each year. At the end of the term the land owner receives a lump sum payment for the remaining portion of the principal.
For accounting purposes, the County books the value of the IPA's that are anticipated to be initiated during the fiscal year. Though the County will not own the properties until the end of the contract, we do realize the value of ensuring that the farmland will be preserved throughout the term.
- Other – Investment Income and Fund Balance Appropriated

STATE AGRICULTURAL PRESERVATION PROGRAM – 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. Farmland was also intended to help curb the random expansion of urban development.

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

- *Maryland State's Property Transfer Tax* – Harford County receives a portion of the State's Property Transfer Tax, which is assessed on all real property transfers.
- *Maryland State's Agricultural Land Transfer Tax* – Maryland imposes a State Agricultural Land Transfer Tax on all transfers of title on agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared with the local as follows:
 - o 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.
 - o 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. Harford County has a certified program.

PARKS & RECREATION SPECIAL FUND – 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 only for private purposes, pensions and investments. These Parks and Recreation activities no longer qualified as a “trust” under GASB 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's revenues are:

- *Charges for Service:*
 - o Emmorton Recreation & Tennis Center fees, rentals and contributions
 - o Skateboard Facility at the McFaul Senior / Youth Center fees
 - o Showmobile / Stage Rentals – a mobile stage is rented to recreation councils for non-profit and for-profit organizations
 - o Recreation Councils / Special Activities – all revenues generated by the sale of amusement park discount tickets, baseball and basketball tournaments, lacrosse and wrestling summer camps, etc.
 - o Rental of and/or contributions to Oakington Peninsula – a rental of tenant houses, farms or facilities at Swan Harbor and / or Oakington Farm
- *Other:*
 - o Fund Balance Appropriated – At the end of some fiscal years, this fund will have a revenue surplus, due to either spending less than budgeted, or generating more money than anticipated. The surplus will be appropriated to the next fiscal year.
 - o Capital Project Debt Service Payment – County Tax dollars are not used to support this Special Revenue fund, State Program Open Space capital funding was used to cover the principal and interest payments on the Debt Service incurred

COUNTY BUDGET POLICIES / PROCESS

to acquire the Emmorton Recreation and Tennis Center. The funds were appropriated to the capital project, then expended to become Intra-County revenue to the operating budget.

- o Miscellaneous Revenue – Since the activities budgeted to this fund are self-supporting, they can only spend what moneys they actually generate. This provides these functions appropriation authority to accept and spend unanticipated revenues.

HARFORD COUNTY'S BUDGET PROCESS

Starting in Fiscal Year 1997, Harford County incorporated Performance Based Management into our Budget Process. Each Administration determines its Vision for Harford County, develops its Mission Statement, and establishes its long term Goals. Reaching those goals is paramount in making decisions for managing current and future resources. To this end, the Budget Process includes elements of the County's Five-Year Business Plan as follows:

I. 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. As part of this annual process each existing and potential revenue source is re-examined. In addition to staff making revenue estimates, starting in Fiscal 1993, a Spending Affordability Committee is appointed each year by the County Executive, to estimate projected growth in Income and Property Taxes for the upcoming fiscal year, and to recommend levels of new debt authorization, fund balance, retained earnings and retail sales, and real estate; a representative from one of the Employee Unions; and an Ex-Officio member who is also one of the County's contracted financial advisors.

County Executive Craig has established a Business Roundtable. Three times a year representatives from a cross section of the County's business community meet to discuss current trends they are experiencing. This information provides the County with more accurate and updated data on which to base revenue projections, particularly Income Tax.

II. THREE-YEAR EXPENDITURE PLAN

- a. Both operating and capital expenditure projections, for the next three years, 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. We will only incur debt when we are confident that sustainable resources will be available to retire that debt.

III. INCORPORATING THE STRATEGIC PLAN

- a. In addition to current and future basic operational obligations, we must also recognize those expenses, to be funded for the upcoming year and committed to future budgets, which work towards meeting the Administration's short term objectives and reaching their long term goals. Any changes that have been made to the County's Master Plan during the current fiscal year are also analyzed to determine what, if any fiscal impact they will have on Harford's finances. Since Fiscal Year 1997, each Administration has conducted an initial Strategic Planning Session to determine its Vision, Mission, and Goals. Throughout their terms, each County Executive has held periodic work sessions to reaffirm their Vision and Mission,

COUNTY BUDGET POLICIES / PROCESS

and to re-evaluate and/or redesign their goals. Each agency funded by Harford County has been charged with developing their own Mission Statements and Goals, in support of the County's Overall Vision, Mission, and Goals. In addition, the departments had to establish short term Objectives to meet their Goals.

During the summer months the departments are required as part of the Annual Budget Process, to revisit their Goals and Objectives. Once it is determined to either maintain existing, or develop new Goals and Objectives, they must evaluate existing, or set up new Performance Measures to quantify their success at meeting their Objectives. This exercise then leads to each Department Head developing his work plan for both the upcoming fiscal year and the future. The personnel, ancillary, and operating expenses needed to carry out this work plan become the department's base budget request for the next fiscal year. The departments submit their Goals, Objectives, and Performance Measures along with their base budget request to the Budget Office. With the County-wide Goals in mind, the budget staff evaluates both those measures and the departments' funding requests.

COUNTY BUDGET POLICIES / PROCESS

III THE ANNUAL OPERATING BUDGET PROCESS

Late August

Expense estimates from Budget Office
Revenue estimates from Treasury

Spending Affordability
preliminary revenue estimates

Executive
establishes base
budget guidelines

Board of Education, County Libraries &
Harford Community College provide
preliminary request information

September

October

Spending Affordability Committee
makes revenue growth
recommendations

Departments, Board of Education,
County Libraries & Harford Community
College submit Operating & Capital
requests, plus goals, objectives &
performance measures

Budget Office & Treasury make
expense and revenue
recommendations

**January
April 1**

Executive holds a public hearing
for citizen input on the budget

Executive's Proposed Budget
submitted to Council and published for
the public

Executive holds departmental hearings on
budgets and performance plans

By May 31

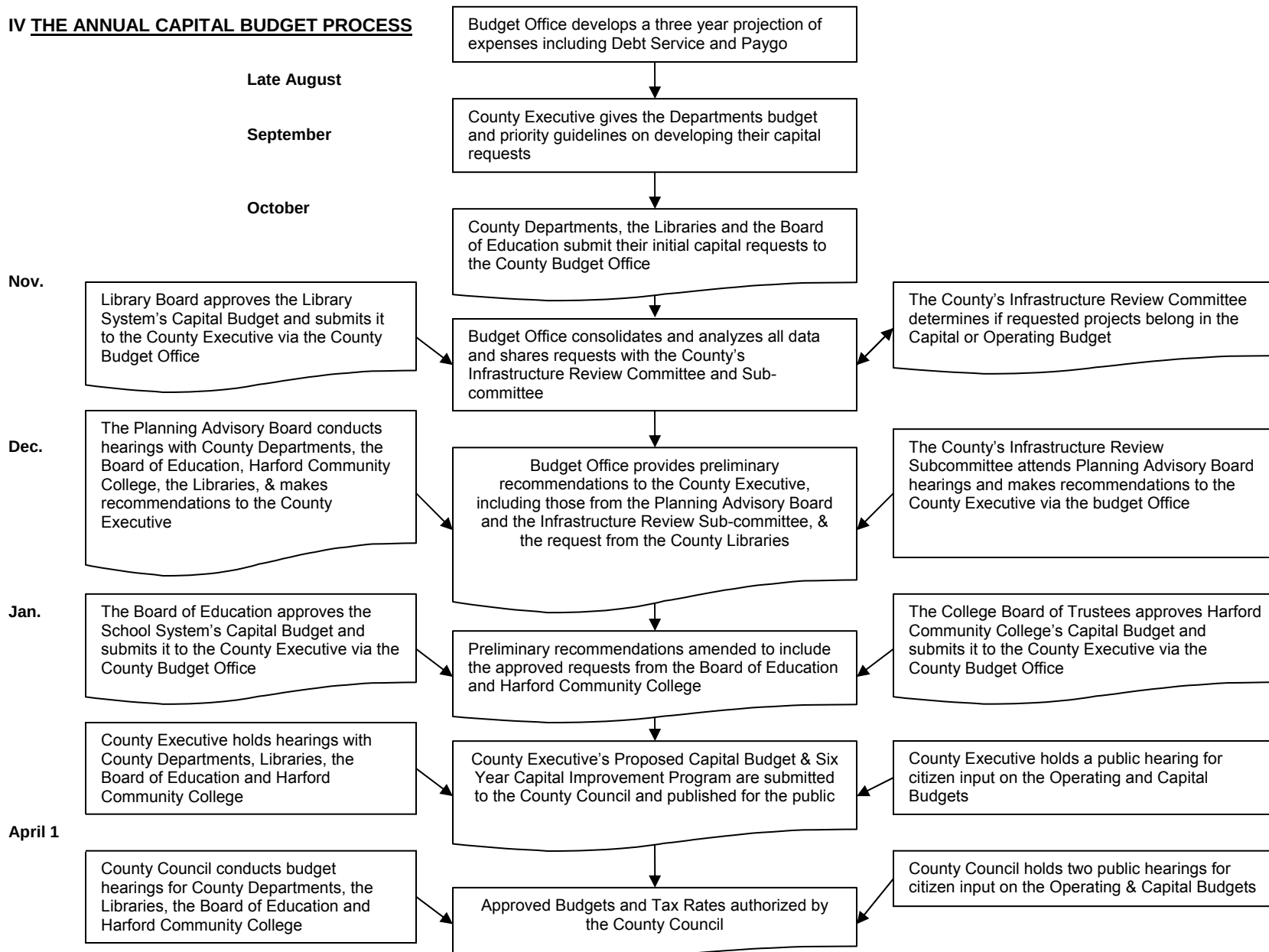
County Council conducts budget
hearings for County Departments
& Agencies, Board of Education,
County Libraries & Harford
Community College

Approved Budget authorized & Tax
Rates set by the County Council

County Council holds public hearings for
citizen input

COUNTY BUDGET POLICIES / PROCESS

IV THE ANNUAL CAPITAL BUDGET PROCESS



By May 31

COUNTY BUDGET POLICIES / PROCESS

V DEVELOPING THE BASE BUDGET

Although there is an annual Budget Process, the development of each year's budget is based on the strategic plans, fiscal policies, and management techniques adopted by the Administration, plus the knowledge of available revenues and obligated expense estimates.

- **LATE AUGUST** – The Spending Affordability Committee makes its initial revenue estimates for the upcoming fiscal year. Board of Education, Harford Community College, and Library System staff provide the County Budget Office with preliminary, and unofficial, funding request information. Certain County departments provide the Budget Office with projected cost increases for some specific expenses for the upcoming year. Human Resources estimates the cost of Health Benefits; Procurement projects percentage growth rates for electricity and fuel; and Risk Management and Treasury determine any needed adjustments to Workers' Compensation, Pension, and Insurance rates.
- **SEPTEMBER** – With this data, the Budget Office and Treasury complete expense and revenue estimates for the upcoming budget and subsequent two fiscal years. These projections are shared with the County Executive and the Director of Administration, who then establish base budget guidelines. These include what objectives are to be funded, and whether to budget for the current costs of doing business or to cut back certain types of expenditures. A Budget Kick Off Meeting is held, where the County Executive explains these guidelines to all Department Directors and their fiscal staff.
- **OCTOBER** – The Spending Affordability Committee meets to re-evaluate / revise its initial revenue estimates. The Board of Education, the Community College, and the Library System are in the first phases of preparing their budgets for the upcoming year; and their staff keeps the County Budget Office apprised of any changes to their original information. Treasury starts to track actual vs. budgeted receipts for the current year, and may revise or reaffirm their initial revenue estimates for the upcoming fiscal year. All County departments and agencies and the Superintendent of Public Schools submit their operating and capital budget requests for the upcoming fiscal year to the County's Budget Office.
- **NOVEMBER** – The Library Board approves the system's operating and capital requests for the upcoming fiscal year; these are then submitted to the County Executive for consideration. Capital Budget requests are shared with the County's Infrastructure Review Committee. This committee has two charges; first they are developing a master inventory of all County facilities, owned or leased, and are completing a profile of each which includes details such as square footage, date of purchase, lease terms, geographic location, occupants, etc. Our Facilities and Operations Division will complete a systems analysis of each facility in the inventory including mechanical units, HVAC, roofing, etc. This information will be coupled with the other inventory data to provide a comprehensive overview of our sites. The committee's second charge is part of the County's annual Capital Budget Process. Once the Budget Office forwards its list of initial requests for the upcoming year, this committee reviews each project and determines if it should be considered capital or if it is something that could be managed through the Operating Budget. Treasury also at that time provides the committee with a list of all existing capital projects. Each department is sent the portion of the list for which they are responsible. They are to report back to the committee the status of each project, and if any are complete, determine if they could be closed, with the remaining funds returned for appropriation to a future project.

COUNTY BUDGET POLICIES / PROCESS

In light of available revenues, the Master Plan, the Administration's goals, and operating expenses, the Budget Office analyzes all requests and pertinent data and compiles the preliminary County Capital Budget and CIP. Bond funding levels are sent to Treasury where the amounts of principal and interest, necessary to cover existing debt and this newly recommended debt, are computed. These debt service estimates, and the total level of recommended Paygo funding, are incorporated into the Base Operating Budget.

Budget Analysts and the Chief of Budget and Management Research are responsible for analyzing the operating requests of, and making funding recommendations for assigned agencies. They need to know each agency's purpose and plans. Prior and year-to-date expenses are reviewed; organizational changes and / or legislated mandates are taken into consideration; and capital project impact on operating expenses are examined. In addition to this information, the Analysts must make funding recommendations in light of the County Executive's goals and guidelines. The budget staff is also mindful of the elements of the County's Five-Year Business Plan especially those concerning the following:

GENERAL POLICIES

- o 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, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.
- o Expenditures will be reviewed and approved and based on real versus perceived needs.
- o Each function, service, project, and expenditure will be reviewed as to its affordability.
- o New sources of revenue will be identified and advanced.
- o The County shall coordinate the capital improvement budget with the operating budget. Debt service operating costs will be projected and included in the operating budget forecasts.

MAINTENANCE OF CAPITAL PLAN AND EQUIPMENT

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

FINANCING CAPITAL PROJECTS

- o All projects must be funded in accordance with the adopted County debt policy.
- o The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the County Council for approval.
- o The County will utilize the least costly method of financing all new projects. The Budget Office also researches and takes into account State and Federal legislation and County policies.

LEGISLATION – Various legislative issues need to be considered when making funding recommendations. Such mandates impact Harford County in numerous areas.

- o Harford County, in order to receive State funds for our Board of Education, must abide by a "Maintenance of Effort" funding requirement that obligates a local government to provide funding for the upcoming fiscal year in an amount sufficient to provide the same per pupil spending ration for next year as exists in the current year.
- o There is also a Maintenance of Effort clause for funding Harford Community College.
- o There are environmental mandates that impact our Water & Sewer system and Solid Waste Management activities.

COUNTY BUDGET POLICIES / PROCESS

COUNTY POLICY – To be assured we are spending tax dollars efficiently and economically, the County has instituted policies regarding:

- o Vehicle Replacement – standards, based on nationally accepted data, have to be met before any county-owned vehicle will be replaced.
- o Hardware and Software requests must be approved by the Information Systems Division, which verifies the need for and the type of equipment to be purchased. It must be compatible with County systems and supportable by County staff.
- **DECEMBER** – Both the Base Operating and Capital Budgets, as recommended by the Office of Budget and Management Research, are distributed to each department at the end of December. The departments are to review their base budgets and develop any “Above the Mark” requests. These requests are prioritized lists submitted to the County Executive for consideration of funding, should projected revenues for the upcoming fiscal year exceed the base budgets. The County has also established an Infrastructure Review Sub-Committee (IRS) which is made up of the Director of Administration, the County Treasurer, the Director of Planning and Zoning, the Director of Inspections, Licensing and Permits, and the Chief of Budget and Management Research. In addition to serving on the Infrastructure Review Committee, this group has the additional duties of attending the Planning Advisory Board’s annual meetings, where they will monitor the Board’s review of each department and agency’s projects which will be requested for the upcoming year. At the completion of these meetings the IRS will review and rate each project for its consistency with the Master Plan, its estimated cost, and how vital it may be to attaining the Administration’s goals and objectives. The inventory master list which will be developed by the Infrastructure Review Committee will also generate a list of systemic issues that need to be addressed. These will be rated by Facilities and Operations in the order of which they need to be attended to. The IRS, in light of available revenues will then recommend to the County Executive those capital projects and those systemic upgrades / replacements it deems appropriate for the upcoming fiscal year. The preliminary County Capital Budget is amended to incorporate the Library’s request and the recommendations of the Infrastructure Review Sub-committee. This amended Capital Budget is then provided to the County Executive, the Director of Administration and County Departments. Staff from the County Budget Office and the Department of Treasury meet with the Planning Advisory Board to discuss the County’s Capital Budget as it stands at this stage. The Board then submits its recommendations to the County Executive.
- **JANUARY** – The Board of Education approves the School System’s Operating and Capital Budgets. The Harford Community College Board approves the College’s Operating and Capital budgets. All of these approved budgets are submitted to the County Executive in January.

VI DEVELOPING THE COUNTY EXECUTIVE’S PROPOSED BUDGET

- **JANUARY THRU MID-MARCH** – Harford County Charter, Section 509 requires that, “Not later than three months prior to the beginning of each fiscal year, the County Executive shall submit to the Council the proposed County budget for that fiscal year.” The process to meet this deadline, starts in January and runs through the middle of March.
 - o **Departments** – Hearings are scheduled during January and the first part of February, where the County Executive, the Director of Administration, the staff of the Budget Office, and the Treasurer meet with each Department Head and their fiscal advisors to:

COUNTY BUDGET POLICIES / PROCESS

- discuss the contents of their Base Operating Budget, and how and why it has changed from the current year's funding
 - review each Performance Measure and analyze the department's success in meeting their objectives
 - have the Department Head discuss the merits of their Above the Mark Requests
 - and to identify the grants the department administers, and whether any grants will expire in the upcoming fiscal year
 - review each project included in their Capital Base Budget, discussing its objective, time line and funding sources
- o **The Public** – In late January, a hearing is scheduled for citizens to address the County Executive as to their concerns and what they would and/or would not like to have incorporated in the upcoming budget.
- o **Spending Affordability** – The Spending Affordability Committee, having met a number of times since August, concludes its analysis and makes its final recommendations to the County Executive as to their estimated growth of Property and Income Tax revenues.

Throughout January and early February, while the hearings are being conducted, the Budget Office is maintaining a running list of items that were brought up at the Public Hearing and of the notes made during the departmental hearings. The Treasurer is simultaneously reworking his revenue estimates for the current and the upcoming budgets. The Budget staff combines all of this data into a report for the County Executive. This report contains each detail the County Executive must consider when making his final decisions on the Proposed Budget. The report is broken down by whether the expense or revenue is "On-going" or "One-time" in nature, to guarantee that one-time money will not be used to support an on-going expense.

With this report, citizen's requests, and with the Spending Affordability Committee's recommendations, the County Executive, in meetings with the Director of Administration, Budget Office staff and the Treasurer, makes final choices as to what will and will not be proposed for the next fiscal year's budget.

Once these decisions are made, the Budget Office must incorporate them with the Base Budgets. This is an extremely time consuming process, involving much detail, and utilizing various information system platforms. The Budget Office has put into place numerous checks and balances to assure the accuracy of the Proposed Budget. When a bottom line has been reached, the Budget Office must take all of the information and produce a budget document that meets all County Charter, Governmental Accounting Standards Board, and Government Finance Officer Association requirements, while being easy for the average citizen to understand. The Office also produces a Proposed Budget in Brief for mass distribution to the public and the press. The Annual Budget and Appropriation Ordinance, which is the actual legislation to be presented to the County Council for adoption, is also prepared by the Budget Office.

VII COUNCIL HEARINGS AND AMENDMENTS

- **APRIL AND MAY** – Harford County Charter, Section 511 requires the Council to conduct at least two public hearings on the Proposed Budget. The Council also conducts hearings with the County Executive and various departments to gather whatever information they

COUNTY BUDGET POLICIES / PROCESS

need to make their funding decisions. After these hearings, Chapter 512 of the Charter states that “the Council may decrease or delete any items in the budget except those required by the laws of the State or of this County, and except any provisions for debt service on obligations then outstanding or for estimated cash deficits. The Council shall have no power to change the form of the budget as

submitted by the County Executive, or to alter the revenue estimates except to correct mathematical errors, or to increase any expenditure recommended by the County Executive for current expense or capital purposes.”

Though the County Council may not alter the County Executive’s revenue estimates, they can decrease or delete other items in the budget and appropriate the equivalent revenue to the Board of Education. The Education Article of the Annotated code of Maryland provides:

“Each county board shall submit an annual school budget in writing to the...county executive....

The county executive shall indicate in writing which major categories of the annual budget of the county board have been denied in whole or reduced in part and the reason for the denial or reduction...

The County Council may restore any denial or reduction made by the county executive in the annual budget submitted by the county board.”

After the hearings, “Amendments” to the budget as proposed by the County Executive may be offered up for the Council’s consideration. These amendments are drafted by either the County Budget Office, or the Council legislative advisors. Any change to the Ordinance must result in the budget remaining balanced.

VIII ADOPTION OF THE BUDGET & SETTING THE TAX RATES

- **May 31st** – Chapter 512, of the Harford County Charter, goes on to provide that the adoption of the budget must be by the affirmative vote of at least four members of the (seven member) Council, and that the Annual Budget and Appropriation Ordinance must be adopted not later than one month prior to the beginning of each fiscal year. 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. Chapter 514 sets the effective date of the budget, July 1, for Harford County, and Chapter 515 charges the Council to levy and cause to be raised the amount of taxes required by the budget in the manner provided by law so that the budget shall be balanced as to proposed income and expenditures.

COUNTY BUDGET POLICIES / PROCESS

IX TRANSFER OF APPROPRIATIONS

Appropriations in the approved budget may be transferred, but varying levels of authorization are required, based on fund structure:

TYPE OF TRANSFER	REQUIRED LEVEL OF AUTHORIZATION
Within the same Fund and within the same Agency	County Executive
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.

- X **SUPPLEMENTAL APPROPRIATIONS** – Harford County Charter, Section 517 allows that...“During fiscal year, the Council, upon the recommendation of the County Executive, may, by law, make additional or supplementary 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.”

- XI **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 fiscal year next succeeding that in which the emergency appropriation was made.

COUNTY BUDGET POLICIES / PROCESS

- XII UNEXPENDED APPROPRIATIONS** – All unexpended and unencumbered current budget year 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 elapse without any expenditure or encumbrance of project appropriations, that project is considered abandoned. Credit balances from completed and / or abandoned projects are available for appropriation in subsequent capital budgets.
- XIII AMENDING THE ADOPTED CAPITAL BUDGET** – Harford County Charter, Section 521 states...”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.”



Susquehanna River

HARFORD COUNTY

VISION

~ PRESERVING HARFORD'S PAST; PROMOTING HARFORD'S FUTURE ~

MISSION STATEMENT

Harford County Government will preserve our traditions and promote the highest quality of life through efficient, honest, and responsive service to all citizens while planning for a prosperous and secure future.

GOALS AND OBJECTIVES

I. Public Safety – Ensuring a Safe Harford

To ensure Harford County's public safety providers have the necessary tools and training to meet the County's growing demand for emergency services.

- o Adopt ongoing retention and recruitment programs for paid and volunteer emergency services personnel that address competitive pay and benefits packages as well as morale and training needs.
- o Reduce crime by providing attractive alternatives to gang membership and drug use and targeting clean up of blighted areas.
- o Employ advanced and superior technology to improve response capabilities, provide for back-up systems, and foster the exchange of information between service providers.
- o Provide opportunities for inter-governmental partnerships which will share data and strengthen cooperation with law enforcement.
- o Plan, practice, and coordinate strategies between local and regional responders and create programs to educate the public to be prepared for emergency and disaster events.

II. Education – Preparing Now, Building for the Future

To make long term investments in education by ensuring that children have a safe and stimulating environment in which to learn and to encourage and promote the availability of academic and technical education programs that prepare all students to compete in the global marketplace.

- o Plan, fund, and build public education facilities that stimulate the learning environment for students, faculty, and staff.
- o Focus on workforce development by fortifying relationships between business, government, and education communities.

HARFORD COUNTY

- o Support the expansion of magnet school curriculum programs that center on cultural and commercial attributes found in each community.
- o Encourage the continuing development of higher education four year and beyond degree programs within Harford County.
- o Collaborate with public school administrators and community leaders to establish open decision making processes that allow for public trust and accountability.

III. Efficient County Government – Governing Smarter

Identify and develop best practices to maximize limited resources and improve the delivery of services to citizens, businesses, and government agencies.

- o Increase public confidence by focusing on customer satisfaction and cost-effective delivery of essential services.
- o Coordinate with other governmental agencies to prevent duplication of efforts, excessive costs, and lengthy processing times.
- o Encourage and expand opportunities for citizens to exchange ideas and learn about government initiatives and programs so the County can provide services and resources responsively and equitably.
- o Employ a ten-year master plan that promotes responsible stewardship of County assets and utilizes a comprehensive approach to identify and prioritize funding for Capital Improvements based on balancing and maintaining a consistent level of service.
- o Aggressively pursue innovative funding sources and opportunities to maximize use of tax-payer dollars.
- o Develop new programs, strengthen internal policies, and provide training that encourages County government employees to consistently provide courteous and skillful service to the citizens of Harford County.

IV. Economic Opportunity – Growing and Sustaining Harford’s Prosperity

Foster an environment within government that encourages financial opportunity and supports private sector ventures that diversify Harford’s economic base in new and existing businesses.

- o Encourage balanced and appropriate economic development that provides high-quality employment and offers first-class retail and services located in areas designated by the Master Land Use Plan.
- o Establish incentives to encourage redevelopment and reinvestment in existing communities.
- o Identify additional opportunities and incentives for the preservation and viability of Harford’s agricultural industry.
- o Maintain development guidelines and procedures that are consistently and fairly applied and allow for a range of business activities.

HARFORD COUNTY

V. Environmental Stewardship – Protecting our Environment

To protect and preserve the County's environment through the efficient use and reuse of its resources.

- o Cultivate policies that stress soil conservation and help restore and sustain forest assets and watershed areas.
- o Promote intergovernmental coordination to protect regional water resources, open space, and conservation districts.
- o Encourage private sector energy conservation and environmental stewardship using legislation, financial incentives, and education.
- o Design and construct a comprehensive waste management program that protects human health, promotes energy recovery, and minimizes impacts to the natural environment.
- o Adopt a policy that supports fuel conservation and alternative energy sources in all County owned buildings and vehicles.

VI. Quality Living – Safeguarding What is Important to Families and Friends

Cultivate life enhancing amenities and necessary infrastructure that enrich the lives of Harford County citizens and neighborhoods through sound planning practices, investments in parkland and recreation, and promotion of community spirit and cultural arts.

- o In partnership with community based organizations government agencies will build, operate, and maintain facilities and resources that encourage citizens to be self reliant.
- o With a focus on managing growth, guide the continued creation of safe, adequate, and diverse housing stock that ensures equal opportunity and the availability of decent and affordable accommodations.
- o Encourage the growth of community spirit through the use of revitalization projects and create opportunities for neighborhoods to meet and discuss common concerns and desires.
- o Design and maintain locations and facilities that provide diversified leisure activities to meet current needs and anticipated growth.

HARFORD COUNTY

PERFORMANCE MEASURES

After reviewing our Performance Based Management system, which was instituted in 1996, it was found that our measurements were portraying an incomplete picture of the County's efforts. The analysis showed that over 40% performance measures were output oriented.

A good performance measurement system should provide accurate information as to how well we are progressing towards accomplishing the County's mission, goals, and objectives. These systems should answer the following questions: what is being achieved; how efficiently was the work performed; and whether or not citizens were assisted and satisfied.

Therefore, beginning with the FY 07 Budget, Harford County will continually be in the process of revising its performance measurement system. Our goal is to provide a comprehensive overview of our performance from multiple perspectives, encompassing the "family of measures" concept.

As you will see throughout this budget document, we are still in the early stages of developing this new technique. This new technique is a starting point and as our experience and understanding grows, we will continue to expand and improve on the "family of measures" concept.

A "family" of measures includes the following:

Input - Value of resources used to produce an output.

Output - Quantity or number of units produced. Outputs are measurable.

Efficiency - Inputs used per unit of output (or outputs per input).

Service Quality - Degree to which customers are satisfied with a program or how accurately or timely a service is provided

Outcome - Qualitative consequences associated with a program / service, i.e., the ultimate benefit to the customer. Outcome focuses on the ultimate "why" of providing a service.

Matrix of Primary County Goals by Department

The following table reflects which departments are responsible for supporting the FY 09 County goals. Please refer to the Budget details of each department to see specific goals and objectives.

Department	I. Public Safety	II. Education	III. Efficient County Government	IV. Economic Opportunity	V. Environmental Stewardship	VI. Quality Living	Department	I. Public Safety	II. Education	III. Efficient County Government	IV. Economic Opportunity	V. Environmental Stewardship	VI. Quality Living
Administration			X			X	Emergency Services	X	X	X			
Procurement			X				Inspections, Licenses & Permits	X					
Treasury			X				DPW - Highways & Water Resources	X		X		X	
Law			X				DPW - Construction Management			X			X
Planning & Zoning		X	X	X			DPW - Water & Sewer			X		X	X
Human Resources			X				DPW - Environmental Services	X				X	X
Community Services	X	X	X			X	State's Attorney	X		X			
Handicapped Care Centers			X				Elections			X			
Health						X	Library		X				X
Office of Government & Community Relations			X				Parks & Recreation			X			X
Housing			X			X	Conservation of Natural Resources		X			X	X
Sheriff	X						Economic Development				X		



Flowering Dogwood
Official Harford County Tree

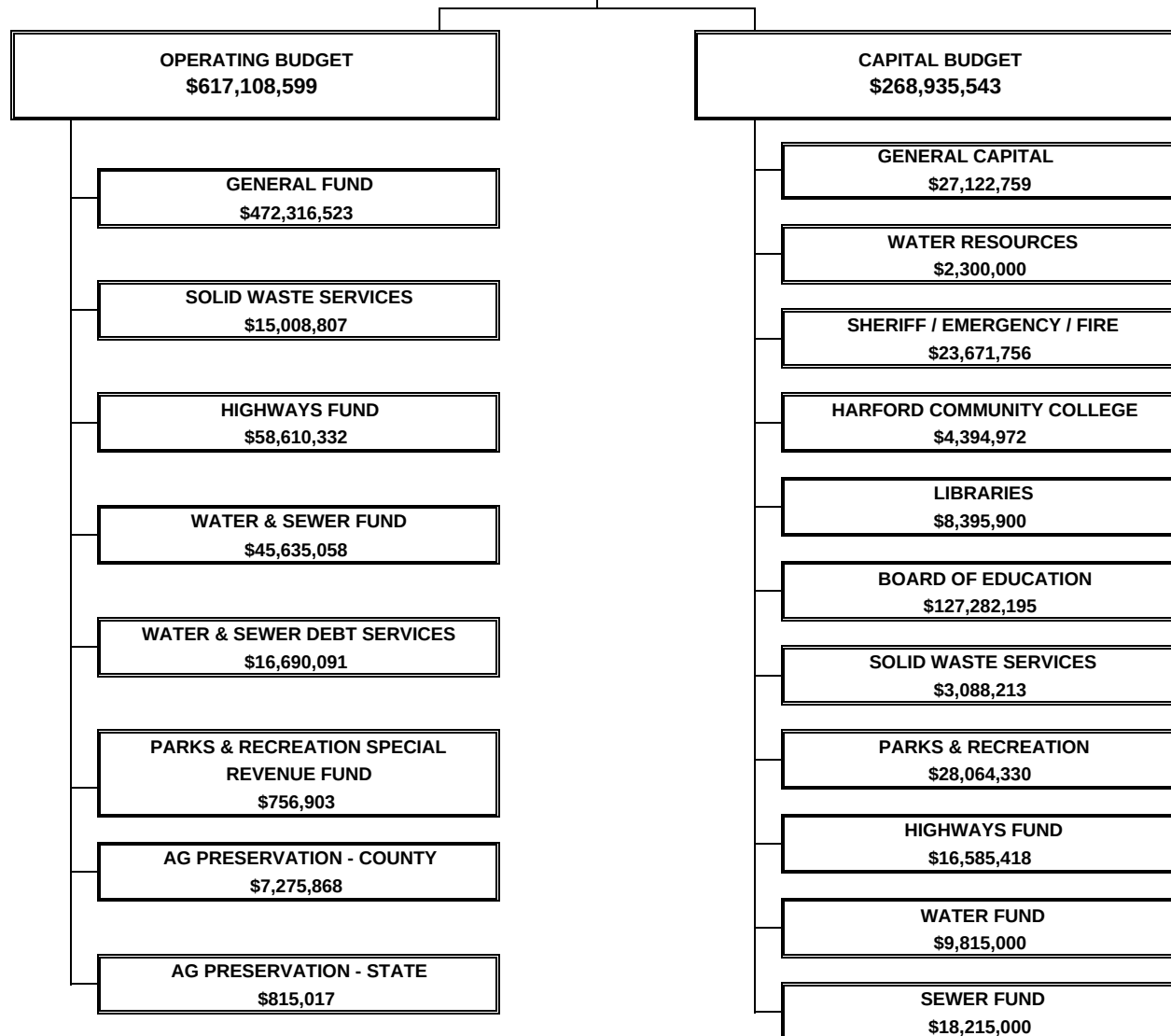
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Harford County Administration Building

HARFORD COUNTY TOTAL FY 09 APPROVED BUDGET ALL FUNDS \$886,044,142



HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

Although there is a standardized "Annual Budget Process," the development of each year's budget is based on: current and projected economic conditions; the wants of our citizens; plus operational needs and mandates, coupled with the strategic plans, fiscal policies and management techniques adopted by the Administration.

As we began developing our FY 2009 Operating and Capital Budgets we were faced with issues beyond the normal increases in health care coverage, utilities, and basic operating and contractual expenses. We had to consider a declining national economy, a major drop in home sales and construction, and Maryland's State budget problems. With each of these forces limiting Harford County's revenues to some extent we had to make priority funding decisions, not just accepting growth to existing expense items, but examining each of these expense items for true need.

REVENUES

ALL FUNDS

FY 09 Approved Budget	617,108,599
FY 08 Approved Budget	615,837,297
\$ growth	1,271,302
% growth	0.21%

FUNDING SOURCE

GENERAL	472,316,523
HIGHWAYS	58,610,332
PARKS AND RECREATION	756,903
AG PRESERVATION - COUNTY	7,275,868
AG PRESERVATION - STATE	815,017
WATER & SEWER OPERATING	45,635,058
WATER & SEWER DEBT SERVICE	16,690,091
SOLID WASTE SERVICES	15,008,807

FY 09 TOTAL ALL FUNDS **617,108,599**

REVENUE SOURCE

PROPERTY TAXES	267,578,825
INCOME TAXES	177,585,778
W & S USER CHARGES	23,632,853
WASTE TO ENERGY PLANT	11,742,319
W & S DEBT SERVICE	10,019,800
INTERGOVERNMENTAL/STATE-SHARED	47,229,472
INVESTMENT INCOME	4,601,599
FUND BAL APPROP / UNRESTRICTED NET ASSETS	45,859,783
OTHER REVENUE	28,858,170

FY 09 TOTAL ALL REVENUES **617,108,599**

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

A more in depth discussion of individual revenue streams can be found in each "Fund" Section of the document; however, significant changes to several specific funding sources contribute to the slight growth of the FY 09 All Funds Operating Budget.

For FY 09, Property and Income tax revenues are estimated to generate 72% of the total of all revenue.

Property Taxes

FY 09 Approved Budget	267,578,825	43.36% of the Total All Funds FY 09 Operating Budget
FY 08 Approved Budget	243,245,127	39.50% of the Total All Funds FY 08 Operating Budget
\$ growth	24,333,698	
% growth	10.00%	

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.

Income Taxes

FY 09 Approved Budget	177,585,778	28.78% of the Total All Funds FY 09 Operating Budget
FY 08 Approved Budget	170,297,559	27.65% of the Total All Funds FY 08 Operating Budget
\$ growth	7,288,219	
% growth	4.28%	

In preparing our FY 2009 estimates, income tax receipts were showing a slowing in growth over the previous year. As a result, the Spending Affordability Committee in their Fall projection, recommended a lowering of the growth rate projection for FY 2009. In addition, to their recommendation, actions by the Maryland General Assembly during the Special Session in November 2007 changed the income tax laws for State residents. The State's changes were projected to lower the County's income tax receipts by \$3.9 million. These actions combined result in an estimated increase of 4.3% or \$7.3 million for FY 09.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

State Highway User Tax

FY 09 Approved Budget	14,499,660	2.35% of the Total All Funds FY 09 Operating Budget
FY 08 Approved Budget	14,777,392	2.40% of the Total All Funds FY 08 Operating Budget
\$ growth	(277,732)	
% growth	-1.88%	

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 30% of 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 we use the Maryland Department of Transportation, State Highway Administrations estimates for the Highways User Tax. Based on their estimates we are anticipating a reduction of (1.9%) or (\$277,732) from the FY 2008 budget.

Recordation Tax

FY 09 Approved Budget	12,927,776	2.09% of the Total All Funds FY 09 Operating Budget
FY 08 Approved Budget	16,422,470	2.67% of the Total All Funds FY 08 Operating Budget
\$ growth	(3,494,694)	
% growth	-21.28%	

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 support the Water and Sewer Debt Service Fund.

With the slowdown in housing and existing home sales there has been a significant decrease in recordation tax revenues.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

Investment Income

FY 09 Approved Budget	4,601,599	0.75% of the Total All Funds FY 09 Operating Budget
FY 08 Approved Budget	10,376,550	1.68% of the Total All Funds FY 08 Operating Budget
\$ growth	(5,774,951)	
% growth	-55.65%	

Income from investments are adjusted for FY 09 to align with the anticipated decline based on the Federal policy of cutting rates, lowering overall investment returns.

STRATEGIC PLANNING

For Harford County, 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 on which Performance Management and Budgets are built. Short range plans and objectives are considered in light of available resources, compatibility with the Master Plan, and their contribution towards the Administration's Goals.

MASTER PLAN

Harford County Charter, Article VII, Planning and Zoning, calls for the Department of Planning and Zoning to prepare and propose Master Plans from time to time. Such plans may be initiated by order of the County Executive or by legislative act of the Council. Master Plans provide 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.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

Our latest Master Plan incorporates a number of elements:

A LAND USE ELEMENT PLAN - shows proposals for public, private, residential, commercial, industrial, agricultural and recreational uses of land.

The Land Use Element Plan includes an additional implementation tool, an ADEQUATE PUBLIC FACILITIES PROGRAM (APF) to help manage growth more effectively in the County's Development Envelope. APF simply says the existing public facilities for water, sewer, schools and roads must be adequate to support planned land development.

A TRANSPORTATION PLAN - covering all types of highways or streets, airways, waterways and railways.

A WATER & SEWER MASTER PLAN - sets the foundation for timing and planning of public water and sewer facilities in appropriately zoned areas.

A SOLID WASTE MANAGEMENT PLAN - evaluates the County's solid waste management operations and establishes a 10 year management program.

THE CHESAPEAKE BAY CRITICAL AREA PROGRAM - is designed to manage land use within 1,000 feet of tidal waters and tidal wetlands, with a goal of protecting water quality and natural habitat, and to accommodate future growth based in environmentally sensitive areas.

THE RURAL ELEMENT PLAN - addresses preservation of the County's rural character and 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.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

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.

AN 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.

THE EDGEWOOD COMMUNITY PLAN - is a comprehensive revitalization strategy to improve physical, social, and economic conditions within the Edgewood community, which strives to guide future growth and sustain the community's character and values.

A JOPPA / JOPPATOWNE COMMUNITY PLAN - is a community-level master plan that serves as a blueprint for the physical development and redevelopment of the community.

A COMMUNITY FACILITIES PLAN ELEMENT - which goes as far into the future as is reasonable with appropriate and desirable proposals for parks and recreation areas, schools and other educational and cultural facilities, libraries, churches, hospitals, social welfare and medical facilities, institutions, fire stations, police stations, jails or other public office or administrative facilities.

DESIGNATED GROWTH AREAS - In 1977 the County adopted a Development Envelope concept as part of our Master Plan, this defined a geographic area for planned development directing more intense growth into a specific area, namely the corridors defined by I-95 / U.S. Route 40 and the MD Route 24 corridor north to Bel Air. Our 2004 Master Plan introduced Designated Growth Areas, which include the Development Envelope but also define other growth areas, which will be developed as well, mainly the HEAT (Higher Education and Applied Technology) Center, Harford Community College, municipalities, rural villages and certain mixed office use locations.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

ADMINISTRATIVE GOALS

In addition to current and future basic operational obligations, we must also recognize those expenses to be funded for the upcoming year and committed to future budgets, which work towards meeting the Countywide Mission, Vision, Goals, and Objectives. The following serves as a clear structure for identifying what we collectively would like to achieve, and how we envision the County when we are successful.

MISSION STATEMENT

Harford County Government will preserve our traditions and promote the highest quality of life through efficient, honest, and responsive service to all citizens while planning for a prosperous and secure future.

VISION

~ Preserving Harford's past; promoting Harford's future ~

GOALS

- I Public Safety - Ensuring a Safe Harford
To ensure Harford County's public safety providers have the necessary tools and training to meet the County's growing demand for emergency services
- II Education - Preparing Now, Building for the Future
To make long term investments in education by ensuring that children have a safe and stimulating environment in which to learn and to encourage and promote the availability of academic and technical education programs that prepare all students to compete in the global marketplace.
- III Efficient County Government - Governing Smarter
Identify and develop best practices to maximize limited resources and improve the delivery of services to citizens, businesses, and government agencies.
- IV Economic Opportunity - Growing and Sustaining Harford's Prosperity
Foster an environment within government that encourages financial opportunity and supports private sector ventures that diversify Harford's economic base in new and existing businesses.
- V Environmental Stewardship - Protecting our Environment
To protect and preserve the County's environment through the efficient use and reuse of its resources.
- VI Quality of Life - Safeguarding What is Important to Families and Friends
Cultivate life enhancing amenities and necessary infrastructure that enrich the lives of Harford County citizens and neighborhoods through sound planning practices, investments in parkland and recreation, and promotion of community spirit and cultural arts.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

LONG RANGE ISSUES AND GOALS

Harford County's most important issues, as defined by our citizens, are controlling development and coping with the results of population growth, mainly overcrowded schools, a concern for public safety, and the potential for diminishing the importance of our agricultural heritage.

DEVELOPMENT - With the desirable quality of life available in Harford County, we have grown rapidly since 1980. Our population in 1980 was 145,930 compared to 238,250 in 2005. Various actions have been taken to control the amount and to define the type of growth we are experiencing. Elements of the Master Plan and the Designated Growth Areas have been espoused.

In April 2007, the County Council amended the adequate public facilities legislation controlling development where the enrollment of schools which serve a site greater than 105% of the rate capacity of the school, or the enrollment is projected to be greater than 105% within three years. The amendments provide that preliminary plans and site plans may be approved for developments where the enrollment of a school serving the site is greater than 105% of the rated capacity, if the Approved Capital Budget contains a project which provides sufficient funds for construction of a new school or school addition and upon completion enrollment at the school which serves the site will be reduced below 105% capacity; or actual construction of a project has begun; or the capital project will be completed and operational within one year. In addition, the amendments provide that the State rated capacity be used to determine the capacity of school facilities and generally related to school adequacy standards.

Economic development plans have been set in place to attract new high tech industry to Harford County, which would result in a larger assessable base and job growth, while not placing the increased demands on our school system that residential growth would bring. This effort aligns with the Federal Government's Base Closure and Realignment Act's (BRAC) impact on Aberdeen Proving Ground (APG), which is Harford County's largest employer with over 18,000 civilian and military employees. Harford County was apprised of the extent to which the Department of Defense's Base Realignment and Closure (BRAC) decisions would impact us. Harford County Government has been aggressively working to make our communities ready for what is to be the largest economic impact to our County since 1917, the year that APG was established.

The BRAC Planning and Advisory Committee, under the direction of the County Executive has developed a plan with over 70 action items. This plan continues to be the County's road map to making improvements to every aspect of public infrastructure and support. The County is working with our partners in the Chesapeake Science and Security Corridor, the State, and the towns to implement these recommendations.

This spring 32 government employees reported to work at APG from New Jersey, and later this summer they will be joined by over 300 more employees. In 2009, 600 government employees will be added to the rolls at APG.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

Aberdeen Proving Ground's Business Development Office is a one-stop shop for businesses interested in technology resources available on Post, encouraging public/private coordination and technology transfer. The office, the first of its kind in the Army, combines the talents of federal research and private industry for mutual benefit and has won regional awards for its innovative and proactive approach. Recently, Maryland TEDCO was awarded an additional \$1 million in federal funding to continue technology transfer at APG via the Business Development Office. APG and community efforts secured \$5 million in federal funding to establish the Counter Terrorism Training Center. This center will play a key role in the Nation's Homeland Defense Strategy. APG, the City of Aberdeen and the Harford County Office of Economic Development are also jointly pursuing enhanced use leasing opportunities on Post to attract contractor operations that support the Army's mission, including a new 200 acre high technology / defense aero park.

The Administration's Technology Plan includes:

Incubator Programs
Fast Track Permitting
Defense Conversion / Transfer
Higher Education Program Development
Workforce Technical Training Grants

Recruitment
Enterprise Zone Tax Credits
Redevelopment Assistance
Regional Market Profiles and Cost Analysis
Utility Rate Incentives

Specialized Training Coordination
Job Creation Tax Credits
Online Site Database
Small Business Assistance

and Financial Assistance Programs for:

Site Acquisition
Construction
Small Business Assistance

Leasehold Improvements
Redevelopment Assistance

Equipment Purchases
Technology Development

These financing programs include:

Industrial Revenue Bonds for Manufacturers and 501(c)(3) Organizations.

An Economic Development Opportunity Fund - where local and federal funds are used to encourage investment, retention and job creation for working capital, equipment purchases, land or building improvements and purchases.

A Revolving Loan Fund - to provide creditworthy businesses unable to obtain financing through traditional sources due to limited equity, collateral or cash flow.

An Enterprise Loan Fund - to revitalize older industrial areas of the County and support resident businesses.

A Community Block Development Grant for Economic Development - includes funding to develop targeted areas with water and sewer lines and / or rail service to industrial sites and construction of new and expanding businesses.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

ISSUES RESULTING FROM POPULATION GROWTH

SCHOOL CAPACITY

County policy in the 1980's included a Paygo only method for financing capital projects. Though this left the County fiscally strong, it had a severe impact on needed public infrastructure. County policy was amended in the 1990's to again include bond financing and some facility issues were addressed. Wastewater treatment plant expansions, solid waste disposal sites, a detention center, a police substation, fire and ambulance stations and schools were funded. With the need for so many projects, school construction was limited to address the then current population. Seven elementary schools and one middle school were opened during the 1990's; high schools were only to be renovated and even that was scheduled for the future. When high school overcrowding became a real issue in the late 90's, it was a problem in all areas of the County. Analysis of the situation proved that construction of a new high school was more cost effective than rehabilitating an existing school. While the County and the State agreed that the need for high school construction existed, the County was facing the same economic downturn that was being felt nationally, and the State was experiencing even greater financial problems. In addition, the new State Administration became aware of school funding commitments well beyond its capacity.

Harford County is committed to addressing school capacity issues and has funded numerous projects over the past several years. The modernization / expansion of North Harford High School was completed in the summer of 2007. The largest project directed to alleviating capacity issues is the new Patterson Mill Middle / High school facility which opened in the summer of 2008. In FY 08, we started the reconstruction of Bel Air High School on a "forward funded" basis with General Obligation Bonds.

The Administration is also aware of other school capital needs, including the replacement of Edgewood High School, two new elementary schools for the Bel Air area, as well as modernization / additions to two elementary schools. To this end, the County Executive and County Council explored alternate financing methods and potential new revenue streams. The Council appealed to the State General Assembly for authority to implement new and / or adjust existing revenues which would be dedicated to school construction. The only authority granted was for an Impact Fee. The Maryland General Assembly adopted House Bill 965 (Article 24, Subtitle 10A, Harford County School Construction Financing Section 9-10A 01) in 2004. The bill states, "In general. - The County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development. . . Use of revenues.- The revenues from the special fund may be used only for:

(1) School site acquisition;	(2) School construction;	(3) School renovation;
(4) School debt reduction; or	(5) School capital expenses."	

Legislation to initiate an Impact Fee was adopted by our County Council, and became effective July 1, 2005.

We remain conscious of the fact that new or expanded facilities carry future operating price tags. When projecting out year budgets, additional staff and ancillary expenses are included for additional capacity.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

PUBLIC SAFETY

Population growth and new technologies have generated the need for long term planning for Public Safety. Projects for long-term Public Safety include the design and construction of a 288 bed expansion for medium security level inmates at the Detention Center. Upon completion of the expansion, the estimated on-going operating costs, to include approximately 54 new correctional officer positions will be nearly \$5,600,000 annually. Funds are also included to renovate the existing first floor and construct a second floor to the Emergency Operations Center.

The Administration has worked with our Volunteer Fire Companies to develop a viable Capital Improvement Program to renovate / expand / or build new main and substations. For FY 09, funding is provided to expand and renovate the Susquehanna Hose Company House #5 substation; and engineering and design of a new substation for Bel Air at Patterson Mill.

AGRICULTURAL PRESERVATION

The pressure on farmers to sell land for development has greatly increased with additional demand for housing caused by population growth and low interest rates. To encourage land owners to preserve farmland the County participates in the State of Maryland's Agricultural Preservation Program. For FY 09, it is projected that the County will receive \$178,493 in State Agricultural Land Transfer Tax receipts. Harford County also has its own Agricultural Preservation Program to allow land owners to preserve productive farmland for future generations through the use of conservation easements, or by selling their development rights. Our commitment to the program is demonstrated by changes made, whereby the base value and cap associated with the per acre price has been increased from \$10,000 to \$15,000, and the development cap will increase from \$125,000 to \$135,000 per development right leaving a projected price per acre at an average of \$11,000. The County program for FY 09 totals \$7,275,868.

By July 2008, the County will have purchased an estimated 43,000 acres of farmland through County and State Agricultural Preservation Programs.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

THE ENVIRONMENT - Harford County has an established, award winning Recycling Program and a County-owned and operated water / sewer system that always meets and usually exceeds mandated standards. We have in place a Capital Improvement Plan designed to maintain and expand the water / sewer network and to manage the disposal of solid waste.

To save landfill air space and manage solid waste well into the future, Harford County contracted with the Northeast Maryland Waste Disposal Authority which under its revenue bond financing authority, developed the Harford Waste-to-Energy Facility (WTE) to process most of the County's solid waste. Through a contractual arrangement with WTE, each year more than 110,000 tons of the County's waste is burned to produce energy, which is purchased by Aberdeen Proving Ground. The WTE contract covers the operating and maintenance costs of the facility and is funded with Solid Waste Services revenue, derived from tipping fees, fees for burning permitted or recovered materials, tire disposal fees, and the sale of steam to Aberdeen Proving Ground. Under the WTE contract, the County pays the debt service on the facility and will own the plant in 2016. Federal and State environmental regulations require a retrofitting of the facility. This cost will also be covered by Northeast Maryland Waste Disposal Authority Bonds on which the County will pay the debt service.

OTHER POST EMPLOYMENT BENEFITS (OPEB) - Effective July 1, 1994, employees of Harford County Government who retire from County service with a pension benefit under the Maryland State Retirement System will receive a subsidy toward the purchase of group health benefits. Effective July 1, 1998, the spouses of eligible employees also received the same subsidy as the employee. Harford County has completed the first actuarial analysis on our OPEB liability and funded the annual required contribution in FY 08 in the amount of \$14.2 million. This was accomplished through a planned contribution in the budget for FY 08 of \$4.1 million and designation of unreserved fund balance in FY 07 of \$10.1 million. A bill was introduced and passed by our County Council in May, 2008 to create an OPEB Trust Fund into which deposits will be made annually. For FY 09, the budget includes \$8.1 million to fund the second year's contribution to the Trust. This is an increase of 97.6% or \$4 million over FY 08 budgetary amount.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

FY 2009 ISSUES AND OBJECTIVES

Short range issues and objectives are considered in light of available resources, compatibility with the Master Plan, their contribution towards County Goals, operating requirements, mandates, and above all the wants of our citizens.

After careful review and analysis, the Approved Fiscal 2009 Operating and Capital budgets allocates our available resources, assuring that citizen's concerns were addressed, that permanent funding commitments were sustainable, and that we continue to enhance our educational system, maintain public safety, protect our environment and preserve our quality of life.

EDUCATION

For FY 09, the County support to our schools provides an additional \$11.3 million. It should be noted that for FY 09 State law required no County increase in school funding. My administration hopes that in combination with additional funds from all other revenue sources the following priorities will be funded:

PATTERSON MILL MIDDLE / HIGH SCHOOL - for FY 09, with the inclusion of eleventh grade students, additional funding is recommended to provide for eight classroom teachers, two Special Education teachers, and one Special Education Para-educator as well as a full-time Librarian to be created by combining a 0.7 full-time employee (FTE) being transferred from another school and combined with a new 0.3 FTE.

MAGNET and SPECIAL PROGRAMS - funding is proposed for two teachers for the Homeland Security Program at Joppatowne High School; two teachers for the International Baccalaureate Program at Edgewood High School; and a half-time Coordinator / half-time teacher for the Natural Resource and Agricultural Science Program.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2009 BUDGET SUMMARY

PUBLIC SAFETY

Public Safety issues for FY 09 include providing various departments with sufficient staff and funding to maintain safe communities; gang suppression initiatives; and supporting a variety of programs which offer drug prevention and / or rehabilitation services.

THE SHERIFF'S OFFICE - Full funding of a new pay plan for the civilian staff of the Sheriff's Office to allow for more competitive salaries to recruit and retain highly qualified personnel and funds to hire 10 new deputy positions to start in the Spring of 2009.

VOLUNTEER FIRE COMPANIES - have been funded over the years with County support, service reimbursements and major fund raising efforts conducted by the companies themselves. With more complicated technology and legal mandates, increased funding and demand on volunteers' time have become major concerns. The County Administration and the Volunteer Fire Companies worked together to develop new strategies for coping with these issues. The results have been:

AN EMERGENCY MEDICAL SERVICES FOUNDATION - an initiative started in FY 06 to provide for a partially paid emergency medical service. At the request of the Volunteer Fire Association, the County funded their request in FY 09 for increased support to the foundation for an increase of \$293,193 for a total of \$2,247,814.

A FACILITY REPAIR / RENOVATION PROJECT - the County continued to support the capital project created in FY 07 by appropriating \$750,000 to provide funds for facility repair / renovation costs for existing stations, to be determined / approved by the Association of the Volunteer and Emergency Medical Service of Harford County, Inc. for system repairs, roofs, paving, HVAC and other minor renovations. Moreover, \$750,000 for each subsequent year has been included in the Capital Improvement Program.

In addition, the County is boosting its annual appropriation to each company by 10%, supplementing funds to cover the rising cost of fuel, and increasing funds for support services.

OTHER FY 09 ISSUES AND OBJECTIVES

FOR OUR EMPLOYEES - the FY 09 Approved Operating Budget includes a wage package, consisting of a 3% merit increase and a 3% COLA for all eligible staff; and a Classification and Pay Market Adjustment of 3% for all eligible staff. In addition, funds are included to be matched with a State grant for a new "House Keys 4 Employees" program to assist employees who are first time homebuyers with settlement and closing costs.

FOR COUNTY RETIREES - to help with the inflated costs of health care, for FY 09 the County increased the percentage it will pay for health benefit packages for County retirees from a maximum of 75% to a maximum of 90%, the percent being based on years of service under a new County policy.

After an in-depth analysis of available revenues, with our Master Plan and the Administration's Goals in mind, we developed the FY 09 Operating and Capital Budgets with the hope of being responsive to the needs of our citizens and of maintaining Harford County's quality of life.

HARFORD COUNTY, MARYLAND
FY 2009 TAXABLE ASSESSABLE BASE
GENERAL FUND

	Fiscal Year 2006-2007		Fiscal Year 2007-2008		Fiscal Year 2008-2009	
	Taxable Assessable Base	Audited Revenue	Taxable Assessable Base	Projected Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.926		@ \$0.926		@ \$0.926
Full Year Levy	18,845,238,445	174,506,908	21,819,654,428	202,050,000	24,751,522,246	229,199,096
Partial Year Levy	118,387,041	1,096,264	99,999,897	925,999	85,000,000	787,100
Real Property Subtotal	18,963,625,486	175,603,172	21,919,654,324	202,975,999	24,836,522,246	229,986,196
<u>PERSONAL PROPERTY</u>		@ \$2.315		@ \$2.315		@ \$2.315
Unincorporated Business	13,833,650	320,249	14,525,333	336,261	14,750,022	341,463
Railroads and Public Utilities	569,015,421	13,172,707	597,466,192	13,831,342	599,512,009	13,878,703
Corporate Property	366,567,775	8,486,044	384,896,164	8,910,346	392,000,000	9,074,800
Personal Property Subtotal	949,416,847	21,979,000	996,887,689	23,077,950	1,006,262,030	23,294,966
Grand Total	19,913,042,333	197,582,172	22,916,542,013	226,053,949	25,842,784,276 ⁽¹⁾	253,281,162
<u>ADDITIONS AND SUBTRACTIONS</u>						
Interest, Discounts and Other Credits		(7,655,277)		(14,282,010)		(25,136,660)
NET TAXES		189,926,895		211,771,939		228,144,502

⁽¹⁾ The total taxable value of the assessed base for Harford County is estimated to be \$25,842,784,276 on June 30, 2009. The estimated tax exempt portion of the total assessable base is estimated to be \$3,683,959,025 as of June 30, 2009. The total assessable base is estimated at \$29,526,743,301.

HARFORD COUNTY, MARYLAND

FY 2009 TAXABLE ASSESSABLE BASE

HIGHWAYS FUND

	Fiscal Year 2006-2007			Fiscal Year 2007-2008		Fiscal Year 2008-2009	
	Taxable Assessable Base	Audited Revenue	Growth Rate from Prior Year	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.156			@ \$0.156		@ \$0.156
Full Year Levy	16,140,753,846	25,179,576	15.1%	18,623,783,333	29,053,102	19,692,257,692	30,719,922
Partial Year Levy	76,947,436	120,038	-24.4%	76,717,949	119,680	59,923,077	93,480
Real Property Subtotal	16,217,701,282	25,299,614	14.8%	18,700,501,282	29,172,782	19,752,180,769	30,813,402
<u>PERSONAL PROPERTY</u>		@ \$0.39			@ \$0.39		@ \$0.39
Unincorporated Business	9,437,692	36,807	24.6%	9,481,026	36,976	9,421,795	36,745
Railroads and Public Utilities	517,773,077	2,019,315	8.6%	416,761,795	1,625,371	496,215,897	1,935,242
Corporate Property	257,219,231	1,003,155	5.2%	314,894,103	1,228,087	253,164,103	987,340
Personal Property Subtotal	784,430,000	3,059,277	7.6%	741,136,923	2,890,434	758,801,795	2,959,327
Grand Total	17,002,131,282	28,358,891	14.0%	19,441,638,205	32,063,216	20,510,982,564	33,772,729
<u>ADDITIONS AND SUBTRACTIONS</u>							
Interest, Discounts and Other Credits		83,504	-8.0%		164,621		38,876
NET TAXES		28,442,395	13.9%		32,227,837		33,811,605

**DEBT REQUIREMENTS FOR FISCAL YEAR 2008-2009
HARFORD COUNTY, MARYLAND**

LONG TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Obligation Bonds	7,167,939	5,462,700	12,630,639
Community College Bonds	1,012,414	1,198,661	2,211,075
Public School Bonds	6,692,993	8,431,072	15,124,065
Agricultural Preservation Loans	1,800,000	3,100,000	4,900,000
Water & Sewer Bonds	8,076,144	5,076,812	13,152,956
Water & Sewer Loans	2,261,623	398,751	2,660,374
Water & Sewer DBED Loan	34,231	2,834	37,065
Highways Bonds	32,265	2,050	34,315
Farmers Home Loan	33,948	65,486	99,434
Notes General Fund	697,500	265,166	962,666
Notes Public Schools	137,500	137,500	275,000
Notes Water & Sewer Fund	100,000	100,000	200,000
TOTALS	<u><u>28,046,557</u></u>	<u><u>24,241,032</u></u>	<u><u>52,287,589</u></u>

SHORT TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Fund Lease Finance			
2007 Lease Purchase - County	1,340,084	201,120	1,541,204
2007 Lease Purchase - Public Schools	1,216,655	182,596	1,399,251
2007 Lease Purchase - College	67,344	10,107	77,451
Sub total General Fund	<u>2,624,083</u>	<u>393,823</u>	<u>3,017,906</u>
Highways Fund Lease Finance	533,236	80,028	613,264
Water & Sewer Fund Lease Finance	61,093	9,169	70,262
Solid Waste Services Lease Finance			
Waste to Energy Lease 2002	700,000	204,120	904,120
Waste to Energy Retrofit	1,140,000	406,650	1,546,650
2007 Lease Purchase	223,677	33,570	257,247
Sub total Solid Waste Services	<u>2,063,677</u>	<u>644,340</u>	<u>2,708,017</u>
TOTALS	<u><u>5,282,089</u></u>	<u><u>1,127,360</u></u>	<u><u>6,409,449</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.

	REAL PROPERTY	PERSONAL PROPERTY	TOTAL
ESTIMATED VALUE OF NET ASSESSED PROPERTY	24,836,522,246	1,006,262,030	LEGAL
APPLICABLE GENERAL OBLIGATION DEBT % RATE	6%	15%	DEBIT LIMIT
ESTIMATED LEGAL DEBT LIMIT - for borrowing of funds and issuance of bonds	1,490,191,335	150,939,305	1,641,130,639

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2008

ESTIMATED LONG TERM DEBT:

Waste to Energy	9,052,250
General Obligation	154,427,888
Solid Waste	16,191,696
Community College	18,659,309
Public Schools	276,896,318
Highways	1,749,268
<u>TOTAL ESTIMATED LONG TERM DEBT</u>	<u>476,976,729</u>

ESTIMATED SELF SUSTAINING DEBT:

Water & Sewer Bonds and Loans	180,839,732
Agricultural Preservation Debt	42,426,147
<u>TOTAL ESTIMATED SELF SUSTAINING DEBT</u>	<u>223,265,879</u>

ESTIMATED TOTAL BONDED DEBT

LESS: Estimated Self Sustaining Debt	223,265,879

ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT

476,976,729

ESTIMATED TOTAL LEGAL DEBT LIMIT

1,641,130,639

LESS: Estimated Total Debt Applicable to Legal Debt Limit	476,976,729

ESTIMATED LEGAL DEBT MARGIN

1,164,153,910

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2005-2014**

	Actuals			Approved Budget	Approved Budget	Projected				
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Expenditures ^{(1) (2)}										
County Council	\$ 1,499,002	\$ 1,620,482	\$ 1,747,353	\$ 2,404,701	\$ 2,363,505	\$ 2,504,151	\$ 2,653,167	\$ 2,811,050	\$ 2,978,329	\$ 3,155,561
General Government	30,780,832	34,531,936	39,583,201	52,984,944	59,193,786	64,102,157	69,417,532	75,173,660	81,407,088	88,157,394
Education - Primary through Community College	166,326,151	189,193,543	204,193,543	215,393,543	227,693,543	243,332,238	260,045,047	277,905,744	296,993,168	317,391,575
Harford Center	382,143	432,143	482,143	532,143	582,143	621,318	663,130	707,755	755,383	806,216
Judicial	5,661,080	6,195,518	6,621,901	7,922,539	8,307,770	8,859,639	9,448,168	10,075,791	10,745,106	11,458,883
Libraries	11,646,499	13,105,781	14,361,956	15,705,461	16,667,988	18,208,046	19,890,400	21,728,196	23,735,798	25,928,895
Parks and Recreation	6,757,683	7,432,536	8,801,580	10,389,274	10,799,313	11,697,189	12,669,716	13,723,101	14,864,066	16,099,894
Public Safety	52,992,093	60,288,137	68,100,888	83,587,241	86,438,357	93,718,595	101,612,008	110,170,241	119,449,288	129,509,859
Public Works	38,653,343	46,648,713	52,074,528	52,780,667	52,970,142	56,968,936	61,269,604	65,894,936	70,869,441	76,219,479
Social Services	8,966,602	9,724,009	10,300,694	13,717,254	15,208,937	16,409,832	17,705,550	19,103,577	20,611,992	22,239,512
Other Financing Uses	22,100,669	41,158,645	36,905,399	30,680,891	27,378,281	28,880,985	30,466,167	32,138,355	33,902,324	35,763,111
Debt Service										
General Obligation Debt ⁽³⁾	24,057,594	28,829,499	25,171,717	33,589,396	31,237,760	50,119,007	57,278,713	62,213,781	63,441,336	62,190,409
Other Debt Expenses	1,076,357	89,076	375,544	10,902,621	7,094,137	4,826,282	4,734,082	4,701,532	1,995,845	1,569,295
Total Expenditures	\$ 370,900,048	\$ 439,250,018	\$ 468,720,447	\$ 530,590,675	\$ 545,935,662	\$ 600,248,376	\$ 647,853,283	\$ 696,347,720	\$ 741,749,164	\$ 790,490,084
Capital Plan ⁽⁴⁾										
General Obligation Bonds	\$ 31,935,000	\$ 30,640,000	\$ 45,885,000	\$ 102,715,000	\$ 155,050,000	\$ 87,984,420	\$ 75,911,740	\$ 39,149,307	\$ 20,792,293	\$ 8,547,663
Water and Sewer Bonds	6,510,000	6,820,000	15,500,000	96,895,000	23,055,000	19,430,000	1,900,000	19,265,000	28,230,000	820,000
Pay-as-you-go										
General Fund	7,416,248	16,591,184	14,282,429	17,126,891	13,091,277	19,310,830	16,292,000	8,564,000	6,762,000	8,279,000
Highway Fund	11,686,000	15,585,000	17,845,322	12,654,000	12,237,004	37,344,561	20,400,000	25,910,000	19,875,000	21,850,000
Other Special Revenue Funds	100,000	0	0	0	0	0	0	0	0	0
Water and Sewer Fund	3,100,000	3,425,000	1,225,000	1,800,000	3,975,000	3,525,000	2,770,000	3,550,000	1,750,000	2,400,000
Other Sources (All Funds)	41,952,004	83,410,260	92,784,817	82,977,598	61,527,262	97,090,184	29,640,166	35,117,032	37,355,885	20,511,197
Total Capital Plan	\$ 102,699,252	\$ 156,471,444	\$ 187,522,568	\$ 314,168,489	\$ 268,935,543	\$ 264,684,995	\$ 146,913,906	\$ 131,555,339	\$ 114,765,178	\$ 62,407,860

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2005-2014**

	Actuals			Approved Budget	Approved Budget	Projected				
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General Obligation Outstanding July 1	\$ 136,566,067	\$ 161,388,249	\$ 150,076,668	\$ 138,106,697	\$ 221,083,861	\$ 360,393,250	\$ 419,670,503	\$ 462,084,598	\$ 463,723,218	\$ 445,393,794
Additions	35,905,000	0	0	102,715,000	155,050,000	87,984,420	75,911,740	39,149,307	20,792,293	8,547,663
Principal Repayments	11,082,818	11,311,581	11,969,971	19,737,836	15,740,611	28,707,167	33,497,645	37,510,687	39,121,717	38,935,166
Retired Issues	0	0	0	0	0	0	0	0	0	0
General Obligation Outstanding June 30	\$ 161,388,249	\$ 150,076,668	\$ 138,106,697	\$ 221,083,861	\$ 360,393,250	\$ 419,670,503	\$ 462,084,598	\$ 463,723,218	\$ 445,393,794	\$ 415,006,291
Population ⁽⁵⁾	238,850	241,402	245,557	249,784	254,084	258,457	262,906	267,432	272,035	276,717
Taxable Property Value ⁽⁶⁾										
Taxable Assessed Valuation ⁽⁷⁾ (000 omitted)	\$ 15,746,625	\$ 17,512,724	\$ 20,033,655	\$ 22,868,333	\$ 25,842,784	\$ 27,610,315	\$ 29,498,736	\$ 31,516,317	\$ 33,671,892	\$ 35,974,898
Total Property Value ⁽⁶⁾										
Estimated Actual Valuation (000 omitted)	\$ 15,746,625	\$ 17,512,724	\$ 20,033,655	\$ 22,868,333	\$ 25,842,784	\$ 27,610,315	\$ 29,498,736	\$ 31,516,317	\$ 33,671,892	\$ 35,974,898
Debt Ratios										
General Obligation Debt Service as % of Expenditures	6.5%	6.6%	5.4%	6.3%	5.7%	8.3%	8.8%	8.9%	8.6%	7.9%
General Obligation Debt Per Capita	\$676	\$622	\$562	\$885	\$1,418	\$1,624	\$1,758	\$1,734	\$1,637	\$1,500
General Obligation Debt as % of Assessed Valuation	1.0%	0.9%	0.7%	1.0%	1.4%	1.5%	1.6%	1.5%	1.3%	1.2%
General Obligation Debt as % of Estimated Actual Valuation	1.0%	0.9%	0.7%	1.0%	1.4%	1.5%	1.6%	1.5%	1.3%	1.2%
Comparison Ratios										
Business Plan Debt Service as % of Expenditures	5.0%	5.0%	5.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Moody's Investor Service Median Overall Net Debt	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901
Moody's Investor Service Median Net Debt to	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%

⁽¹⁾ These expenditures include General and Highway Funds only.

⁽²⁾ Estimated at the compound annual growth rate by function for the period of FY 1990 to FY 2007. Debt service is based on the anticipated Capital Improvement Program.

⁽³⁾ Includes principal and interest, projected 20 year bonds @ 4.25%

⁽⁴⁾ Proposed Fiscal Year 2009 Capital Improvement Program

⁽⁵⁾ Estimated at the compound annual growth rate of 1.7% for the period FY 1990 to FY 2006.

⁽⁶⁾ Estimated at the compound annual growth rate of 6.8% for the period FY 1990 to FY 2007.

⁽⁷⁾ Real property beginning in FY 2002 assessed at estimated actual value.

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCE
GENERAL FUND AND SOLID WASTE SERVICES

	GENERAL FUND	SOLID WASTE SERVICES
<u>TOTAL FUND BALANCE AT JUNE 30, 2007</u>	99,718,993	0
2008 Revenue - Estimated	435,343,845	19,691,185
2008 Expenditures - Estimated	<u>(449,532,770)</u>	<u>(19,691,185)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008</u>	<u>85,530,068</u>	<u>0</u> ⁽¹⁾
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008		
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008</u>	85,530,068	0
LESS: Reservation of Fund Balance		
Encumbrances	(2,731,732)	
Loan Receivables - Town of Bel Air Parking Garage	(695,894)	
Dedicated Revenues - Detention Center	(5,000,000)	
LESS: Unreserved Fund Balance		
Reserve for Credit Rating Purposes ⁽²⁾	(24,336,266)	
Designated for Landfill Closure	(11,900,000)	
Waste to Energy Plant Closure	<u>(63,350)</u>	<u> </u>

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCE
GENERAL FUND AND SOLID WASTE SERVICES

	GENERAL FUND	SOLID WASTE SERVICES
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2008</u>	40,802,826	0
Highways Fund Support for Transportation	4,025,244	0
Fiscal Year 2009 Estimated Revenues	447,951,054	15,008,807
Less Fiscal Year 2009 Estimated Expenditures	<u>(472,316,523)</u>	<u>(15,008,807)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2010 & FUTURE YEARS</u>	 <u>20,462,601</u>	 <u>0</u>
 Reserve for Credit Rating Purposes ⁽²⁾	 24,336,266	
 Estimated Reserve for Credit Rating as a Percentage of Total Approved Expenditures	 5%	

(1) It should be noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund.

(2) The 5% Reserve for Credit Rating Purposes in the General Fund (combined General Fund and Solid Waste Service) 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 UNAPPROPRIATED FUND BALANCE
HIGHWAYS FUND**

	HIGHWAYS FUND
<u>TOTAL FUND BALANCE AT JUNE 30, 2007</u>	15,502,456
2008 Revenue - Estimated	60,056,892
2008 Expenditures - Estimated	<u>(55,304,018)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008</u>	<u>20,255,330</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008</u>	20,255,330
LESS: Reservation of Fund Balance	
Encumbrances	(1,248,279)
Inventory	(1,466,059)
LESS: Unreserved Fund Balance	
Reserve for Credit Rating Purposes ⁽²⁾	<u>(2,930,517)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2008</u>	14,610,475
Fiscal Year 2009 Estimated Revenues	58,610,332
Less Fiscal Year 2009 Estimated Expenditures	<u>(58,610,332)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2010 & FUTURE YEARS</u>	<u>14,610,475</u>
Reserve for Credit Rating Purposes ⁽²⁾	2,930,517
Estimated Reserve for Credit Rating as a Percentage of Total Approved Expenditures	5%

(1) The 5% Reserve for Credit Rating Purposes 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 UNAPPROPRIATED FUND BALANCE
PARKS AND RECREATION FUND**

**PARKS AND
RECREATION FUND**

TOTAL FUND BALANCE AT JUNE 30, 2007

60,532

2008 Revenue - Estimated

743,021

2008 Expenditures - Estimated

(714,650)

TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008

88,903

FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008

TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008

88,903

LESS: Reservation of Fund Balance

Encumbrances

(12,689)

ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2008

76,214

Fiscal Year 2009 Estimated Revenues

756,903

Less Fiscal Year 2009 Estimated Expenditures

(756,903)

ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2010 AND FUTURE YEARS

76,214

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

	AGRICULTURAL LAND PRESERVATION COUNTY
<u>TOTAL FUND BALANCE AT JUNE 30, 2007</u>	46,569,490
2008 Revenue - Estimated	11,782,539
2008 Expenditures - Estimated	<u>(31,681,000)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008</u>	<u>26,671,029</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008</u>	26,671,029
LESS: Reservation of Fund Balance	0
LESS: Unreserved Fund Balance Designated for Other Purposes	<u>(26,030,124)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2008</u>	640,905
 Fiscal Year 2009 Estimated Revenues	6,697,718
Less Fiscal Year 2009 Estimated Expenditures	<u>(7,275,868)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2010 & FUTURE YEARS</u>	<u>62,755</u>

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

**AGRICULTURAL LAND
PRESERVATION STATE**

TOTAL FUND BALANCE AT JUNE 30, 2007

1,428,825

2008 Revenue - Estimated

593,400

2008 Expenditures - Estimated

(1,365,000)

TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2008

657,225

FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008

ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2008

657,225

Fiscal Year 2009 Estimated Revenues

215,017

Less Fiscal Year 2009 Estimated Expenditures

(815,017)

ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2010 & FUTURE YEARS

57,225

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNRESTRICTED NET ASSETS
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, 2007</u>	382,173,361	4,055,697
Less Invested in Capital Assets, Net of Related Debt	<u>(256,147,742)</u>	<u>0</u>
Net Assets Available for Appropriation at June 30, 2007		
Unrestricted Net Assets	126,025,619	4,055,697
 Plus Fiscal Year 2008 Estimated Revenues	37,248,038	14,462,065
Less Fiscal Year 2008 Estimated Expenditures	<u>(38,876,515)</u>	<u>(14,174,649)</u>
Net Assets Available for Appropriation at June 30, 2008		
Unrestricted Net Assets	124,397,142	4,343,113
 Plus Fiscal Year 2009 Estimated Revenues	35,918,013	12,346,978
Less Fiscal Year 2009 Estimated Expenditures	<u>(45,635,058)</u>	<u>(16,690,091)</u>
Net Assets Available for Appropriation at June 30, 2009		
Unrestricted Net Assets	<u>114,680,097</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 0.02 percent of the General Fund and 0.34 percent of the Highways Fund, have been included in the Approved Fiscal Year 2008-2009 Operating Budget.

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

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 07				ENACTED FY 08				ENACTED FY 09			
	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	7.00	254,297			7.00	511,092			8.00	585,443		
Administration	88.00	4,746,400	5.25	137,943	95.00	5,349,447	4.75	127,200	91.00	5,540,619	4.75	136,212
Procurement	17.00	870,006			18.00	1,033,708			18.00	1,087,222		
Treasury	42.00	2,237,030			42.00	2,307,085			42.00	2,541,627		
Law	15.00	1,141,642	0.60	50,646	15.00	1,211,678	0.60	52,163	15.00	1,311,712	0.60	55,343
Planning & Zoning	40.00	2,058,224			39.00	2,040,646			43.00	2,558,060		
Human Resources	10.00	568,336			10.00	597,126			11.00	637,701		
Community Services	36.00	1,785,913			37.00	1,986,968			37.00	2,170,298		
Gov't & Community Relations	5.00	326,202			5.00	337,064			5.00	365,143		
Housing Agency	7.00	300,300			8.00	359,367			8.00	391,513		
Sheriff's Office	494.00	23,587,178	4.55	118,437	494.00	27,620,319	4.55	121,947	506.00	29,917,143	4.55	133,303
Emergency Services	91.00	3,718,236			92.00	3,933,761			92.00	4,322,577		
Inspections, Licenses & Permits	44.00	2,162,165	0.60	22,187	44.00	2,285,024	0.60	23,537	44.00	2,423,659	0.60	25,698
Public Works	25.00	1,294,260	1.00	57,213	29.00	1,597,057	1.00	60,705	30.00	1,800,834	1.00	66,940
County Council	18.00	797,013	1.00	23,770	19.00	960,132	1.00	49,715	21.00	1,007,453	1.00	49,501
Judicial	26.00	1,365,267			28.00	1,507,363			28.00	1,614,520		
State's Attorney	52.00	3,038,465			53.00	3,241,947			56.00	3,658,224		
Parks & Recreation	77.00	3,390,207	3.50	77,758	90.00	4,059,182	3.50	94,533	93.00	4,626,132	3.50	99,859
Conservation of Natural Resources	1.00	39,977			3.00	177,712			3.00	194,007		
Economic Development	12.00	759,614	0.60	27,277	12.00	732,702	0.60	28,948	12.00	825,115	0.60	31,612
TOTAL GENERAL FUND	1,107.00	54,440,732	17.10	515,231	1,140.00	61,849,380	16.60	558,748	1,163.00	67,579,002	16.60	598,468

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 07				ENACTED FY 08				ENACTED FY 09			
	FULL TIME		PART TIME		FULL TIME		PART TIME		FULL TIME		PART TIME	
	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries
SOLID WASTE SERVICES												
Public Works	32.00	1,278,972			33.00	1,409,219			33.00	1,533,991		
TOTAL SOLID WASTE SERVICES	32.00	1,278,972	0.00	0	33.00	1,409,219	0.00	0	33.00	1,533,991	0.00	0
HIGHWAYS FUND												
Procurement	2.00	81,047			2.00	109,498			2.00	120,656		
Public Works	209.00	9,821,338			217.00	10,465,247			217.00	11,409,890		
TOTAL HIGHWAYS FUND	211.00	9,902,385	0.00	0	219.00	10,574,745	0.00	0	219.00	11,530,546	0.00	0
WATER & SEWER FUND												
Treasury	9.00	495,387			9.00	446,947			9.00	491,585		
Public Works	168.00	8,445,404			169.00	8,906,385			170.00	9,714,675		
TOTAL WATER & SEWER FUND	177.00	8,940,791	0.00	0	178.00	9,353,332	0.00	0	179.00	10,206,260	0.00	0
SPECIAL REVENUE FUNDS												
Parks and Recreation	3.00	122,096			3.00	130,300			3.00	142,274		
Ag Preservation - State		30,000				30,000				30,000		
Ag Preservation - County	0.00	0			1.00	97,844			1.00	47,917		
TOTAL SPECIAL REVENUE FUNDS	3.00	152,096	0.00	0	4.00	258,144	0.00	0	4.00	220,191	0.00	0
TOTAL ALL FUNDS	1,530.00	74,714,976	17.10	515,231	1,574.00	83,444,820	16.60	558,748	1,598.00	91,069,990	16.60	598,468

FY 2009 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
<u>GENERAL FUND</u>												
COUNTY EXECUTIVE												
Division of Agricultural Affairs Administrative Specialist I	1.00	47,133	60,117									
TOTAL COUNTY EXECUTIVE	1.00	47,133	60,117	0.00	0	0	0.00	0	0	0.00	0	0
ADMINISTRATION												
Facilities & Operations Building Maintenance Supervisor				(1.00)	(62,622)	(90,643)						
Sub-total Facilities & Ops	0.00	0	0	(1.00)	(62,622)	(90,643)	0.00	0	0	0.00	0	0
Budget & Management Research (BMR) Dep Chief, Budget & Mgmnt				1.00	82,957	111,455						
Sub-total BMR	0.00	0	0	1.00	82,957	111,455	0.00	0	0	0.00	0	0
Geographic Information Systems (GIS) Deputy Chief, MIS				(1.00)	(100,778)	(139,550)						
Database Administrator				(1.00)	(67,228)	(95,825)						
GIS Public Access Technician				(1.00)	(51,182)	(76,626)						
Programmer Analyst I				(1.00)	(65,279)	(83,313)						
Sub-total GIS	0.00	0	0	(4.00)	(284,467)	(395,314)	0.00	0	0	0.00	0	0
TOTAL ADMINISTRATION	0.00	0	0	(4.00)	(264,132)	(374,502)	0.00	0	0	0.00	0	0
TREASURY												
Office of the Treasurer Administrative Specialist I				1.00	45,737	64,678						
Sub-total Ofc of the Treasurer	0.00	0	0	1.00	45,737	64,678	0.00	0	0	0.00	0	0
Bureau of Accounting Administrative Assistant II				(1.00)	(39,228)	(58,791)						
Sub-total Bur of Accounting	0.00	0	0	(1.00)	(39,228)	(58,791)	0.00	0	0	0.00	0	0
TOTAL TREASURY	0.00	0	0	0.00	6,509	5,887	0.00	0	0	0.00	0	0

FY 2009 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
PLANNING & ZONING												
Comprehensive Planning												
GIS Coordinator				1.00	111,127	148,441						
Database Administrator				1.00	74,131	101,110						
GIS Public Access Technician				1.00	56,447	80,383						
Programmer Analyst I				1.00	71,974	89,346						
TOTAL PLANNING & ZONING	0.00	0	0	4.00	313,679	419,280	0.00	0	0	0.00	0	0
HUMAN RESOURCES												
Human Resources Clerk	1.00	32,800	43,343									
TOTAL HUMAN RESOURCES	1.00	32,800	43,343	0.00	0	0	0.00	0	0	0.00	0	0
SHERIFF'S OFFICE												
Administration & Support												
Lieutenant				2.00	172,785	273,211						
Sergeant				(1.00)	(79,418)	(123,150)						
Deputy First Class				1.00	78,069	113,205						
Records Clerk I				(1.00)	(24,233)	(45,371)						
Records Clerk II				2.00	89,318	120,026						
Sub-total Admin & Support	0.00	0	0	3.00	236,521	337,921	0.00	0	0	0.00	0	0
Patrol Operations												
Lieutenant				0.00	15,790	2,184						
Captain				(1.00)	(103,756)	(168,928)						
Sergeant				0.00	13,304	22,709						
Corporal				(1.00)	(58,766)	(112,771)						
Deputy First Class				(12.00)	(717,275)	(1,203,077)						
Deputy*	10.00	125,801	219,089	4.00	220,988	355,530						
Sub-total Patrol Operations	10.00	125,801	219,089	(10.00)	(629,715)	(1,104,353)	0.00	0	0	0.00	0	0
Investigative Services												
Lieutenant				1.00	91,631	145,433						
Corporal				0.00	14,117	8,233						
Sergeant				1.00	79,289	109,683						
Deputy First Class				4.00	232,965	384,551						
Deputy				(1.00)	(44,026)	(81,295)						
Command Staff Secretary												
Records Clerk II												
Sub-total Investigative Svcs	0.00	0	0	5.00	373,976	566,605	0.00	0	0	0.00	0	0

* Ten Deputy positions created for FY 09 and offset for 19 pays

FY 2009 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
SHERIFF'S OFFICE (CONT'D)												
Correctional Services												
Records Clerk I				2.00	60,368	80,702						
Records Clerk II				(1.00)	(45,762)	(70,143)						
Sub-total Correctional Svcs	0.00	0	0	1.00	14,606	10,559	0.00	0	0	0.00	0	0
Court Services												
Captain				0.00	15,146	14,975						
Deputy First Class				4.00	279,217	436,165						
Deputy				(1.00)	(44,026)	(81,295)						
Crime Analyst*	1.00	0	0									
Records Clerk II**	1.00	0		(1.00)	(26,802)	(47,458)						
Records Clerk I				(1.00)	(28,451)	(39,221)						
Sub-total Court Services	2.00	0	0	1.00	195,084	283,166	0.00	0	0	0.00	0	0
TOTAL SHERIFF'S OFFICE	12.00	125,801	219,089	0.00	190,472	93,898	0.00	0	0	0.00	0	0
INSPECTIONS, LICENSES AND PERMITS												
Building Services												
Building Inspector II				(1.00)	(38,349)	(62,716)						
Sub-total Building Services	0.00	0	0	(1.00)	(38,349)	(62,716)	0.00	0	0	0.00	0	0
Electrical Services												
Electrical Inspector II				1.00	44,796	68,554						
Sub-total Plumbing Services	0.00	0	0	1.00	44,796	68,554	0.00	0	0	0.00	0	0
TOTAL INSP, LICENSES & PERMITS	0.00	0	0	0.00	6,447	5,838	0.00	0	0	0.00	0	0
PUBLIC WORKS												
Water Resources												
Engineering Associate I	1.00	37,502	58,481									
TOTAL PUBLIC WORKS	1.00	37,502	58,481	0.00	0	0	0.00	0	0	0.00	0	0
COUNTY COUNCIL												
Harford Cable Network (HCN)												
Broadcast Technician	2.00	66,230	108,772									
TOTAL COUNTY COUNCIL	2.00	66,230	108,772	0.00	0	0	0.00	0	0	0.00	0	0

*Crime Analyst position created during FY 08 as a result of CSAFE grant agreement, currently the position is offset by grant funds

**Records Clerk II position created during FY 08 as a result of BOSE grant agreement, currently the position is offset by grant funds

FY 2009 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
STATE'S ATTORNEY												
State's Attorney's Office												
Legal Assistant II	1.00	41,882	63,311									
* Assistant State's Attorney II	1.00	0	0									
Sub-total State's Atty Office	2.00	41,882	63,311	0.00	0	0	0.00	0	0	0.00	0	0
Family Justice Center												
Legal Clerk	1.00	30,011	49,144									
Sub-total Family Justice Ctr	1.00	30,011	49,144	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL STATE'S ATTORNEY	3.00	71,893	112,455	0.00	0	0	0.00	0	0	0.00	0	0
PARKS & RECREATION												
Recreation Services												
Recreation Specialist III	2.00	94,966	145,136									
Sub-total Recreation Svcs	2.00	94,966	145,136	0.00	0	0	0.00	0	0	0.00	0	0
Parks & Facilities												
Planner II	1.00	57,307	74,493									
Sub-total Parks & Facilities	1.00	57,307	74,493	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PARKS & RECREATION	3.00	152,273	219,629	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO GENERAL FUND	23.00	533,632	821,886	0.00	252,975	150,401	0.00	0	0	0.00	0	0
TOTAL CHANGES TO SOLID WASTE SERVICES	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0

*Assistant State's Attorney II position created during FY 08 as a result of CSAFE grant agreement, currently the position is offset by grant funds

FY 2009 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
TOTAL CHANGES TO HIGHWAYS FUND	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO AG PRES - COUNTY	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
<u>WATER & SEWER FUND</u>												
PUBLIC WORKS												
Maintenance												
Utility Worker I	1.00	27,694	48,240									
TOTAL PUBLIC WORKS	1.00	27,694	48,240	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO WATER & SEWER	1.00	27,694	48,240	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO SPECIAL FUNDS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO ALL FUNDS	24.00	561,326	870,126	0.00	252,975	150,401	0.00	0	0	0.00	0	0

HARFORD COUNTY
SPENDING AFFORDABILITY ADVISORY COMMITTEE
REPORT TO THE COUNTY EXECUTIVE
FOR FISCAL YEAR 2009
Members of the Committee

C. Joseph Kelly, Jr., Chair

Jack Yost
(Employee Union Representative)

Steven Wiseman
(Chamber of Commerce)

John H. Cain

Jeffrey A. Potter

Glenn E. Ross

Ex-Officio
Lester Guthorn

Harford County Government Staff

Lorraine T. Costello, Director of Administration

John Scotten, Treasurer

Kimberly Spence, Chief , Budget & Management Research

Cynthia M. Rahll, Executive Secretary

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 funds
 - ii) Recommended level of new debt authorization
 - iii) Recommended level of unappropriated 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

This is the sixteenth year of reporting under the County's Executive Order creating the Committee. We were very fortunate that the composition of the Committee consisted of returning members who worked well together to meet this task with a broad base of relevant experience. Therefore, we were able to focus all our efforts on our primary charges.

Over the sixteen 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, 2008, provided by the Harford County Treasurer
- Property tax collections, and estimates, for Harford County, through FY 2008, provided by the Harford County Treasurer

- Approved Harford County Annual Operating and Capital Budgets - In - Brief 2007-2008
- Additional input from the County Treasurer as to the impact of the Special Session of the Maryland General Assembly.

B. Selected Method - Further Qualifications

The Committee reviewed, in detail, FY 2007 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 2008 and FY 2009 from these two revenue sources.

During proceedings ten years ago, the County made available to the Committee, an analysis of income tax distributions for local government prepared by the State Comptroller of the Treasury dated January, 1995. This report studied unemployment rate trends, income tax collections and taxable returns by income class over the last several years. The report revealed that there is a significant lagging effect in the collection of income tax revenues and subsequent distributions from the State to jurisdictions. Specifically, during our current fiscal year, FY 2008, Harford County is still receiving distributions from the tax year ending 2006. The Committee has gained an appreciation for how the lag effect should impact our projections of income tax collections growth. As new income tax information becomes available from the State, the Committee may revise its forecasts. This source of income for the County has historically been the most difficult for the Committee to forecast.

Due to a lack of historical patterns, the Committee presumed no significant changes in other revenue sources, such as licensing, permit, investment income (note: as these are becoming more significant, the Committee does recommend future committees consider the

impact of these other fees), and miscellaneous fees, or in miscellaneous State funding, such as police or law enforcement aid. The Committee also considered no increases, or decreases, in federal funding. The Committee did consider the effect on State tax law changes as the result of the Special legislative session held this past summer. However, the Committee specifically cites the existence of \$25.7 million in appropriated fund balance from the FY 2007 audit and \$0 in other one time revenues. The Committee understands the County utilizes these non-recurring sources of funds to pay for one time expenditures and, therefore, are not included in the base year for growth calculations.

The Committee also reviewed the FY 2008 General Operating Budget as a necessary step in carrying out its charge to recommend a FY 2009 spending level. It was necessary to adjust the FY 2008 General Operating Budget to reflect the reduction of the appropriated fund balance equal to \$25.7 million and a further reduction of \$0 million for other one time revenues. Our approach has been to estimate annual recurring revenue, therefore excluding non-recurring sources of funds. This has been an adjustment we have historically made to exclude these non-recurring sources of funds. This adjustment yielded an Adjusted FY 2008 General Operating Budget of \$427.1 million.

C. Debt Authorization

The Committee has reviewed the County's Business Plan. The Business Plan 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 Business Plan, and considers the objectives both reasonable and conservative, particularly when compared to other jurisdictions.

While the Committee recognizes the County's obvious strength in the management of the debt service levels with regard to the General Fund, the Committee would be remiss in ignoring potential impacts to the General Fund from other sources. The Water and Sewer

Operating Fund was established as a self-sustaining utility to provide for water and sewer services for Harford County. Revenue from users covers costs of providing these services. However, the Committee is aware that the Water and Sewer Operating Fund may incur payments for debt service before repayment by consumers is realized. The General Fund must be used to satisfy any unpaid debt service in that fund should such a situation ever arise.

D. Fund Balance

The Committee reviewed the County's practice of maintaining an unappropriated fund balance of approximately five percent of the annual General Operating Fund Budget. The Committee endorses maintaining this practice for a number of reasons. The reader should note that, in practice, the County actually appropriates the money and creates a "Reserve for Credit Rating Purposes". This reserve acts as funds that could be used by the County to fund revenue shortfalls. As a reserve, it may only be used by legislative action. The credit rating agencies have endorsed this practice and the Committee feels it is within the spirit of what we are recommending.

First, the five percent unappropriated balance helps to ensure healthy County operations and services during recessionary conditions or due to unexpected shortfalls in revenue. This has been well illustrated in the recent snowstorms in the area. Our operating budget is tight due the lower tax revenue levels yet the County is faced with unexpected costs for snow removal. Recent years have proven to be difficult and turbulent times in which to manage County Government. The wisdom of conservatively managing expenditures and planning for the possibility of economic downturns, or other uncontrollable and unexpected economic forces in recent years, has allowed for steady and consistent operation.

Second, the fund balance contributes to Harford County's enviable bond ratings, which are especially important in this current economy. In rating the County's credit worthiness, some of the rating agencies have cited the fund balance as a source of financial strength.

The Committee believes ending balances in excess of five percent should, under normal circumstances, be applied to subsequent budget years.

III. Recommendations

Operating Budget

Based upon our review and analysis procedures already outlined, the Committee recommends that the FY 2009 General Operating Budget not exceed the FY 2008 Adjusted General Operating Budget, of \$427.1 million, by more than 6.5%. This represents approximately \$452.7 million in ongoing revenues but excludes approximately \$25.7 million in one-time funds reflected in the FY 07 audit. As discussed above, the conditions present in calendar year 2007 will impact directly the revenues of FY2009. In recent years, County revenues have been hampered by a substantial decrease in the capital gains tax and other income tax related areas. The Committee is optimistic that these factors will improve in FY 2009, however, future years could still see volatility in this area. The Committee was more optimistic about the economy in calendar year 2007 and we believe the County will experience growth in income tax and property tax revenues. However, the County must include incremental increases for the unappropriated fund balance (Reserve for Credit Rating Purposes) and debt service requirements in this recommended increase.

Debt Authorization

Due to time constraints and lengthy discussions about the unusual economic times, the Committee did not address the debt authorization of the County. The Committee suggests that the plan to limit FY 2009 debt service expenditures to no more than that percentage of the General Fund operating budget which meets a standard that has been recognized as affordable by rating agencies. The Committee recognizes the importance of a conservative approach to debt authorization, as such financial policies will continue to contribute to Harford County's strong bond rating. 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 unappropriated fund balance (Reserve for Credit Rating Purposes) be maintained at five percent of the General Fund Operating Budget.

Additional Recommendations

The Committee's recommendation that spending increase by not more than 6.5%, over the Adjusted FY 2008 General Operating Budget of \$427.1 million, is based upon its assessment of available revenues and estimated increases in certain FY 2008 revenues over projections. The report has been delayed from its traditional delivery around the first part of February. This delay was the result of the desire of the Committee to see the Income Tax distribution from the State for the month of February. In addition, we were able to ascertain the impact of the Special Session of the Maryland Legislature on the County's revenues.

The Committee believes that its recommendations and forecasts should be reviewed and tested at year-end FY 2008 and throughout FY 2009 as it prepares its recommendations for FY 2010. This is particularly important as there continues to be uncertainty in the markets.

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. The Committee reviewed the income tax distributions through February 2008 to arrive at its growth figures. In its analysis the Committee believed FY 2008 income tax revenue would grow by 5.5% and FY 2009 income tax revenue would grow by an additional 4.3%. Note this takes into consideration the impact to the County of the changes in tax revenues due to the Special Session of the Maryland Legislature which is approximately \$4 million.

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 concern. The rapid drop in market interest rates have been a major help in reducing the cost of the County's debt, however, it has had a major impact on the County's investment portfolio. Cash received from revenues is invested in short term securities until it is needed during the fiscal year. Given the size of the County budget, this investment portfolio can be quite large during the year. Interest earned on the portfolio is expected to provide additional revenue to cover expenses of the County. The rapid drop in interest rates has materially impacted the investment income of the County. This situation should not improve for most, or all of, FY 2009. This is an area the County needs to continue to monitor in its FY 2009 plan.

A positive note in terms of interest rates has been a boom in the mortgage market, which has fueled income in recordation taxes,

transfer taxes and other real estate related fees. In addition, resulting from the strong mortgage market, housing prices in the County are reaching record levels. This is translating into strong growth in real estate taxes as the new assessment process continues. The Committee estimates property tax revenue to grow over 7.8% in FY 2009. Unfortunately, the US economy was hit with a credit crisis during the summer of 2007 and is continuing as of the date of this report. This credit crisis hit the mortgage markets by severely limiting the availability of sub-prime mortgages and consequently eliminating a significant number of borrowers/buyers from the real estate market. With less access to capital, and fewer buyers, the US real estate market has suffered its first decline in real estate values in many years. The Committee expects the effects will be felt by Harford County. Because the assessment process involves a three year implementation schedule, any significant impact should not be realized in FY 2009 real estate tax revenue. However, there may be a significant impact to recordation taxes, transfer taxes and other real estate activity fees due to slower sales in Harford County real estate. Some of these impacts could be mitigated somewhat by early BRAC effects which could begin in FY2009.

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 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. Future committees should include in their revenue model the impact of other significant revenues such as impact fees, real estate activity taxes and fees, and interest/investment income.

2. The County Executive should update the Executive Order for the Committee which dates to 1992 and has not been amended since 2000. Duties and areas of concentration may have changed and others may be more valuable to the Executive and the County.

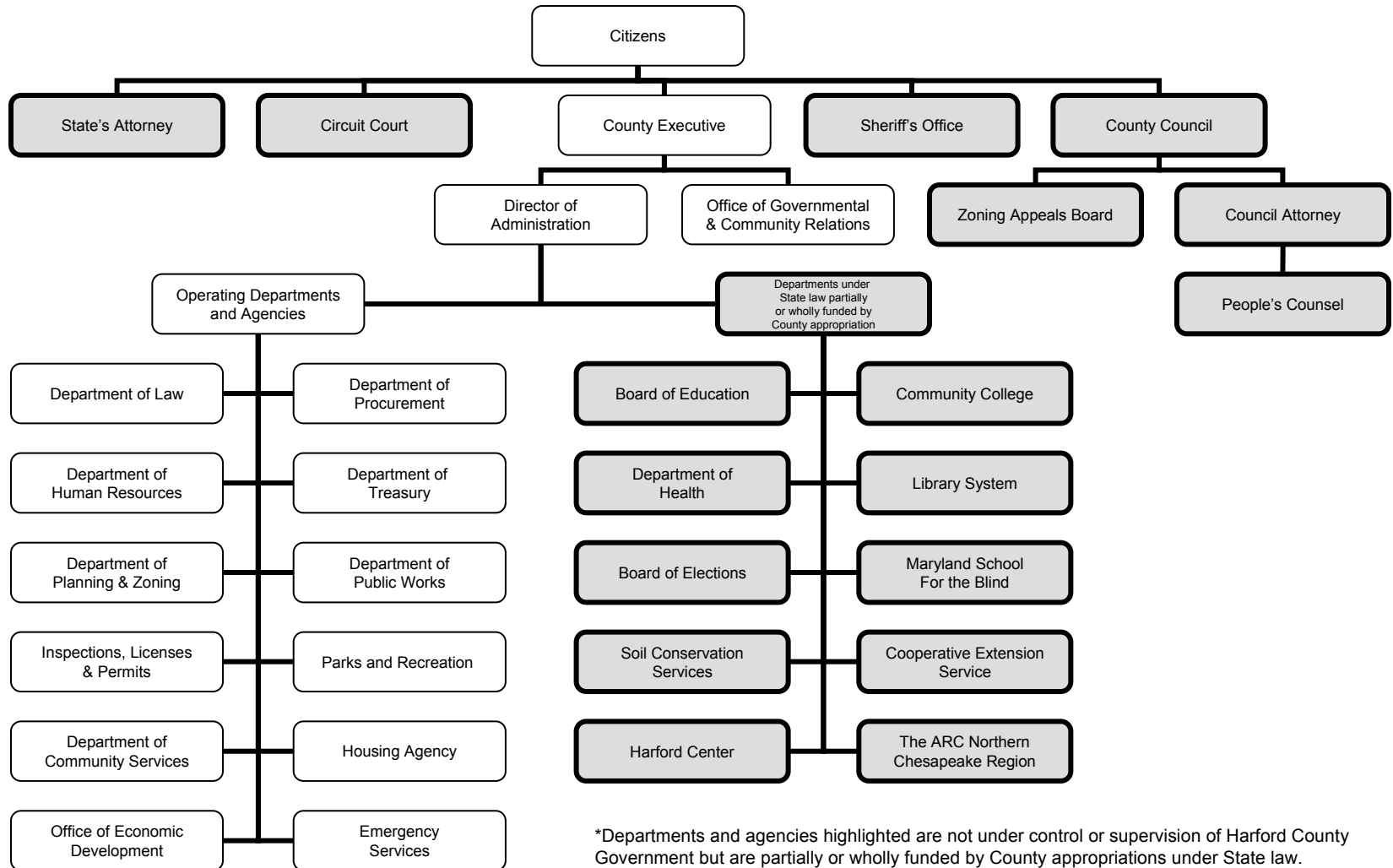
IV. Acknowledgments

The Committee cannot complete its task without expressing its sincere appreciation to all County employees who assisted the Committee in this, its tenth endeavor. Particularly, the Committee wishes to thank Lorraine Costello, Director of Administration, John Scotten, Treasurer, and Kimberly Spence, Chief, Budget and Management Research, 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 also wishes to thank Cynthia Rahll for her efforts in coordinating the Committee's meetings and providing staff support.

April 2, 2008

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HARFORD COUNTY GOVERNMENT ORGANIZATION CHART

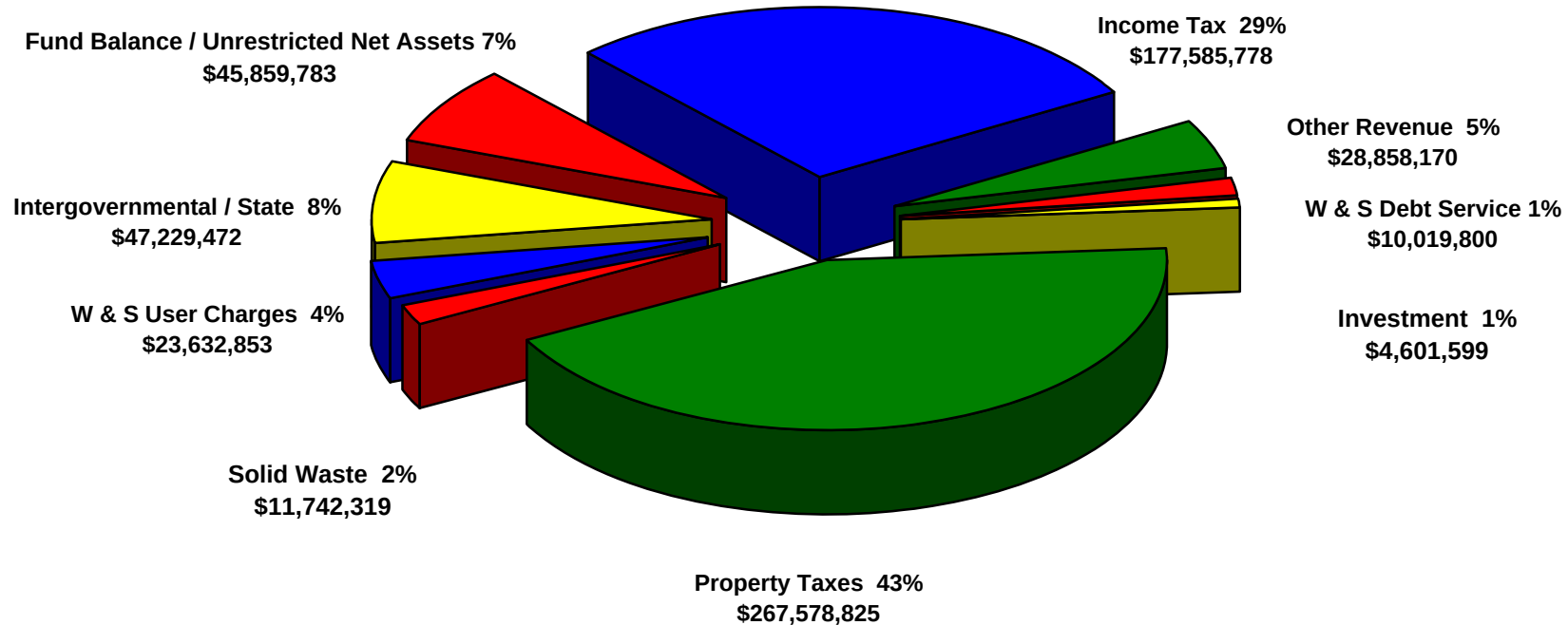


**FY 09 APPROVED ALL FUNDS
REVENUE BREAKDOWN**

PROPERTY TAXES:	43%	267,578,825	INCOME TAX	29%	177,585,778
Real & Personal	289,664,392				
Transfer Tax	5,622,718		W & S USER CHARGES	4%	23,632,853
Deductions	(27,708,285)				
INTERGOVERNMENTAL / STATE:	8%	47,229,472	W & S DEBT SERVICE:	1%	10,019,800
Recordation Tax	18,550,494		Development	3,388,000	
Highways Users Tax	14,499,660		Capital Assessment	4,857,862	
Pro Rata	778,487		Capital Connections	1,423,198	
Other	13,400,831		Other	350,740	
FUND BALANCE / UNRESTRICTED NET ASSETS:	7%	45,859,783	OTHER REVENUE:	5%	28,858,170
General Fund Balance	20,340,225		Licenses/Permits	3,533,579	
Highways Fund Balance	0		Service Charges	10,733,864	
Ag Pres County Fund Balance	578,150		Fines & Forfeitures	149,951	
Ag Pres State Fund Balance	600,000		Miscellaneous	6,647,131	
Unrestricted Net Assets	14,060,158		Capital Recovery	1,968,333	
Contributed Capital	10,281,250		Other Taxes	5,825,312	
SOLID WASTE:	2%	11,742,319	INVESTMENT	1%	4,601,599
Waste to Energy	11,742,319				

TOTAL ALL FUNDS REVENUES	617,108,599

**ALL FUNDS
REVENUES**
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$617,108,599



**FY 09 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT: 14% 90,894,417

County Executive	2,022,005
Administration	13,328,394
Procurement	4,417,423
Treasury	4,230,549
Law	2,021,318
Planning & Zoning	6,961,933
Human Resources	2,208,052
Community Services	8,434,457
Handicap Centers	2,419,716
Gov't. & Community Relations	603,916
Health	4,119,651
Housing	817,256
Council	2,363,505
Judicial	2,877,323
State's Attorney	5,430,447
Elections	1,885,922
Parks & Recreation	10,939,547
Natural Resources	616,669
Economic Development	2,619,742
Insurance	941,873
Benefits	9,275,315
Appropriation to Towns	2,209,404
Rural Legacy Program	50,000
Contingency Reserve	100,000

WATER & SEWER OPER: 7% 41,660,058

Treasury	791,011
Personnel Matters	337,800
Public Works	39,390,684
Insurance	223,963
Benefits	916,600

SOLID WASTE MGT: 2% 12,100,790

Public Works	12,100,790

EDUCATION: 37% 227,768,543

Board of Education	34%	210,914,800
Harford Community College	3%	16,778,743
School for the Blind		75,000

PUBLIC SAFETY: 15% 90,981,125

Sheriff	62,609,210
Emergency Services	10,512,268
Volunteer Fire Companies	9,067,456
Inspections, Licenses & Permits	4,249,423
Environmental Services	3,282,321
Water Resources	1,260,447

HIGHWAYS: 7% 45,720,749

Fleet Management	8,838,740
Personnel Matters	555,425
Public Works	34,380,023
Insurance	245,137
Benefits	1,501,424
Contingency Reserve	200,000

LIBRARIES 3% 16,667,988

PAYGO: 5% 31,303,281

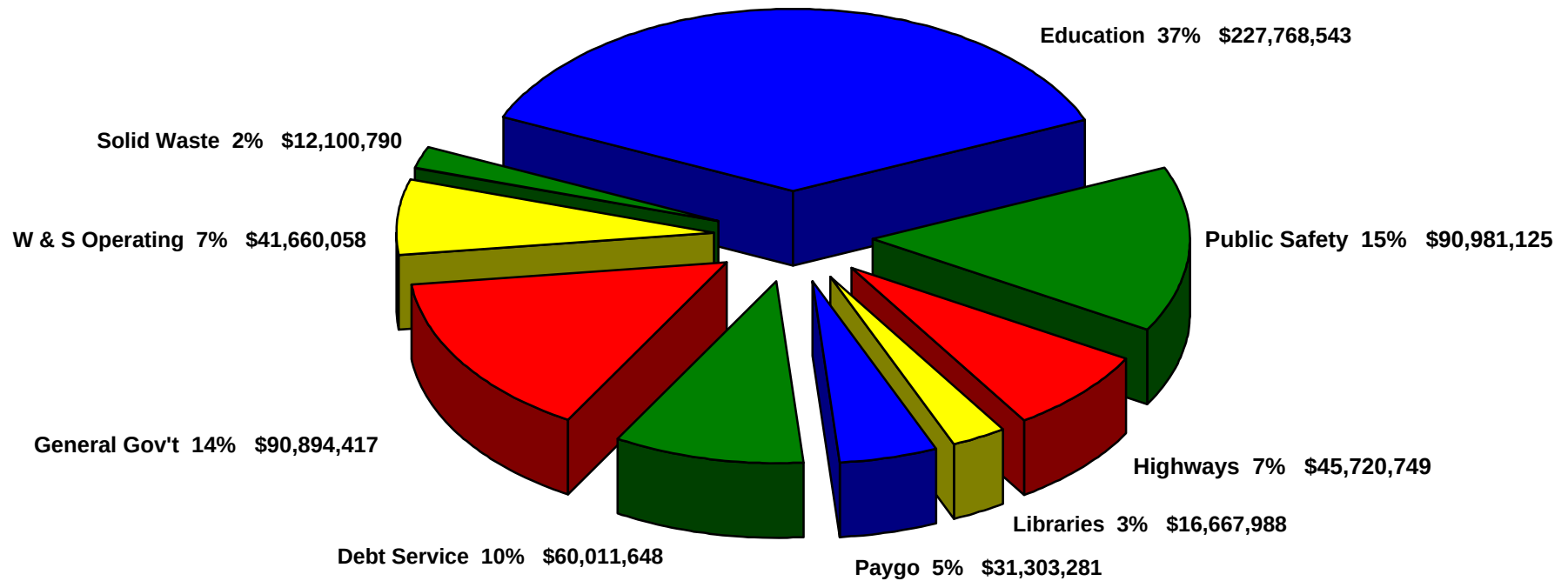
General	15,091,277
Highways	12,237,004
Water & Sewer	3,975,000

DEBT SERVICE: 10% 60,011,648

General	34,771,301
AG Preservation - County	4,989,660
Highways	652,579
Water & Sewer Debt Service	16,690,091
Solid Waste Services	2,908,017

TOTAL ALL FUNDS APPROPRIATIONS	617,108,599

**ALL FUNDS
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$617,108,599**



ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	103,515,121	113,223,290	144,770,149	155,742,981	155,642,513
20	CONTRACTUAL SERVICES	31,404,693	37,979,186	45,126,569	48,025,775	47,542,124
30	SUPPLIES & MATERIALS	11,301,897	12,926,637	16,469,904	16,619,484	16,694,484
40	BUSINESS & TRAVEL	8,564,273	9,038,952	10,553,171	10,320,255	10,320,255
50	CAPITAL OUTLAY	9,704,529	17,440,305	18,287,985	3,130,352	3,130,352
60	DEBT SERVICE	49,955,276	40,514,329	72,910,787	59,337,038	59,337,038
70	MISCELLANEOUS	281,403,517	291,496,264	306,973,732	320,367,253	321,983,660
80	INTER-GOVERNMENTAL EXPENSES	598,346	736,144	745,000	2,464,893	2,458,173
	GRAND TOTAL	496,447,652	523,355,107	615,837,297	616,008,031	617,108,599

<u>SUMMARY BY FUND:</u>						
11	GENERAL	368,247,723	389,684,781	452,729,169	472,302,621	472,316,523
25	HIGHWAYS	50,475,612	57,080,572	58,522,772	58,691,999	58,610,332
26	PARKS AND RECREATION	675,293	702,728	946,457	756,903	756,903
27	AG PRESERVATION - COUNTY	5,949,220	8,729,550	17,200,000	7,275,868	7,275,868
28	AG PRESERVATION - STATE	353,592	1,281,328	725,000	815,017	815,017
51	WATER & SEWER OPERATING	36,568,497	35,838,389	41,425,195	43,716,725	45,635,058
53	WATER & SEWER DEBT SERVICE	17,775,974	11,967,781	24,949,970	16,690,091	16,690,091
55	SOLID WASTE SERVICES	16,401,741	18,069,978	19,338,734	15,758,807	15,008,807
	GRAND TOTAL	496,447,652	523,355,107	615,837,297	616,008,031	617,108,599

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY DEPARTMENT:</u>					
01	COUNTY EXECUTIVE	979,597	1,141,449	1,959,289	2,054,005	2,022,005
02	ADMINISTRATION	10,545,033	11,274,603	13,221,520	13,331,232	13,328,394
03	PROCUREMENT	6,154,264	9,748,493	12,888,651	12,856,163	13,256,163
04	TREASURY	3,922,887	4,088,746	5,010,193	5,021,560	5,021,560
05	LAW	1,456,373	1,626,144	1,949,593	2,021,318	2,021,318
06	PLANNING AND ZONING	5,442,076	9,647,376	16,983,225	6,961,933	6,961,933
08	HUMAN RESOURCES	2,405,803	2,205,230	3,217,536	3,264,277	3,101,277
09	COMMUNITY SERVICES	5,148,703	5,718,938	7,501,919	8,314,950	8,434,457
14	HANDICAPPED CARE CENTERS	1,780,890	2,094,716	2,294,716	2,419,716	2,419,716
15	GOVERNMENTAL & COMMUNITY RELATIONS	426,163	502,051	588,463	640,583	603,916
16	HEALTH	3,773,240	3,541,538	3,739,555	4,005,751	4,119,651
17	HOUSING AGENCY	443,008	496,527	713,207	817,256	817,256
21	SHERIFF'S OFFICE	44,090,291	50,421,741	60,600,332	62,609,210	62,609,210
22	EMERGENCY SERVICES	13,061,559	14,242,154	18,857,851	19,579,724	19,579,724
26	INSPECTIONS, LICENSES & PERMITS	3,345,991	3,689,019	4,129,058	4,249,423	4,249,423
30	PUBLIC WORKS	73,840,714	81,424,692	89,930,771	91,112,599	90,414,265
40	COUNTY COUNCIL	1,620,483	1,747,354	2,404,701	2,363,505	2,363,505
41	JUDICIAL	2,458,783	2,546,088	2,907,350	2,877,323	2,877,323
43	STATE'S ATTORNEY	4,126,049	4,674,141	5,015,189	5,430,447	5,430,447
48	ELECTIONS	1,020,436	1,484,720	1,686,995	1,885,922	1,885,922
54	BOARD OF EDUCATION	175,414,800	189,414,800	199,614,800	210,914,800	210,914,800
56	HARFORD COMMUNITY COLLEGE	13,778,743	14,778,743	15,778,743	16,778,743	16,778,743
57	MARYLAND SCHOOL FOR THE BLIND	63,677	73,525	75,000	75,000	75,000
58	LIBRARIES	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988
59	PARKS AND RECREATION	7,811,531	9,187,478	10,749,737	10,939,547	10,939,547
63	CONSERVATION OF NATURAL RESOURCES	381,531	397,510	585,994	616,669	616,669
65	ECONOMIC DEVELOPMENT	2,066,062	2,485,574	2,682,982	2,619,742	2,619,742
66	DEBT SERVICE	50,217,904	40,785,389	73,641,987	60,011,648	60,011,648
67	INSURANCE	619,323	1,256,498	1,731,329	1,410,973	1,410,973
68	BENEFITS	2,743,960	1,346,325	5,058,282	11,693,339	11,693,339
70	PAYGO / APPROPRIATION TO TOWNS	44,201,997	36,951,589	34,312,868	32,162,685	33,562,685
90	RESERVE FOR CONTINGENCIES	0		300,000	300,000	300,000
	GRAND TOTAL	496,447,652	523,355,107	615,837,297	616,008,031	617,108,599

SUMMARY OF GRANT BUDGET

2,895,583

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	206,060,700	227,095,470	243,245,127	267,578,825	267,578,825
INCOME TAXES	152,086,523	163,121,922	170,297,559	177,585,778	177,585,778
W & S USER CHARGES	20,977,867	21,624,666	22,027,677	23,632,853	23,632,853
WASTE TO ENERGY PLANT	11,071,720	11,441,320	11,326,400	12,862,601	11,742,319
W & S DEBT SERVICE	13,125,217	11,728,014	10,438,386	10,019,800	10,019,800
INTERGOVERNMENTAL/STATE-SHARED	43,624,909	41,965,137	53,826,422	47,229,472	47,229,472
INVESTMENT INCOME	8,683,303	14,551,079	10,376,550	4,601,599	4,601,599
FUND BAL APPROP/UNRESTRICT NET ASSETS	0	0	64,598,789	43,082,251	45,859,783
OTHER REVENUE	<u>29,670,412</u>	<u>40,863,793</u>	<u>29,700,387</u>	<u>29,414,852</u>	<u>28,858,170</u>
GRAND TOTAL	<u>485,300,651</u>	<u>532,391,401</u>	<u>615,837,297</u>	<u>616,008,031</u>	<u>617,108,599</u>

FY 09 Approved Budget \$617,108,599

FY 08 Approved Budget \$615,837,297

\$ growth \$1,271,302

% growth 0.21%

GENERAL

FY 09 APPROVED GENERAL FUND REVENUE BREAKDOWN

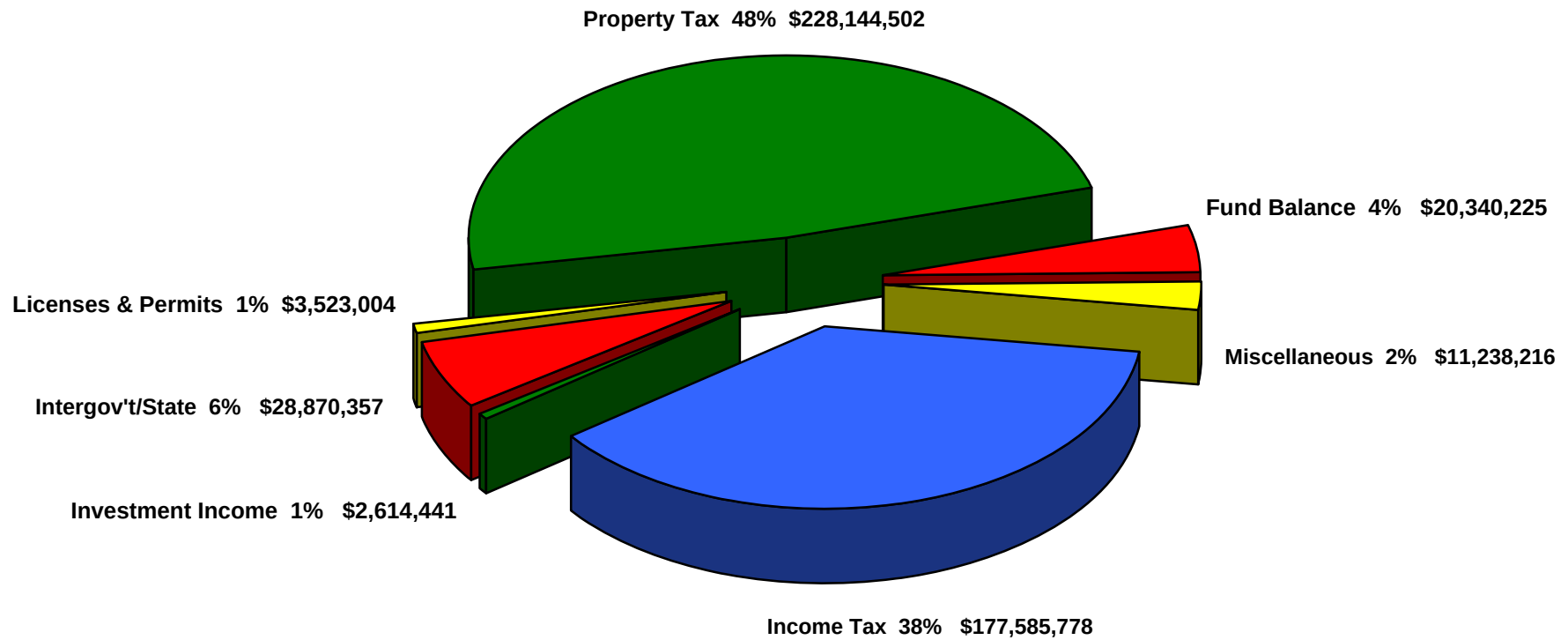
PROPERTY TAX:	48%	228,144,502	INCOME TAX	38%	177,585,778
Real & Personal	255,632,787				
Deductions	(27,488,285)				
FUND BALANCE	4%	20,340,225	INTERGOVERNMENTAL / STATE:	6%	28,870,357
			Intergovernmental	2,288,258	
			Intra-County	5,742,722	
INVESTMENT INCOME	1%	2,614,441	Pro Rata	4,316,061	
			Recordation	16,523,316	
MISCELLANEOUS:	2%	11,238,216	LICENSES & PERMITS	1%	3,523,004
Other Taxes	5,825,312				
Service Charges	4,752,804				
Fines & Forfeitures	130,175				
Miscellaneous Revenues	529,925				

TOTAL GENERAL FUND REVENUES	472,316,523

GENERAL FUND REVENUES

Fiscal Year 2008 - 2009

TOTAL APPROVED BUDGET \$472,316,523



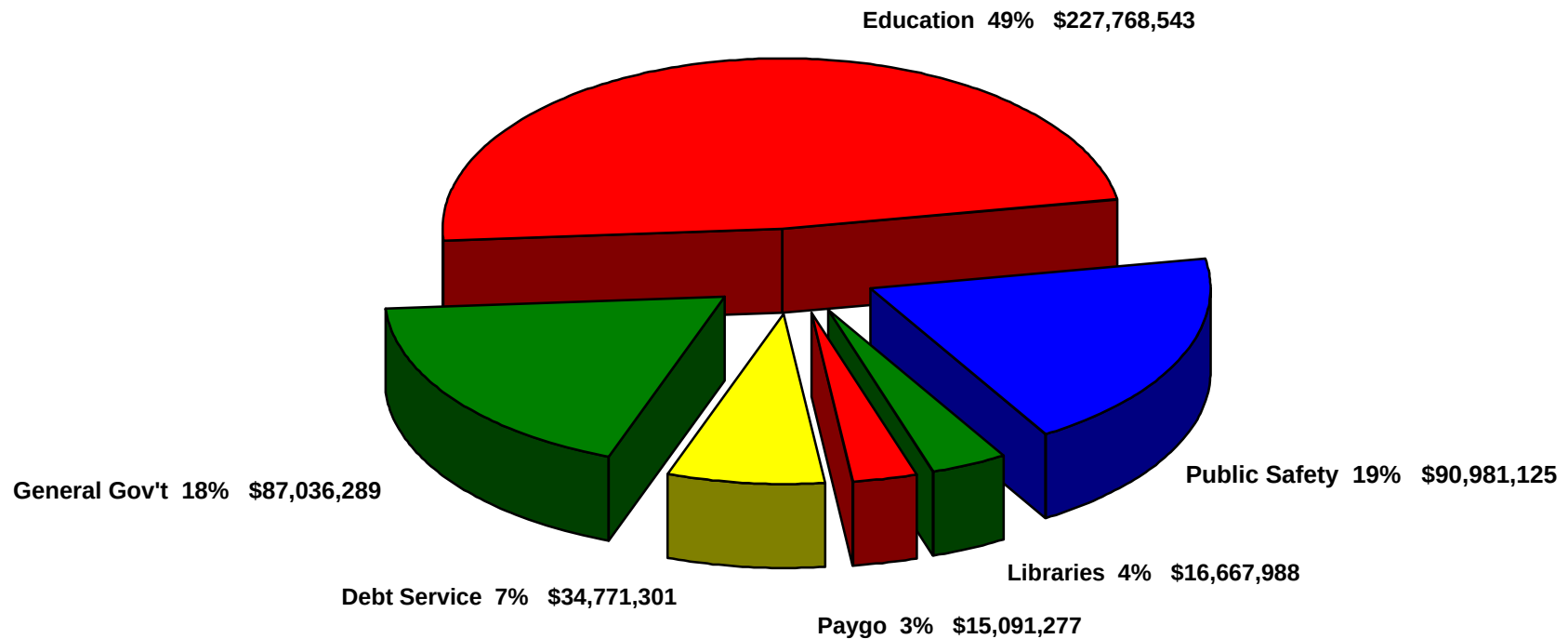
**FY 09 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT:	18%	87,036,289	EDUCATION:	49%	227,768,543
County Executive	2,022,005		Board of Education	45%	210,914,800
Administration	13,328,394		Harford Community College	4%	16,778,743
Procurement	4,417,423		School for the Blind		75,000
Treasury	4,230,549				
Law	2,021,318				
Planning & Zoning	3,860,708		PUBLIC SAFETY:	19%	90,981,125
Human Resources	2,208,052				
Community Services	8,434,457		Sheriff		62,609,210
Handicap Centers	2,419,716		Emergency Services		10,512,268
Gov't. & Community Relations	603,916		Volunteer Fire Companies		9,067,456
Health	4,119,651		Inspections, Licenses & Permits		4,249,423
Housing	817,256		Environmental Services		3,282,321
Council	2,363,505		Water Resources		1,260,447
Judicial	2,877,323				
State's Attorney	5,430,447		LIBRARIES	4%	16,667,988
Elections	1,885,922				
Parks & Recreation	10,182,644		PAYGO	3%	15,091,277
Natural Resources	616,669				
Economic Development	2,619,742		DEBT SERVICE	7%	34,771,301
Insurance	941,873				
Benefits	9,275,315				
Appropriation to Towns	2,209,404				
Rural Legacy Program	50,000				
Contingency Reserve	100,000				

TOTAL GENERAL FUND APPROPRIATIONS

472,316,523

**GENERAL FUND
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$472,316,523**



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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	75,999,059	83,471,107	109,130,465	117,377,028	117,276,560
20	CONTRACTUAL SERVICES	15,031,420	19,476,320	23,661,476	24,823,528	25,253,211
30	SUPPLIES & MATERIALS	4,449,154	5,001,143	4,919,517	5,004,313	4,954,313
40	BUSINESS & TRAVEL	3,000,289	3,373,227	3,687,617	3,860,933	3,860,933
50	CAPITAL OUTLAY	3,252,324	5,103,456	1,877,649	480,241	480,241
60	DEBT SERVICE	22,771,618	19,165,658	36,875,601	34,531,351	34,531,351
70	MISCELLANEOUS	243,743,859	254,093,870	272,576,844	285,561,708	285,303,115
80	INTERGOVERNMENTAL	0	0	0	663,519	656,799
	GRAND TOTAL	<u>368,247,723</u>	<u>389,684,781</u>	<u>452,729,169</u>	<u>472,302,621</u>	<u>472,316,523</u>

GENERAL FUND

FUND SUMMARY:

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY DEPARTMENT:</u>					
01 COUNTY EXECUTIVE	979,597	1,141,449	1,959,289	2,054,005	2,022,005
02 ADMINISTRATION	10,545,033	11,274,603	13,221,520	13,331,232	13,328,394
03 PROCUREMENT	704,869	2,898,896	3,781,372	4,017,423	4,417,423
04 TREASURY	3,269,467	3,499,197	4,259,441	4,230,549	4,230,549
05 LAW	1,456,373	1,626,144	1,949,593	2,021,318	2,021,318
06 PLANNING & ZONING	2,662,619	2,906,844	3,258,225	3,860,708	3,860,708
08 HUMAN RESOURCES	1,803,224	1,867,926	2,247,536	2,281,052	2,208,052
09 COMMUNITY SERVICES	5,148,703	5,718,938	7,501,919	8,314,950	8,434,457
14 HANDICAPPED CARE CENTERS	1,780,890	2,094,716	2,294,716	2,419,716	2,419,716
15 GOV'T & COMMUNITY RELATIONS	426,163	502,051	588,463	640,583	603,916
16 HEALTH	3,773,240	3,541,538	3,739,555	4,005,751	4,119,651
17 HOUSING AGENCY	443,008	496,527	713,207	817,256	817,256
21 SHERIFF'S OFFICE	44,090,291	50,421,741	60,600,332	62,609,210	62,609,210
22 EMERGENCY SERVICES	13,061,559	14,242,154	18,857,851	19,579,724	19,579,724
26 INSPECTIONS, LICENSES & PERMITS	3,345,991	3,689,019	4,129,058	4,249,423	4,249,423
30 PUBLIC WORKS	3,265,579	4,291,108	4,587,806	4,542,768	4,542,768
40 COUNTY COUNCIL	1,620,483	1,747,354	2,404,701	2,363,505	2,363,505
41 JUDICIAL	2,458,783	2,546,088	2,907,350	2,877,323	2,877,323
43 STATE'S ATTORNEY	4,126,049	4,674,141	5,015,189	5,430,447	5,430,447
48 ELECTIONS	1,020,436	1,484,720	1,686,995	1,885,922	1,885,922
54 BOARD OF EDUCATION	175,414,800	189,414,800	199,614,800	210,914,800	210,914,800
56 HARFORD COMMUNITY COLLEGE	13,778,743	14,778,743	15,778,743	16,778,743	16,778,743
57 MARYLAND SCHOOL FOR THE BLIND	63,677	73,525	75,000	75,000	75,000
58 LIBRARIES	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988
59 PARKS & RECREATION	7,136,238	8,484,750	9,803,280	10,182,644	10,182,644
63 CONSERVATION OF NATURAL RESOURCES	381,531	397,510	585,994	616,669	616,669
65 ECONOMIC DEVELOPMENT	2,066,062	2,485,574	2,682,982	2,619,742	2,619,742
66 DEBT SERVICE	22,823,095	19,224,778	37,176,551	34,771,301	34,771,301
67 INSURANCE	336,131	883,761	1,167,106	941,873	941,873
68 BENEFITS	2,471,247	1,032,963	4,476,266	9,275,315	9,275,315
70 MISCELLANEOUS	24,688,061	17,881,267	19,858,868	17,825,681	17,350,681
90 RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
GRAND TOTAL	368,247,723	389,684,781	452,729,169	472,302,621	472,316,523

GENERAL FUND

FUND SUMMARY:

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	169,787,259	189,926,905	207,440,466	228,144,502	228,144,502
INCOME TAXES	152,086,523	163,121,922	170,297,559	177,585,778	177,585,778
LICENSES & PERMITS	3,423,082	3,405,485	3,462,975	3,523,004	3,523,004
INTERGOVERNMENTAL	3,068,440	3,043,770	3,079,767	2,288,258	2,288,258
SERVICE CHARGES	4,894,195	4,947,473	4,889,750	4,752,804	4,752,804
FINES & FORFEITURES	138,893	168,533	126,000	130,175	130,175
INVESTMENT INCOME	4,822,434	6,848,140	5,358,000	2,614,441	2,614,441
MISCELLANEOUS REVENUES	8,033,099	14,019,032	7,007,517	6,355,237	6,355,237
RECORDATION TAX	7,939,446	6,478,975	17,161,944	16,523,316	16,523,316
INTRA-COUNTY TRANSFERS	12,607,225	12,308,299	8,247,374	10,904,080	10,058,783
FUND BALANCE APPROPRIATION	<u>0</u>	<u>0</u>	<u>25,657,817</u>	<u>19,481,026</u>	<u>20,340,225</u>
GRAND TOTAL	<u>366,800,596</u>	<u>404,268,534</u>	<u>452,729,169</u>	<u>472,302,621</u>	<u>472,316,523</u>

GENERAL FUND

FINANCIAL NOTES:

FY 09 Approved Budget	\$472,316,523
FY 08 Approved Budget	\$452,729,169
\$ growth	\$19,587,354
% growth	4.33%

The \$19,587,354 projected growth in General Fund Revenues results from:

FY 08	FY 09	CHANGE	
o 207,440,466	228,144,502	20,704,036	<u>PROPERTY TAXES</u>
			FY 09 Approved Budget
			\$228,144,502
			48.30%
			of the FY 09 General Fund
			FY 08 Approved Budget
			\$207,440,466
			45.82%
			of the FY 08 General Fund
			\$ growth
			\$20,704,036
			% growth
			9.98%

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. Properties are required to be assessed at their current market value so that each property owner pays their fair share of local property taxes. Assessments are certified to the county where they are converted into property tax bills by applying the appropriate property tax rate.

Low mortgage interest rates led to an increased demand for residential real estate that outpaced supply through the early part of FY 07. This in turn resulted in rising real estate values and reassessments for the past several fiscal years. Reassessments are based on sales that have occurred in the reassessment area over the past three years with emphasis placed on the most recent sales data. Any increase in the property value is phased in over the next three years.

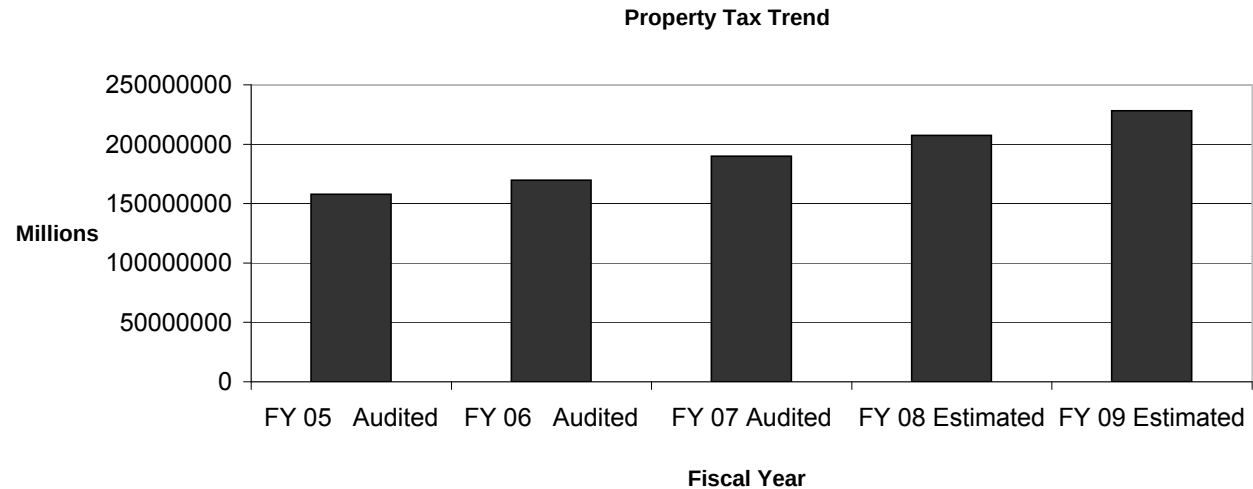
The Homestead Tax Credit Program is a tax relief program originally enacted by the General Assembly in 1977 that requires the Counties and municipalities of the State to set a property tax assessment cap. Harford County has set its Homestead Tax Credit percentage at nine percent. Upon qualification as the principal residence of the homeowner, this credit is automatically processed and is applied to the real property tax bill. In FY 2009, this credit is estimated to be valued at \$22,433,285 which is an increase of \$8,569,940 over FY 08 budgeted amount.

GENERAL FUND

FINANCIAL NOTES:

All tangible personal property owned by businesses operating in the State is annually certified by the State Department of Assessments and Taxation to the appropriate local jurisdiction. The certified amounts are used by the County for property tax billing purposes. The personal property assessors use the generally accepted accounting principles and depreciation schedules to value all taxable property by business location. Utilities and railroad property are valued by the Maryland Department of Assessments and Taxation as required under the Annotated Code of Maryland. Utilities often include many companies which function on an interconnected basis across several states. The operating unit of the utility or railroad is valued as a whole by considering the earning capacity of the operating unit based on the income approach of assessment methods with consideration given to other factors relevant to determining market value. The Maryland portion of the operating unit is apportioned to the State and then to the county in which the property is located.

Utility companies have been adjusting to a restructured environment that has spread across the nation as competition has entered the industry. New spending for capital improvements are now being made at a modest level according to information from the Maryland Department of Assessment and Taxation. Revenues and income to the utilities reflect the increasing competition for retail service. Consolidation and reorganization continue in the telecommunications industry. Overall revenues for telecommunications companies are decreasing for local and long distance carriers. Electric companies face more challenges as customers shop for competitive energy suppliers. All of this has led to a decrease in Public Utility Property Taxes for a number of years. We are beginning to see a slight increase in property tax from the utilities and railroads and that modest investments are being made.



GENERAL FUND

FINANCIAL NOTES:

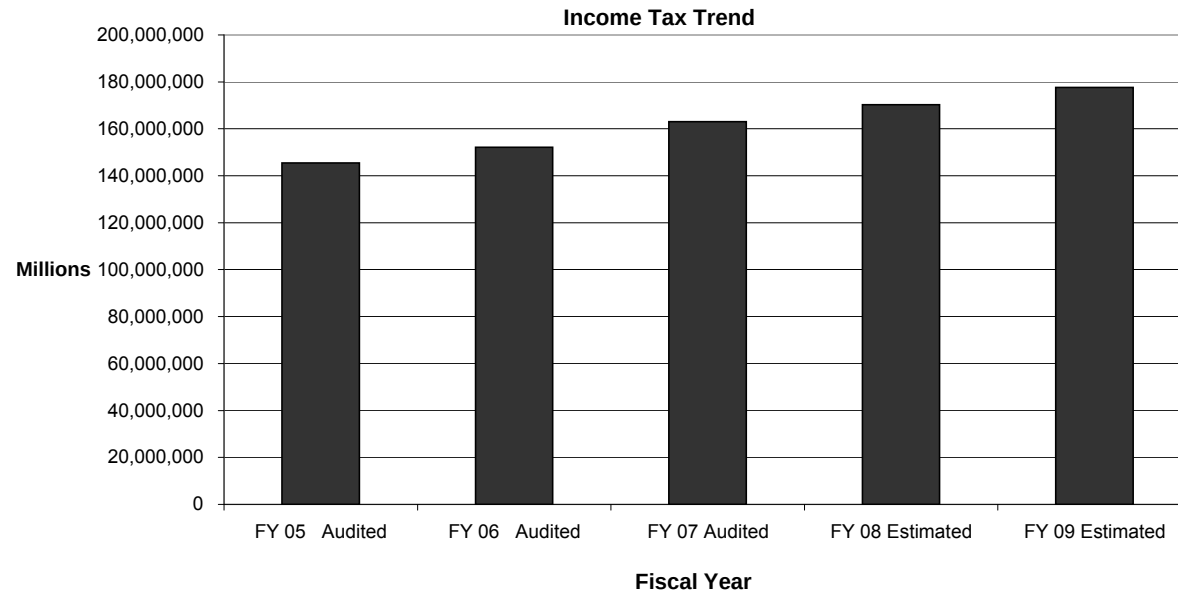
	FY 08	FY 09	CHANGE
o	170,297,559	177,585,778	7,288,219

FY 09 Approved Budget	\$177,585,778	37.60%	of the FY 09 General Fund
FY 08 Approved Budget	\$170,297,559	37.62%	of the FY 08 General Fund
\$ growth	\$7,288,219		
% growth	4.28%		

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. Locals used to collect a Piggy Back, or surcharge, on one's State tax liability, up to a limit of 60%.

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.

Due to changes passed by the Maryland General Assembly in Special Session in November 2007 income tax receipts are expected to decrease by \$3,973,000



GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	74,991,144	66,586,243	(8,404,901)	<u>OTHER REVENUES</u>
				FY 09 Approved Budget
			\$66,586,243	14.10%
				of the FY 09 General Fund
				FY 08 Approved Budget
			\$74,991,144	16.56%
				of the FY 08 General Fund
				\$ growth
			(\$8,404,901)	
				% growth
			-11.21%	

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

Impact Fee

	FY 08	FY 09	Change
	4,241,017	2,601,687	(1,639,330)

The Maryland General Assembly adopted House Bill 965, Harford County School Construction Financing in 2004. The bill states, "In general. - The County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development. . . Use of revenues. - The revenues from the special fund may be used only for:

- (1) School site acquisition;
- (2) School construction;
- (3) School renovation;
- (4) School debt reduction; or
- (5) School capital expenses."

On June 10, 2005, the County Council of Harford County, Maryland enacted, as amended, Bill No. 05-21, that added Article VI, Public School Development Impact Fee, to Chapter 123, Finance and Taxation , of the Harford County Code. This legislation assures that new development contributes its fair share towards the costs of public schools reasonably necessitated by such new development, and to ensure that new development is reasonably benefited by the construction of new public schools built in whole or in part with the proceeds of development impact fees.

Due to the continued slow down in the homebuilding industry a decrease in the impact fee revenue is expected over the budgeted FY 08 estimate. It was anticipated in FY 08 that a turn around in the homebuilding industry would occur. At nine months into FY 08 there has been little change in the permit activity to which the impact fee is applied. The forecast for homebuilding is not expected to improve in the 12 to 18 month period which covers most of FY 09.

GENERAL FUND

FINANCIAL NOTES:

<u>Electrical Deregulation State</u>	FY 08	FY 09	Change
	860,767	0	(860,767)

The Maryland General Assembly in the Special Session in November 2007 eliminated the grant for electrical deregulation impact on a number of counties in Maryland.

<u>Investment Income</u>	FY 08	FY 09	Change
	5,358,000	2,614,441	(2,743,559)

A lower interest rate environment due to the Federal Reserve action on interest rates over the last several months in the effort to spur the national economy is expected to continue well into next fiscal year.

<u>Fund Balance Appropriated</u>	FY 08	FY 09	Change
	25,657,817	20,340,225	(5,317,592)

An excess unappropriated fund balance realized 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.

The level of the General Fund's Appropriated Fund Balance can best be explained by reviewing the past few fiscal years.

At the end of FY 2007 the total fund balance of the General Fund was \$99.7 million of which the unreserved portion was \$91.2 million. Of the \$91.2 million \$22.9 million is undesignated and available for appropriation as needed in FY 08 and FY 09. It is the unreserved fund balance that is the net resources available for spending at the end of the fiscal year. It has been and continues to be the intent of the County to appropriate into the next fiscal year's budget for the funding of one-time expenditures for that fiscal year.

GENERAL FUND

FINANCIAL NOTES:

The unreserved portion of FY 2007 fund balance, \$91.2 million, will be consumed as follows:

- o \$25.7 million was appropriated for use in FY 08 to fund the operations of the General Fund
- o By policy we have designated five percent of the fund balance or \$23.6 million for credit rating purposes
- o Designated another \$11.6 million for the cumulative liability for the future closing of our active landfill and waste-to-energy plant in conformance with GASB Statement No. 18 which requires the County to measure and recognize a portion of the closure and post-closure care costs each fiscal year based on landfill capacity used
- o Designated another \$7.4 million for funding of Other Post Employment Benefits of the General Fund in FY 08. Legislation is pending before the County Council currently.
- o The balance of \$22.9 million is available for funding one-time activities in FY 09 of which we are planning the use of \$20.3 million or 89 percent of the available amount. Prudent financial planning dictates that we hold a reserve for further unanticipated needs.

<u>PSDS Recordation / Transfer Taxes</u>	FY 08	FY 09	Change
	17,161,944	16,523,316	(638,628)

The slow down in the housing sales and new home construction has slowed the growth in both the recordation and transfer tax collection. As a result a decrease in the amount of revenue available for debt service expenses is expected for FY 09.

This revenue comes initially into the County's Capital Revenue Fund. It is expensed from the Capital Budget as a general project called School Debt Service. This expense becomes an Operating General Fund Revenue and it is dedicated to the payment of School Debt Service.

<u>All "Other" Revenues combined</u>	FY 08	FY 09	Change
	21,711,599	24,506,574	2,794,975

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

GENERAL FUND

FINANCIAL NOTES:

The \$19,587,354 net increase in the General Fund is the result of:

	FY 08	FY 09	CHANGE					
o		821,886	821,886	23.00	Net Full-Time positions being created for FY 09			
				FULL TIME POSITIONS	# of Positions	Salary	Fringe	Total
				COUNTY EXECUTIVE				
				Administrative Specialist I (Ag Marketing Coordinator - temporary converted to permanent)	1.00	47,133	12,984	60,117
				HUMAN RESOURCES				
				Human Resources Clerk (temporary converted to permanent)	1.00	32,800	10,543	43,343
				SHERIFF'S OFFICE				
				Deputy positions (funded for 7 pays)	10.00	125,801	93,288	219,089
				Crime Analyst (funded by CSAFE grant)	1.00	0	0	0
				Records Clerk II (funded by BOSE reimbursement grant)	1.00	0	0	0
				PUBLIC WORKS				
				WATER RESOURCES				
				Engineering Associate I	1.00	37,502	20,979	58,481
				COUNTY COUNCIL				
				HARFORD CABLE NETWORK				
				Broadcast Technician	2.00	66,230	42,542	108,772
				STATE'S ATTORNEY				
				Legal Clerk	1.00	30,011	19,133	49,144
				Legal Assistant II	1.00	41,882	21,429	63,311
				Assistant State's Attorney I (funded by CSAFE grant)	1.00	0	0	0
				PARKS & RECREATION				
				Recreation Specialist III (for Edgewood Community Ctr)	1.00	47,483	25,085	72,568
				Recreation Specialist III (for Eden Mill)	1.00	47,483	25,085	72,568
				Planner II (temporary converted to permanent)	1.00	57,307	17,186	74,493
				NET FULL-TIME POSITIONS	23.00	533,632	288,254	821,886

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE			
o		4,876,447	4,876,447	Harford County's FY 09 Wage Package of a Merit + a 3% COLA for all eligible employees		
o		1,484,695	1,484,695	FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08		
o		160,560	160,560	Implementation of the Sheriff's Office Civilian Pay and Classification study		
o		357,992	357,992	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources		
o		(146,463)	(146,463)	Staff Turnover <u> (.24%)</u>		
o		(32,882)	(32,882)	Salary Offset - is the net result of less Planning & Zoning grant funds available for salary offset for an increase of \$23,666; the decrease of (\$78,645) in the County Council Office to comply with their request to unfund the Council Auditor position; and the increase of \$22,097 in the State's Attorney's Office for a Legal Specialist position created and funded for partial year in FY 08		
o		279,482	279,482	Temporary Salaries increased mainly the result of:		
			County Executive	(57,432) converted Ag Marketing Coordinator to permanent position		
			Administration	121,147 for one (1) Special Assistant and two (2) Special Police Officers		
			Treasury	(2,195) per actual expense history for seasonal / summer help		
			Law	16,086 increase in hours of the Investigator		
			Human Resources	(22,140) converted a temporary Clerk to permanent position		
			Community Services	24,074 per actual expense history mainly result of grant no longer covering cost		
			Gov't. & Community Relations	(12,000) eliminated temporary funds for special project assistance		
			Sheriff's Office	195,785 increase based on actual expense history for security guards, web designer, sex offender investigator and new positions added during FY 08 of a Fleet Tech Assistant and Clerical assistants		
			DPW-Recycling	14,898 one Laborer converted from part-time to full-time		
			DPW-Water Resources	(26,914) converted Engineering Associate I to permanent position		
			County Council	(34,945) converted two (2) HCN Technicians to permanent positions		
			Elections	54,448 funds provided to hire three (3) full-time positions		
			Parks & Recreation	(8,090) mainly result of Planner II converting to permanent		
			Economic Development	15,000 increased to provide for a year-round clerical intern		
o	14,273,306	11,894,578	(2,378,728)	Health Benefit Cost		
			FY 08	FY 09	Change	
			12,909,451	11,711,758	(1,197,693)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
			139,000	142,500	3,500	Supplemental Benefits
			1,224,855	40,320	(1,184,535)	Disease Management Program with guaranteed ROI (return on investment)
			14,273,306	11,894,578	(2,378,728)	Total Change in Health Benefits Costs

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	3,084,054	4,836,437	1,752,383	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	4,199,316	4,452,475	253,159	Overtime and Shift Differential adjusted based on actual expense history
o	13,497,467	14,100,978	603,511	Pension / Retirement rate adjustments
				State Retirement System
				State Pension System
				Temporaries Pension
				Volunteer Fire's Length of Service Awards Program (LOSAP)
				Sheriff's Office Pension System
				LEOPS - Sheriff
				Total Pension / Retirement Adjustments
o	1,984,716	2,155,041	170,325	Workers' Compensation rate adjustments based on actuarial assessment
o	2,253,060	3,018,305	765,245	Space and Real Estate Rentals - increase due to additional leased space and higher contract costs
o	2,792,020	3,070,390	278,370	Other Professional Services funds are increased as a net result of:
			272,050	Administration - MIS funds provided for disaster recovery off-site storage @ \$150,000 and a study to combine paid & volunteer fire services @ \$150,000 offset slightly by elimination of funds for cell tower reviews and other adjustments based on actual expense history
			(116,000)	Procurement consultant support for electricity bid through BRCPC decreased and property assessment funds reallocated to Management Services
			103,900	County Executive - Ag Affairs funds reallocated from Economic Development for Ag Co-op Marketing and adjusted based on actual expenses
			123,848	to DPW for shallow water monitoring / transporting recyclables / and adjusted per actual expenses
			(42,080)	Emergency Operations decreased due to a reduction in consulting services
			(33,370)	County Council decreased per their request
			(26,500)	Judicial decrease in Juvenile Counseling Programs and evaluators / mediators per actual expenses
			100,708	Community Services increased primarily for addictions counselors contract and in-patient beds for drug intervention program
			50,927	Sheriff's Office additional funds provided for video analysis consultant, gang surveillance technology, air quality testing and law enforcement testing
			(9,480)	Treasury decrease based on actual expenses for armored car services and actuarial services
			(145,000)	Human Resources - County Council amendment # 101 eliminated all funds in this line item

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE		
o	1,634,490	1,905,649	271,159	Electricity adjusted based on actual expense history	
o	559,025	353,575	(205,450)	Heating Fuel (Gas) expenses decreased based on actual expense history mainly in the Sheriff's Office @ (\$156,700) and Parks & Recreation (\$40,520)	
o	0	1,233,180	1,233,180	Retirees Insurance - funds are provided for the County's share of retiree's health and dental insurance. For FY 08, funds were appropriated as part of OPEB funding. To differentiate Retiree's health benefit costs from current employee's OPEB liability, we have appropriated funds in a separate subobject for FY 09	
o	2,461,577	2,693,127	231,550	Medical Services increase primarily for an anticipated 5% increase to the Medical Services contract for the Detention Center @ \$112,004 and additional funds for annual and pre-employment physicals and psychological exams @ \$46,446 for the Sheriff's Office and \$62,000 appropriated in Human Resources to provide heart and lung scans for Sheriff's Office law enforcement and correctional officers	
o	864,750	628,250	(236,500)	County Facility Repair & Renovation - Facilities and Operations funds to provide for contractual services for necessary repairs and renovations were reduced (\$253,000); Parks and Recreation increased \$22,400; and the Sheriffs Office decreased (\$7,500) all based on actual expense history	
o	2,474,992	1,924,391	(550,601)	Other Insurance increases based on actuarial analysis and are explained below:	
		FY 08	FY 09	Change	
		County	1,167,106	941,873	(225,233) General / Auto Liability / Property Damage
		Sheriff	487,308	399,555	(87,753) General / Auto Liability / Property Damage
		Detention	209,238	179,096	(30,142) General / Auto Liability / Property Damage
		Emergency Ops	600,000	385,000	(215,000) Workers Comp Insurance for Volunteer Fire Companies
		Libraries	10,340	17,867	7,527 General / Auto Liability / Property Damage
		Judicial	1,000	1,000	0
			<u>2,474,992</u>	<u>1,924,391</u>	<u>(550,601)</u>
o	649,437	885,142	235,705	Management Services increases mainly due to the County's share for implementation of the Statewide Voting System, warranties and new voting equipment in Elections @ \$166,033; and funds reallocated here from Other Professional Services for Procurement's property and environmental assessment costs @ \$90,000	
o	289,175	322,650	33,475	Other Advertising increased mainly for the Division of Ag Affairs "buy local" campaign @ \$20,000 and \$10,000 based on actual expense history for ag related marketing as well as additional funds in Economic Development to promote Harford County @ \$17,025, offset by adjustments to various other departments based on actual expense history for a net reduction of (\$13,550)	
o	1,859,171	1,539,896	(319,275)	Communication Service decreased mainly due to the decrease costs of the Motorola maintenance contract for Emergency Operations @ (\$315,240); Sheriffs Office decreased (\$5,135) and Parks & Recreation decreased (\$2,000) based on actual expense history offset by an increase to the County Council office +\$2,500 per their request.	

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	1,361,210	1,262,120	(99,090) Data Hardware and Software Maintenance decreased based on actual expense history for annual file server, and router and switch, maintenance contracts as well as the costs for yearly software licenses
o	962,340	1,015,103	52,763 Meals Special Purpose increased mainly for the Detention Center inmate meal contract @ \$37,303 and Sheriff's Office Training Academy lunches and special events @ \$18,760; Emergency Operations increased \$1,000 for heightened call volume at dispatch center; offset slightly by decreases in Human Resources (\$1,000) and Community Services (\$3,000) based on actual expenses
o	97,696	138,877	41,181 Weapons and Ammunition increased based on actual expense history for the Sheriff's Office ammunition, etc.
o	105,615	146,865	41,250 Landscape & Grounds Material increased mainly as a result of new contract for ball diamond mix, large tree disposal and seed / fertilizer for field repairs for Parks & Recreation @ \$42,500
o	309,543	310,863	1,320 Other Materials and Supplies increased \$15,000 in the Sheriff's Office for ancillary equipment for new deputy positions; offset by adjustments throughout various other departments based on actual expense history for a decrease of (\$13,680)
o	132,891	76,358	(56,533) Computer Software decreases as a result of the elimination of FY 08 one-time funds provided for Treasury to convert Accounts Receivable and Accounts Payable to digital form @ (\$16,500); and a reduction in the County's share of the voter registration system per State's estimate (\$35,533)
o	32,300	14,600	(17,700) Computer Hardware Components decrease mainly as a result of the elimination of FY 08 one-time funds provided for Treasury to convert Accounts Receivable and Accounts Payable documents and electronic tapes to digital form @ (\$16,500) and Planning & Zoning GIS funds reduced based on actual expenses (\$1,000)
o	111,400	88,500	(22,900) Computer Supplies decrease mainly due to the elimination of FY 08 one-time funds provided for Treasury to convert Accounts Receivable and Accounts Payable documents and electronic tapes to digital form @ (\$16,500) and remaining decrease is a result of adjustments made throughout various other departments based on actual expense history for a net decrease of (\$6,400)
o	1,454,257	1,434,307	(19,950) The following materials and supplies line items are adjusted based on actual expense history:
	FY 08	FY 09	Change
	479,284	439,705	(39,579) Printing In-House and Commercial
	351,320	446,304	94,984 Uniform Purchase (mainly Sheriff @ \$72,084)
	264,350	252,150	(12,200) Equipment Repair Parts
	61,895	45,700	(16,195) Audio Visual Supplies
	51,000	34,000	(17,000) Recreation Supplies
	246,408	216,448	(29,960) Safety Equipment
	<u>1,454,257</u>	<u>1,434,307</u>	<u>(19,950)</u>

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,213,415	1,321,570	108,155	Fuel charges increased based on actual expense history
o	1,306,890	1,349,120	42,230	Vehicle Maintenance funding increases based on actual expense history
o	60,000	30,000	(30,000)	Tuition Reimbursement funding decreased based on actual expense history
o	104,660	131,765	27,105	In-House Training - all funds except for the Sheriff's Office for in-house training were reallocated to Human Resources for FY 09 for better accountability and adjusted based on actual expense history
o	796,353	823,640	27,287	The following business and travel line items are adjusted based on actual expense history:

FY 08	FY 09	Change
103,485	97,745	(5,740) Mileage
23,179	20,055	(3,124) Parking and Tolls
68,225	76,700	8,475 Transportation Costs
93,027	98,345	5,318 Meals
142,865	151,340	8,475 Lodging
365,572	379,455	13,883 Training Seminars
<u>796,353</u>	<u>823,640</u>	<u>27,287</u>

o	1,877,649	480,241	(1,397,408)	Equipment funds decrease but still provide for the following:

Equipment for Recycling and Environmental Affairs
6,000 Pumps
<u>10,000</u> Enclosed 30 yd containers
<u>16,000</u>

Various Other Equipment
20,000 Retrofitting of animal control vans
37,028 Audio Visual Equipment for HCN
18,670 Other items such as computer, file cabinets, recording equipment, ground resistance meter, and mobile radios
<u>75,698</u>

Public Safety Equipment
3,495 Stress reducing chairs for Public Safety Dispatchers
282,625 Police Car Packages
<u>25,000</u> Replacement of emergency sirens
<u>311,120</u>

Equipment for Parks & Recreation
70,873 Ground Maintenance equipment such as mowers, trailers, saws, trimmers, etc.
1,550 New furniture for Eden Mill office
5,000 Replacement equipment for items such as vacuums and printers
<u>77,423</u>

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	0	656,799	656,799	Fleet Management Rentals - for FY 09 these funds are provided for departments to lease vehicles and large equipment from a new Fleet Management Internal Service Fund. All replacement and new vehicles will be purchased through this fund and the departments and agencies will lease the vehicles from this fund
o	33,522,292	31,203,445	(2,318,847)	Principal and Interest Payments on existing debt, and new debt to be issued in accordance with the Approved FY 09 Capital Budget:
				FY 08 FY 09 Change
				Principal 19,675,157 15,708,346 (3,966,811)
				Interest 13,847,135 15,495,099 1,647,964
				<u>33,522,292</u> <u>31,203,445</u> <u>(2,318,847)</u>
o	3,133,309	3,017,906	(115,403)	Principal and Interest payments on prior Lease Finance projects as well as new:
				FY 08 FY 09 Change
				2007 County Lease
				Principal 1,289,001 1,340,084 51,083
				Interest 311,138 201,120 (110,018)
				<u>1,600,139</u> <u>1,541,204</u> <u>(58,935)</u>
				2007 School Lease
				Principal 1,170,277 1,216,655 46,378
				Interest 282,480 182,596 (99,884)
				<u>1,452,757</u> <u>1,399,251</u> <u>(53,506)</u>
				2007 College Lease
				Principal 64,777 67,344 2,567
				Interest 15,636 10,107 (5,529)
				<u>80,413</u> <u>77,451</u> <u>(2,962)</u>
				Total All Leases
				Principal 2,524,055 2,624,083 100,028
				Interest 609,254 393,823 (215,431)
				<u>3,133,309</u> <u>3,017,906</u> <u>(115,403)</u>

GENERAL FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE			FY 08	FY 09	Change
o	272,576,844	285,303,115	12,726,271	Miscellaneous				
				County Executive	Community Grants for: cultural organizations, crime prevention and school beautification	930,400	814,770	(115,630)
				Housing	towards House Keys 4 Employees program to assist employees who are first-time home buyers	100,000	200,000	100,000
				Board of Education	towards wage parity with the County; additional teaching staff for Patterson Mill Middle / High School; magnet and special programs; and undesignated operating funds	199,614,800	210,914,800	11,300,000
				Harford Community College	towards wage parity with the County	15,778,743	16,778,743	1,000,000
				Libraries	towards wage parity with the County; additional 60 part-time clerical hours and one full-time custodian; increasing health benefit and utility costs; library materials and continued support of OPEB costs	15,414,787	16,650,121	1,235,334
				Maryland School for the Blind	State law mandating County share of tuition	75,000	75,000	0
				Harford Center	increase County support for Harford Center	532,143	582,143	50,000
				ARC Northern Chesapeake	increase County support for ARC services	1,762,573	1,837,573	75,000

GENERAL FUND

FINANCIAL NOTES:

		FY 08	FY 09	Change
Humane Society	funds appropriated based on services provided to the County reflects no change in funding for FY 09 but \$25,000 is still allocated to support the spay / neuter program	450,000	450,000	0
Volunteer Fire Companies	a 10% increase to each company 555,888 full funding per request of EMS foundation 293,193	7,783,375	8,632,456	849,081
Health	to support State wage package for County funded employees and support of the Infants and Toddlers program	3,713,244	4,093,340	380,096
Elections	payments to the Maryland State Board for employee salaries and benefits, funds decreased based on actual expense history	595,390	572,475	(22,915)
Pro Rata Shares	General funded Public Works activities' share of the Public Works Director's Office Budget	21,580	24,529	2,949
Paygo	per the Approved FY 09 Capital Budget includes \$2,000,000 in impact fee revenue allocated to Vale Road Elementary capital project	17,126,891	15,091,277	(2,035,614)
Parks & Recreation	General fund support to Parks & Recreation Special Revenue Fund - no funds appropriated to support the special fund for FY 09	231,807	0	(231,807)
Appropriation to Towns	Police Aid pass thru to municipalities	1,811,289	2,188,716	377,427
Various	Includes: Sign on Bonuses for Teachers and Deputies a contingency reserve; mandated environmental reserves; and numerous grants and contributions	6,634,822	6,397,172	(237,650)
		<u>272,576,844</u>	<u>285,303,115</u>	<u>12,726,271</u>



Bel Air Courthouse

SOLID WASTE SERVICES

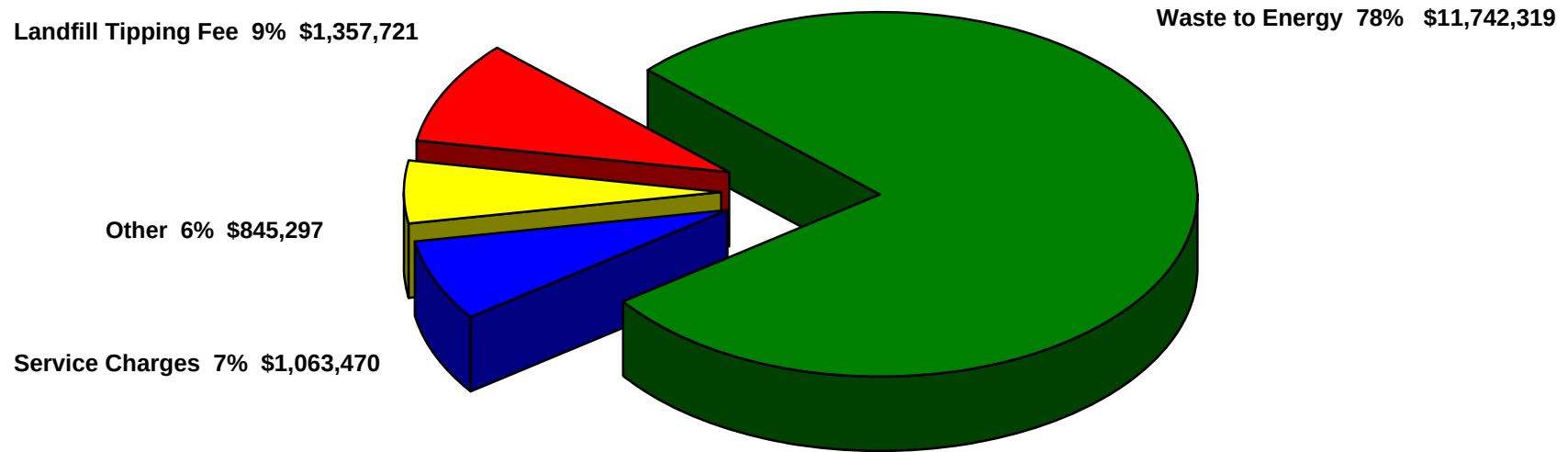
FY 09 APPROVED SOLID WASTE SERVICES REVENUE BREAKDOWN

LANDFILL TIPPING FEE	9%	1,357,721	SERVICE CHARGES:	7%	1,063,470
			Charges for Service	1,054,395	
			Licenses & Permits	7,200	
			Miscellaneous	1,875	
WASTE TO ENERGY	78%	11,742,319	OTHER	6%	845,297
			Intra-County		

TOTAL SOLID WASTE SERVICES REVENUES

15,008,807

**SOLID WASTE SERVICES
REVENUES
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$15,008,807**



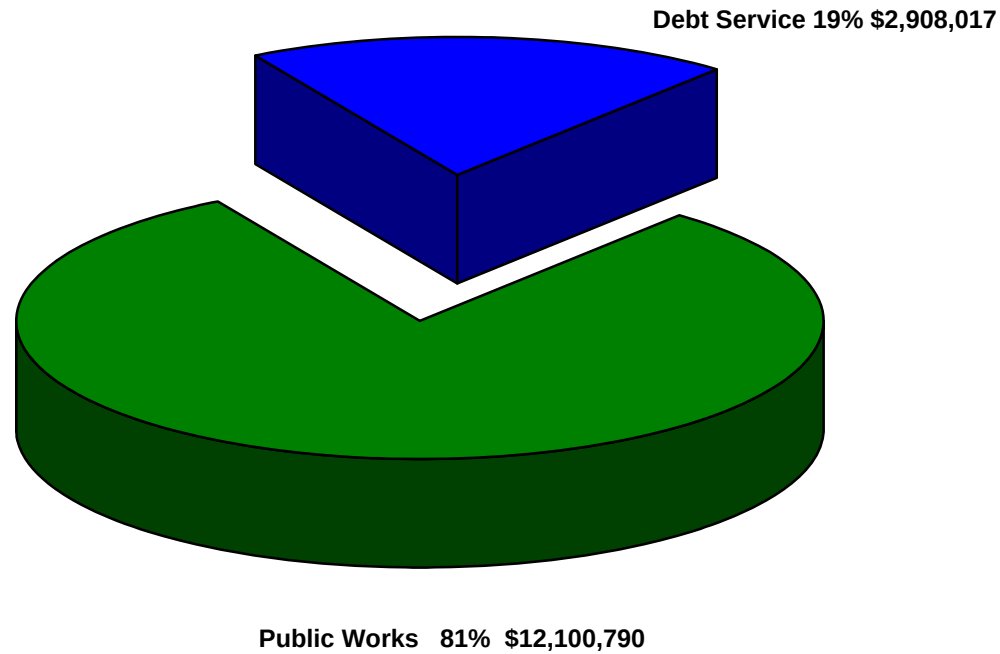
FY 09 APPROVED SOLID WASTE SERVICES APPROPRIATIONS BREAKDOWN

PUBLIC WORKS:	81%	12,100,790	DEBT SERVICE	19%	2,908,017
Bureau of Solid Waste Management	3,899,597				
Waste to Energy	8,201,193				

TOTAL SOLID WASTE SERVICES APPROPRIATIONS

15,008,807

**SOLID WASTE SERVICES
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$15,008,807**



SOLID WASTE SERVICES

ORIGIN/PURPOSE:

The Solid Waste Services account records direct revenues and expenses pertaining to the County's management of the disposal of solid waste. Chapter 109, of the Harford County Code, Environmental Control, establishes the County's official Solid Waste Management Plan. The Charter also authorizes the establishment of fees for service.

The Department of Public Works, Environmental Services Division manages the Harford Waste Disposal Center (HWDC), also known as the Scarboro Landfill. Personnel and the ancillary expenses needed for the site are funded with revenues from the Solid Waste Services account.

The Northeast Maryland Waste Disposal Authority, under its revenue bond financing authority, developed the Harford Waste-to-Energy Facility to process most of the County's solid waste. Through a contractual arrangement with the facility more than 110,000 tons per year of the County's waste is burned to produce energy which is purchased by Aberdeen Proving Ground. This contract covers the operation and maintenance of the plant as well as its repair, insurance, a management fee, ash transportation, the Northeast Maryland Waste Disposal Authority's fee, and a site lease to Aberdeen Proving Ground. Contract expense is funded with Solid Waste Services revenue.

When the original owner of the plant offered the facility for sale, the County contracted with the Northeast Maryland Waste Disposal Authority to make the purchase on our behalf. Under the terms of the contract, the Northeast Maryland Waste Disposal Authority issued bonds. The County will pay the lease purchase debt service and own the plant at the end of the term of the bonds for a purchase price of \$1 due in 2016. The Authority will also issue bonds for a retrofit of the facility, and the County will again pay the debt service. This purchase and renovation ensures the County the ability to manage the disposal of solid waste well into the future, to comply with Federal and State environmental regulations, and to not be subjected to the rising cost associated with securing privately owned disposal services. These debt expenses will also be funded with Solid Waste Services revenue.

The Charter establishes the County's authority to set and collect fees and other revenue to support solid waste management. Chapter 157 Licenses and Permits delineates a number of Tipping Fees for waste brought to the landfill by either commercial haulers or private citizens. There are revenues from the disposal of tires, batteries, scrap metal, and other items; plus fees for mulch and compost produced by recycling yard waste. The Waste-to-Energy Plant also has a tipping fee and fees for burning permitted or recovered materials, plus fees for tire disposal. The plant generates steam which is sold to the United States Army for Aberdeen Proving Ground. The County sells refuse licenses and imposes interest payments on invoices.

While these activities are mandated by Federal and State regulations, avenues for imposing fees are limited by law and the market place. This results in the need for support with General Fund revenues. It should be noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund.

SOLID WASTE SERVICES

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,955,921	2,165,849	2,534,680	2,627,611	2,627,611
20	CONTRACTUAL SERVICES	7,106,225	7,980,931	9,386,407	9,571,843	8,821,843
30	SUPPLIES & MATERIALS	271,354	230,412	339,850	239,050	239,050
40	BUSINESS & TRAVEL	357,741	370,068	365,550	383,550	383,550
50	CAPITAL OUTLAY	789,730	1,169,668	215,600	39,000	39,000
60	DEBT SERVICE	5,920,770	6,153,050	6,496,647	2,798,017	2,798,017
80	INTERGOVERNMENTAL	0	0	0	99,736	99,736
	GRAND TOTAL	16,401,741	18,069,978	19,338,734	15,758,807	15,008,807

SUMMARY BY DEPARTMENT:

08	PUBLIC WORKS	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790
66	DEBT SERVICE	5,958,369	6,188,616	6,606,647	2,908,017	2,908,017
	GRAND TOTAL	16,401,741	18,069,978	19,338,734	15,758,807	15,008,807

SUMMARY BY REVENUE SOURCE:

LICENSES & PERMITS	6,550	7,199	7,000	7,200	7,200
MISCELLANEOUS SERVICE FEES	900,795	1,062,036	934,105	1,248,732	1,054,395
MISCELLANEOUS REVENUES	0	1,162,501	0	0	0
LANDFILL TIPPING FEE	1,676,735	1,292,399	1,638,600	1,638,399	1,357,721
WASTE TO ENERGY PLANT	11,071,720	11,441,320	11,326,400	12,862,601	11,742,319
INTEREST & DIVIDENDS	187	2,154	1,550	1,875	1,875
INTRA-COUNTY	0	0	5,431,079	0	845,297
GRAND TOTAL	13,655,987	14,967,609	19,338,734	15,758,807	15,008,807

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 09 Approved Budget	\$15,008,807
FY 08 Approved Budget	\$19,338,734
\$ growth	(\$4,329,927)
% growth	-22.39%

The (\$4,329,927) net decrease in Solid Waste Services revenue is projected to result from:

SOLID WASTE DISPOSAL FEE

This fee was increased in the FY 05 budget from \$42 to \$50 per ton. For FY 09 the administration proposed an increase in the tipping fee to \$60 per ton a first step in making Solid Waste Service functions self supporting. The County Council rejected the increase which resulted in additional operating cuts of \$750,000 as well as requiring General Fund dollars to support Solid Waste Services.

STEAM SALES

The second largest source of revenue for Solid Waste Services is from the sale of steam, which is generated at the Waste-to-Energy plant and sold by contractual arrangement to the United States Army for Aberdeen Proving Ground.

SUPPORT FROM THE GENERAL FUND

Most solid waste management activities are mandated by Federal and State regulations, yet avenues for imposing fees are limited by law and the market place. This results in the need of support with General Fund revenues. For FY 09 \$845,297 in General Fund dollars are need to support Solid Waste Services.

It should be noted that while Budget Policy defines Solid Waste Services as an individual account, for management purposes, the County's financial statements consider it part of the General Fund.

OTHER REVENUES

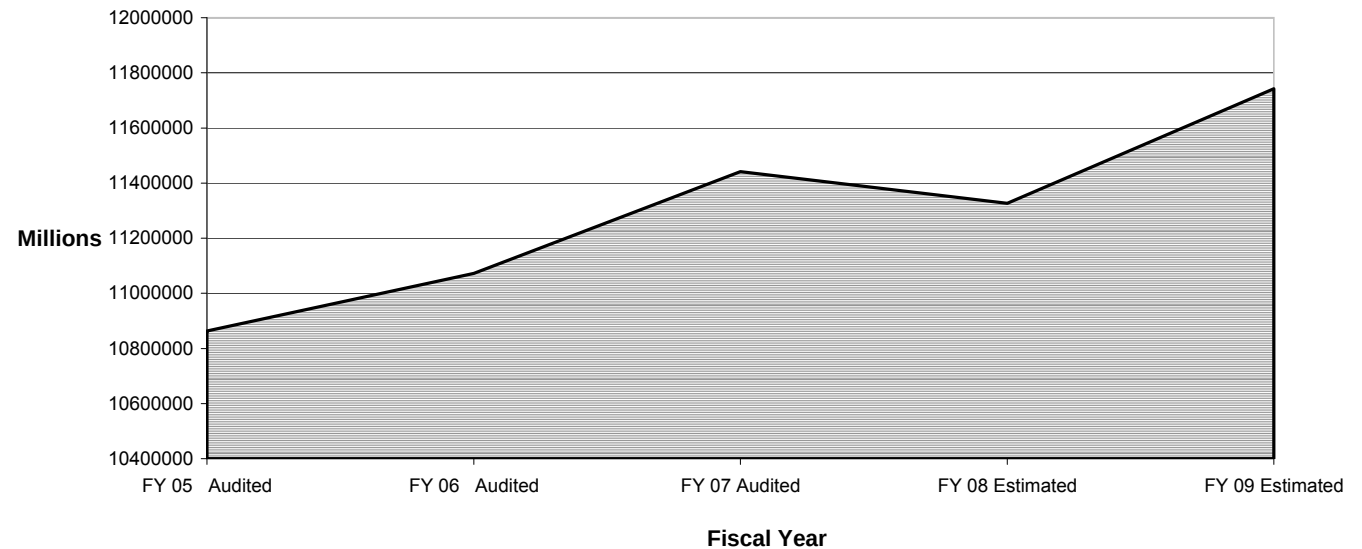
FY 09 revenue estimates for all other sources to Solid Waste Services were projected based on actual receipt history.

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE		FY 08	FY 09	Change
o	11,326,400	11,742,319	415,919	<u>Waste to Energy Plant Revenues</u> are generated from:			
				Solid Waste Disposal Fee	5,426,400	5,731,145	304,745
				Credit Town of Bel Air	(415,000)	(503,826)	(88,826)
				Steam Sales	5,500,000	5,700,000	200,000
				Recovered Materials	15,000	15,000	0
				Handling Permitted Material	400,000	400,000	0
				Tire Disposal	400,000	400,000	0
					<u>11,326,400</u>	<u>11,742,319</u>	<u>415,919</u>

Waste to Energy Plant Revenue Trend



SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE				
o	2,572,705	2,412,116	(160,589)	<u>Harford Waste Disposal Center Revenues</u> are generated from:			
				Solid Waste Disposal Fee	1,713,600	1,435,895	(277,705)
				Credit Town of Bel Air	(75,000)	(78,174)	(3,174)
				Miscellaneous Service Fees			
				Household Waste	425,880	423,157	(2,723)
				Recycling	404,000	554,892	150,892
				Sale of Compost / Mulch	100,625	75,719	(24,906)
				Tire Disposal	3,600	627	(2,973)
					<u>2,572,705</u>	<u>2,412,116</u>	<u>(160,589)</u>
o	8,550	9,075	525	<u>Other Miscellaneous Revenues</u> are comprised of:			
				Licenses & Permits for Refuse Licenses	7,000	7,200	200
				Investment Income			
				Interest on Invoices	1,200	1,500	300
				Over and Short	150	175	25
				Miscellaneous	200	200	0
					<u>8,550</u>	<u>9,075</u>	<u>525</u>
o	5,431,079	845,297	(4,585,782)	<u>General Fund Support</u>			
					<u>5,431,079</u>	<u>845,297</u>	<u>(4,585,782)</u>
				TOTAL SOLID WASTE SERVICES	<u>19,338,734</u>	<u>15,008,807</u>	<u>(4,329,927)</u>

SOLID WASTE SERVICES

FINANCIAL NOTES:

The (\$4,329,927) net decrease in Solid Waste Services expense is the result of:

	FY 08	FY 09	CHANGE
o	1,409,219	1,394,288	(14,931) Full-time Salaries
			(2,687) Salary Step &/or Grade adjustments based on recommendations of the Dept of Human Resources
			(12,244) Staff Turnover (0.88%)
			<u>(14,931)</u>
o	91,800	77,168	(14,632) Temporary Salaries provide for one (1) full-time Laborer and four (4) part-time Landfill Workers, decreased due to turnover
o		114,556	114,556 the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o		70,801	70,801 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	409,595	374,519	(35,076) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	49,322	0	(49,322) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	123,451	136,259	12,808 Workers' Compensation rate adjustments
o	182,000	180,000	(2,000) Overtime decreased based on actual expense history
o	122,032	134,724	12,692 Pension / Retirement rate adjustments
o	128,751	126,336	(2,415) FICA Adjustment

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	604,800	548,500	(56,300) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	15,000	5,000	(10,000) Vehicle & Operating Equipment
	18,000	15,000	(3,000) Heating Fuel (Oil)
	5,000	2,500	(2,500) County Facility Repair & Renovation
	145,000	105,000	(40,000) Crushed Aggregate
	10,000	8,000	(2,000) Building Supplies
	12,500	10,000	(2,500) Safety Equipment
	7,500	6,000	(1,500) Bituminous Concrete
	2,300	1,000	(1,300) Traffic Signs & Markings
	2,500	1,000	(1,500) Oil & Lubricants
	20,000	15,000	(5,000) Other Supplies & Materials
	170,000	180,000	10,000 Vehicle Maintenance Target & Non-Target
	7,000	0	(7,000) Tires & Tubes reallocated to vehicle maintenance
	190,000	200,000	10,000 Fuel Charges
	<u>604,800</u>	<u>548,500</u>	<u>(56,300)</u>
o	15,000	20,000	5,000 Telephone Service - increase due to adding four additional Centrex lines and cell phones
o	210,000	80,000	(130,000) Operating Equipment - decrease due to in-house mechanics doing repairs
o	1,500	11,000	9,500 Uniform-Purchase - purchased every other year
o	90,000	45,000	(45,000) Equipment Repair Parts - decrease based on actual expense history and updated fleet
o	2,000	0	(2,000) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control

SOLID WASTE SERVICES	

FINANCIAL NOTES:[illegible]

The actual increase to the contract is the net result of:

FY 08 Contract	FY 09 Contract	Change	
2,627,077	2,726,944	99,867	<u>Labor Component</u> - based on the U.S. Department of Labor's Employment Cost Index increase of 3.8% from December 2006 to December 2007
1,879,431	2,102,755	223,324	<u>Materials Component</u> - based on the 4th Quarter 2007 increase over the 2006 4th Quarter of the Marshall and Swift Steam Power Equipment cost Index
			<u>Other Pass-Through Costs</u>
297,000	206,388	(90,612)	* Ash Disposal (Paid by County)
427,100	427,100	0	* Insurance
812,928	853,555	40,627	* Utilities
100,000	100,000	0	* Legal / Engineering Fees & Contingency
211,150	219,275	8,125	* Administrative Fee - based on CPI 3.5% increase
353,033	369,656	16,623	* Management Fee - based on CPI 3.5% increase
541,000	526,000	(15,000)	* Capital Expenditures
135,000	135,000	0	* Annual Incentives
510,789	534,520	23,731	* Other

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	173,200	200,000	26,800	Other Professional Services - provides for the following:
				Service
				FY 08
				FY 09
				Change
				Hazardous Waste Disposal
				5,000
				15,000
				10,000 2nd event added
				Groundwater Testing
				15,000
				15,000
				0 semi-annually
				Leachate Testing
				2,500
				2,000
				(500) per expense history
				Leachate Hauling
				33,000
				33,000
				0
				Flyover
				20,000
				0
				(20,000) per expense history
				Haul homeowner bins
				2,000
				2,000
				0
				Scale Maintenance
				5,000
				5,500
				500 per expense history
				Parts Cleaner Service
				1,900
				1,900
				0
				Surveying
				3,800
				3,800
				0
				Stone Hauling
				47,000
				54,000
				7,000 additional stone
				Annual DOT Inspection
				10,000
				0
				(10,000) not required per FVS
				Litter Fence
				20,000
				0
				(20,000) per expense history
				Generator Maintenance
				1,000
				0
				(1,000) work will be done in-house
				Computer Cleaning
				2,000
				2,000
				0
				contract
				Waste Oil Furnace
				5,000
				0
				(5,000) one-time FY 08 expense
				Highway Equipment Operators
				0
				7,800
				7,800 working on Saturdays
				Welding on bins
				0
				58,000
				58,000 annual contract
				TOTAL
				173,200
				200,000
				26,800
o	750,000	0	(750,000)	Other Contractual Services - Amendment #43 eliminated these funds provided for out-of-county trash disposal due to the County Council's failure to pass the tipping fee legislation
o	120,000	90,000	(30,000)	Cost of Issuance decreased based on actual expense history
o	5,462,300	2,063,677	(3,398,623)	Principal payments for the Waste-to-Energy Plant
				Waste to Energy Lease 2002
				700,000
				Waste to Energy Retrofit
				1,140,000
				2007 Lease Purchase
				223,677
				2,063,677
o	914,347	644,340	(270,007)	Interest payments for the Waste-to-Energy Plant
				Waste to Energy Lease 2002
				204,120
				Waste to Energy Retrofit
				406,650
				2007 Lease Purchase
				33,570
				644,340

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	215,600	39,000	(176,600) Equipment - replace five 50 yard homeowner bins @ \$5,700 each and two open top 30 yard containers @ \$4,000 each
o	0	99,736	99,736 Fleet Management Rental - funds are appropriated to lease equipment scheduled for replacement from the newly established Fleet Management Internal Service Fund. Sufficient funds are provided to lease approximately 11 pieces of newly purchased equipment / vehicles.



Waste to Energy Plant

HIGHWAYS

FY 09 APPROVED HIGHWAYS FUND REVENUE BREAKDOWN

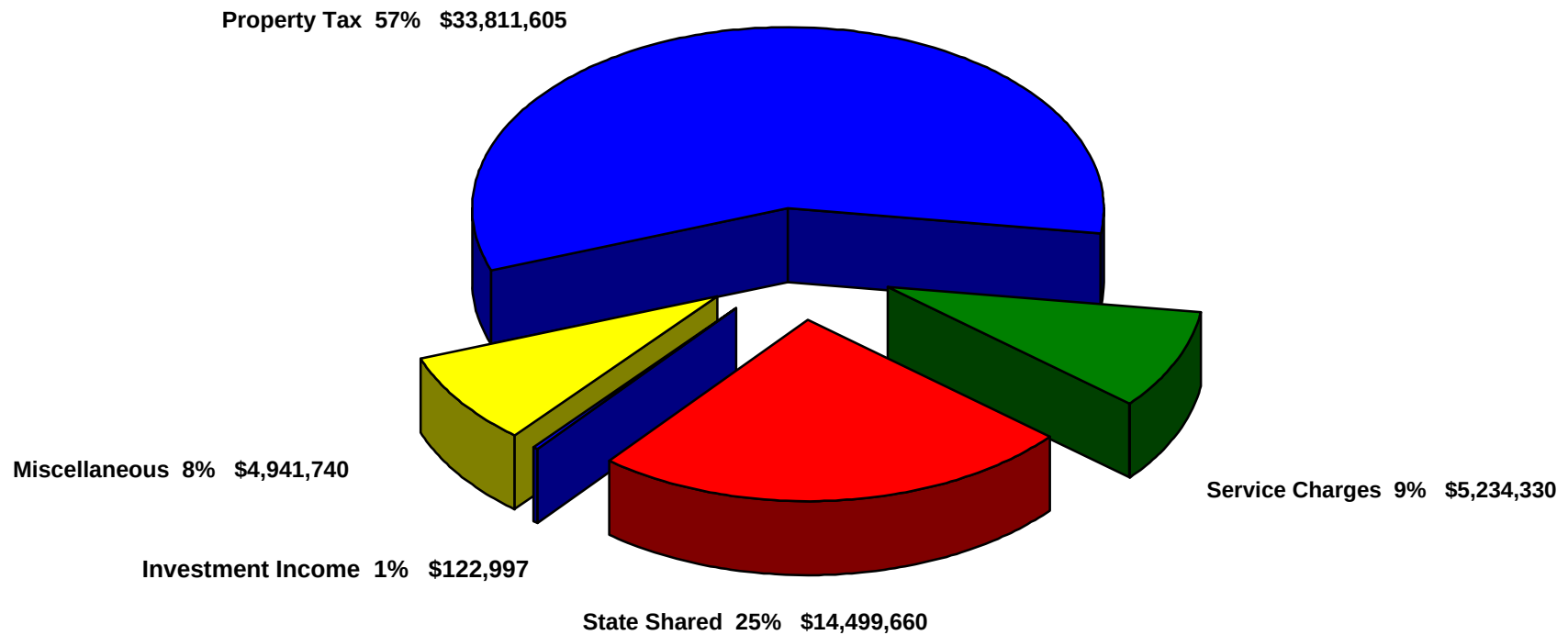
PROPERTY TAX	57%	33,811,605	STATE SHARED	25%	14,499,660
SERVICE CHARGES	9%	5,234,330	INVESTMENT INCOME	1%	122,997
MISCELLANEOUS:	8%	4,941,740			
Pro Rata		236,298			
Capital Recovery		1,718,333			
Miscellaneous		2,444,920			
Pooled Interest Transfer-In		542,189			

TOTAL HIGHWAYS FUND REVENUES	58,610,332

HIGHWAYS FUND REVENUES

Fiscal Year 2008 - 2009

TOTAL APPROVED BUDGET \$58,610,332

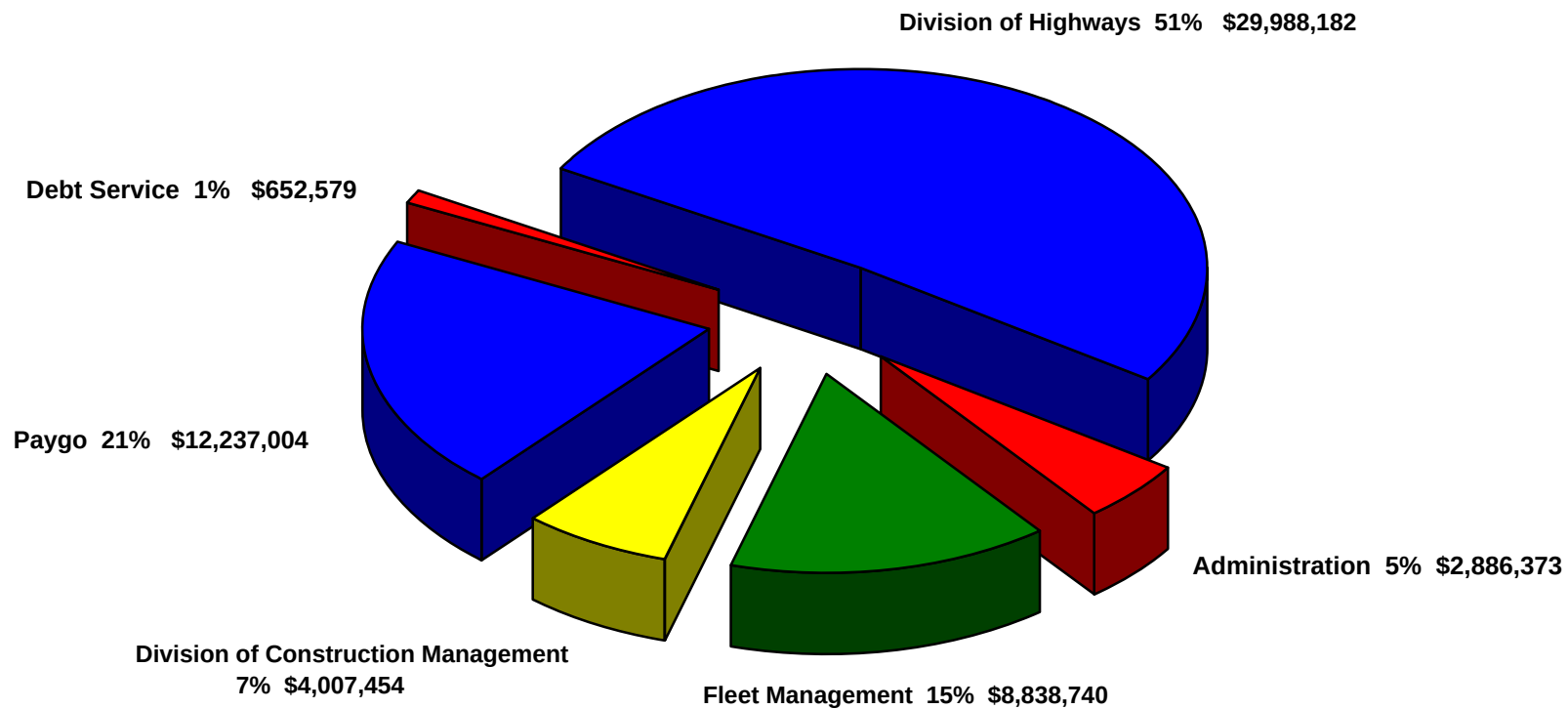


FY 09 APPROVED HIGHWAYS FUND APPROPRIATIONS BREAKDOWN

ADMINISTRATION:	5%	2,886,373	DIVISION OF HIGHWAYS:	51%	29,988,182
Personnel Matters	555,425		Bureau of Engineering	3,259,686	
Director	384,387		Bureau of Highways Maintenance	24,885,675	
Insurance	245,137		Snow Removal	1,842,821	
Benefits	1,501,424				
Contingency Reserve	200,000				
FLEET MANAGEMENT	15%	8,838,740	DIVISION OF CONSTRUCTION MANAGEMENT:	7%	4,007,454
			Bureau of Capital Projects Mangement	866,021	
			Bureau of Construction Inspections	3,141,433	
DEBT SERVICE	1%	652,579	PAYGO	21%	12,237,004

TOTAL HIGHWAYS FUND APPROPRIATION:	58,610,332

**HIGHWAYS FUND
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$58,610,332**



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 Highway User's Tax revenues, charges for services and Intra-County revenues.

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	13,534,822	14,530,821	17,710,910	19,147,442	19,147,442
20	CONTRACTUAL SERVICES	3,943,337	4,357,313	4,737,972	5,667,060	5,585,393
30	SUPPLIES & MATERIALS	4,485,556	5,286,300	7,716,385	8,000,285	8,000,285
40	BUSINESS & TRAVEL	4,614,066	4,745,169	5,785,157	5,411,155	5,411,155
50	CAPITAL OUTLAY	1,840,796	3,841,314	2,816,695	101,010	101,010
60	DEBT SERVICE	137,111	130,345	703,819	647,579	647,579
70	MISCELLANEOUS	21,919,924	24,189,310	19,051,834	18,942,280	18,942,280
80	INTER-GOVERNMENTAL	0	0	0	775,188	775,188
	GRAND TOTAL	50,475,612	57,080,572	58,522,772	58,691,999	58,610,332

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY DEPARTMENT:</u>						
03	PROCUREMENT	5,449,395	6,849,597	9,107,279	8,838,740	8,838,740
08	HUMAN RESOURCES	478,611	213,041	591,900	600,425	555,425
30	PUBLIC WORKS	28,347,041	31,549,838	34,520,223	34,416,690	34,380,023
66	DEBT SERVICE	137,111	133,868	708,819	652,579	652,579
67	INSURANCE	187,361	215,671	310,847	245,137	245,137
68	BENEFITS	291,093	273,235	429,704	1,501,424	1,501,424
70	MISCELLANEOUS	15,585,000	17,845,322	12,654,000	12,237,004	12,237,004
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
GRAND TOTAL		<u>50,475,612</u>	<u>57,080,572</u>	<u>58,522,772</u>	<u>58,691,999</u>	<u>58,610,332</u>

SUMMARY BY REVENUE SOURCE

PROPERTY TAXES	24,968,327	28,442,395	27,804,661	33,811,605	33,811,605
INTERGOVERNMENTAL / STATE SHARED	13,915,109	14,517,818	14,777,392	14,499,660	14,499,660
SERVICE CHARGES	4,003,767	3,966,228	4,631,181	5,234,330	5,234,330
INVESTMENT INCOME	362,472	373,926	382,700	122,997	122,997
MISCELLANEOUS REVENUES	5,140,462	8,841,466	5,580,548	5,023,407	4,941,740
FUND BALANCE APPROPRIATION	0	0	5,346,290	0	0
GRAND TOTAL	<u>48,390,137</u>	<u>56,141,833</u>	<u>58,522,772</u>	<u>58,691,999</u>	<u>58,610,332</u>

HIGHWAYS FUND

FINANCIAL NOTES:

FY 09 Approved Budget	\$58,610,332
FY 08 Approved Budget	\$58,522,772
\$ growth	\$87,560
% growth	0.15%

The \$87,560 projected increase in Highways Fund Revenues results from:

	FY 08	FY 09	CHANGE	
o	27,804,661	33,811,605	6,006,944	<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. Harford County has not changed the rate for this differential since FY 84:

\$0.156 per \$100 of assessed value for properties outside the towns.

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. Properties are required to be assessed at their current market value so that each property owner pays their fair share of local property taxes. Assessments are certified to the County where they are converted into property tax bills by applying the appropriate property tax rate.

Low mortgage rates have led to an increased demand for residential real estate that has outpaced supply through the early part of FY 07. This in turn has resulted in rising real estate values and reassessments for the past several fiscal years. Reassessments are based on sales that have occurred in the reassessment area over the past three years with emphasis placed on most recent sales data. Any increase in the property value is phased-in equally over the next three years.

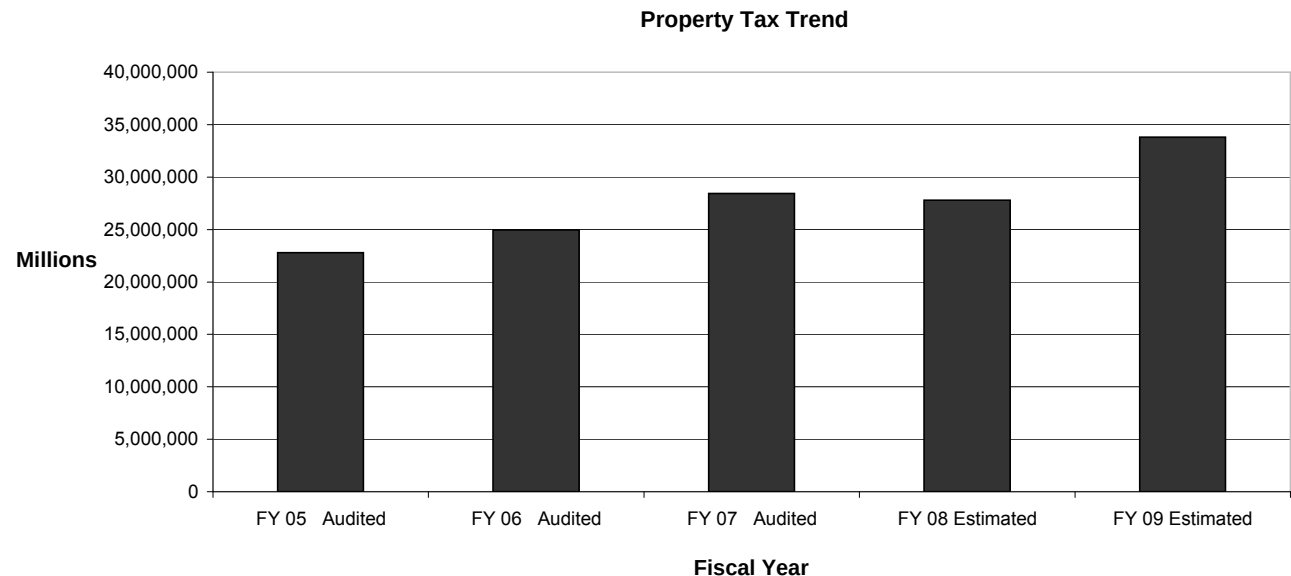
HIGHWAYS FUND

FINANCIAL NOTES:

FY 08	FY 09	CHANGE

Utilities and railroad property are valued by the Maryland Department of Assessments and Taxation as required under the Annotated Code of Maryland. Utilities often include many companies which function on an interconnected basis across several states. The operating unit of the utility or railroad is valued as a whole by considering the earning capacity of the operating unit based on the income approach of assessment methods with consideration given to other factors relevant to determining market value. The Maryland portion of the operating unit is apportioned to the State and then to the County in which the property is located.

Utility companies have been adjusting to a restructured environment that has spread across the nation as competition has entered the industry. New spending for capital improvements are now being made at a modest level according to information from the Maryland Department of Assessments and Taxation. Revenues and income to the utilities reflect the increasing competition for retail service. Consolidation and reorganization continue in the telecommunications industry. Overall revenues for telecommunications companies are decreasing for local and long distance carriers. Electric companies face more challenges as customers shop for competitive energy suppliers. All of this has led to a decrease in Public Utility Property Taxes for a number of years. We are beginning to see a slight increase in property tax revenue from the utilities and railroads and modest investments that are being made.

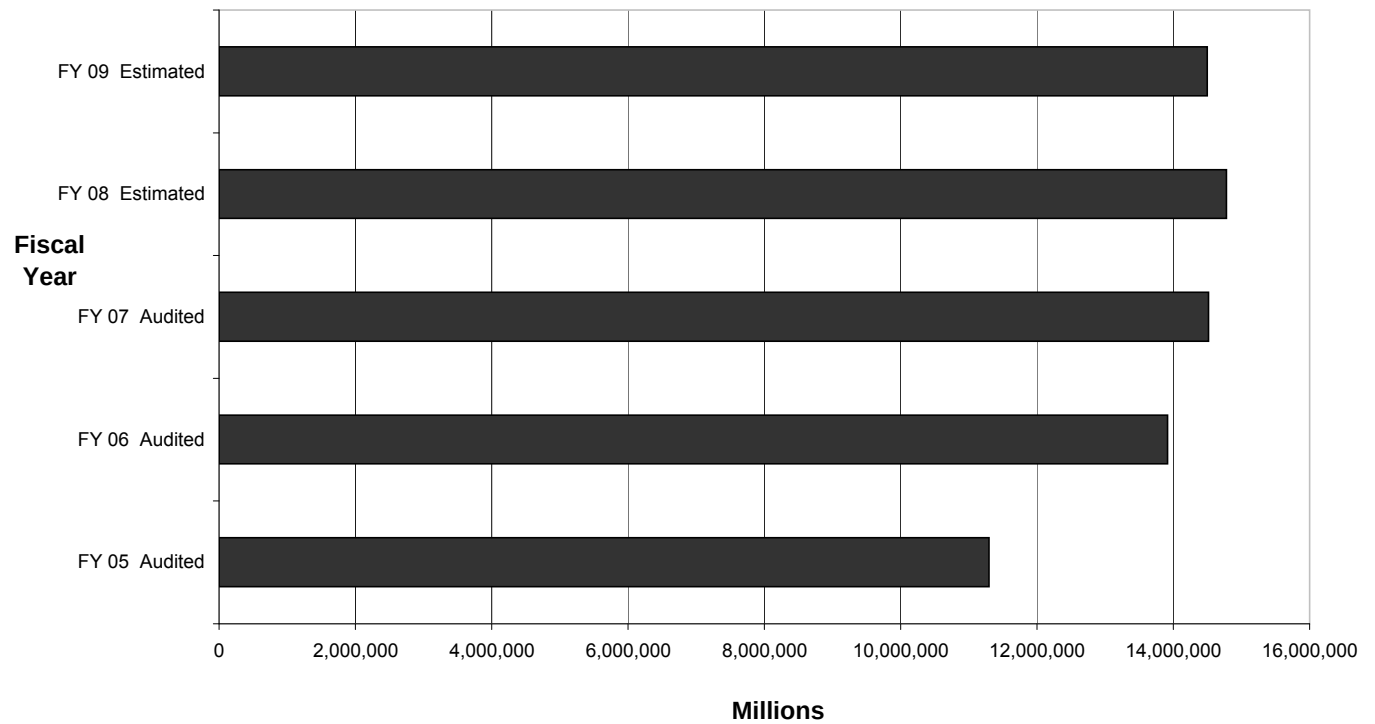


HIGHWAYS FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	14,777,392	14,499,660	(277,732) <u>State Highway User Tax</u> - Due to changes made by the Maryland General Assembly in the November 2007 Special Session a reduction in the Highway User Tax is anticipated.

State Highway User Tax Trend



HIGHWAYS FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	4,631,181	5,234,330	603,149	<u>Charges for Government Services</u> - such as inspections and plan review revenue are increased for FY 09. All departments are charged for their share of the County's fleet maintenance contract. When the departments pay these charges, their expense becomes a revenue to the Highways Fund. This revenue is then appropriated to and expended for the Department of Public Works Highways Fund. The same is true for fuel used by the various departments of the County and outside agencies where an increase in price is expected.
o	5,346,290	0	(5,346,290)	<u>Fund Balance Appropriated</u> - Any excess unappropriated fund balance realized at the end of a fiscal year, above a 5% reserve designated for credit rating purposes, maintained by County policy, is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. No Appropriation of Fund Balance is necessary in the FY 09 budget.
o	382,700	122,997	(259,703)	<u>Investment Income</u> - is adjusted for FY 09 to align with actual receipt history and an anticipated decrease in interest rates.
o	5,580,548	4,941,740	(638,808)	<u>Other Revenue</u> - the elements mainly responsible for the decrease in "Other" revenues are:
	FY 08	FY 09	Change	
	800,000	542,189	(257,811)	<u>Pooled Interest Transfer In</u> - Highways capital project funding earns interest while still unspent. Accounting procedures require that this interest be transferred from Fund 45, our Highways Capital Projects Fund, into the Highways operating fund. Estimates are based on projected interest earnings.
	2,000,000	1,718,333	(281,667)	<u>Recovery from Capital Projects</u> - When Inspectors from the Highways Fund work on a capital project, that project reimburses the Highways Fund for the cost of their services.

HIGHWAYS FUND

FINANCIAL NOTES:

The \$87,560 net increase in appropriations for the Highways Fund is the result of:

	FY 08	FY 09	CHANGE	
o	10,574,745	10,493,915	(80,830)	Full-time Salaries
			47,314	Salary Step &/or Grade Adjustments as recommended by the Department of Human Resources
			(128,144)	Staff Turnover (1.22%)
			<u>(80,830)</u>	
o		800,582	800,582	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		496,199	496,199	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	2,335,781	2,146,833	(188,948)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	901,507	999,010	97,503	Pension / Retirement rate adjustments
o	121,838	156,216	34,378	Temporary Salaries increased due to adding one part-time Engineering Associate V position to the FY 09 budget due to workload
o	924,527	974,716	50,189	Workers' Compensation rate adjustments
o	534,513	809,194	274,681	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	849,000	818,500	(30,500)	Overtime adjusted based on actual expense history
o	450,000	450,000	0	Special Pays - funds appropriated for leave payouts per estimated number of retirements
o	926,339	909,617	(16,722)	FICA adjustments
o	0	431,926	431,926	Retirees Insurance - funds are provided for the County's share of retiree's health and dental insurance. For FY 08, funds were appropriated as part of OPEB funding, to separate Retiree's health benefit costs from current employees OPEB liability we have appropriated funds in a separate subobject for FY 09.

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE		
o	45,070	51,460	6,390	Office Equipment - additional lease will be added in FY 09 for a wide format copier / printer / scanner	
o	150,170	220,000	69,830	Vehicle & Operating Equipment - rental of pickup trucks with plows, dump trucks with plows and operators will increase, also an additional dump truck with plow and operator was added to the bid	
o	310,847	245,137	(65,710)	Other Insurance decreases based on actuarial analysis and are explained below:	
		FY 08	FY 09	Change	
		General Liability	15,909	13,644	(2,265)
		Auto Liability	172,147	125,916	(46,231)
		Property Damage	122,791	105,577	(17,214)
			<u>310,847</u>	<u>245,137</u>	<u>(65,710)</u>
o	1,021,900	1,027,900	6,000	Electricity - increases due to using Hickory I for storage due to lack of space at Hickory II	
o	38,700	62,700	24,000	Heating Fuel (Gas) - increases due to change over at Aldino and Abingdon from oil to gas	
o	46,000	22,500	(23,500)	Heating Fuel (Oil) - decreases due to the change over at Aldino and Abingdon from oil to gas	
o	14,000	131,000	117,000	Management Services - agreement with Maryland Environmental Services fuel tank management program	
o	220,000	130,000	(90,000)	Curb Repair - bid to repair curbing and handicapped ramps following winter damage decreases based on actual expense history	
o	448,000	200,000	(248,000)	Temporary Services - decrease is the result of the inclusion of flaggers in the tree trimming contract	
o	1,135,000	1,767,000	632,000	Grounds Maintenance - increase due to inclusion of flaggers in tree trimming contract plus an increase in community area mowing and one additional tree trimming crew added to the FY 09 budget	
o	15,200	55,500	40,300	Uniform - Purchase - purchased every other year	
o	400,000	450,000	50,000	Bituminous Concrete - additional funds provided for the increased costs of material and a larger maintenance area	
o	550,000	600,000	50,000	Liquid Bituminous - additional funds provided for the increased costs of material and double seal road projects	

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	782,000	809,000	27,000	Other Professional Services - increased funds provide for the following:
	FY 08	FY 09	Change	
	1,000	1,000	0	consultant - Office of the Director
	10,000	1,000	(9,000)	contractual inspectors - for capital projects
	55,000	20,000	(35,000)	traffic studies and consultants - Engineering
	160,000	142,000	(18,000)	contractual inspectors - lab being phased out testing by contract
	500,000	600,000	100,000	road projects - contractual dig-outs & patch
	1,000	40,000	39,000	installation of automatic chains previously installed by FVS
	5,000	0	(5,000)	South River consulting contract ended in FY 08
	5,000	5,000	0	Debt Service - Service Costs
	45,000	0	(45,000)	Professional services from Bolton Partners for health consortium, County Council Amendment #102 eliminated these funds for FY 09
	<u>782,000</u>	<u>809,000</u>	<u>27,000</u>	
o	160,000	210,000	50,000	Traffic Signs & Markings - cost of materials increased plus State / County mandates
o	50,850	100,550	49,700	Paint - increased cost of material and increased productivity due to new paint striper truck technology
o	4,419,000	4,042,500	(376,500)	The County's Fleet Maintenance contract - decreased based on actual expense history
	FY 08	FY 09	Change	
	2,125,000	2,125,000	0	Targeted Services
	2,294,000	1,917,500	(376,500)	Non-Targeted Services
	<u>4,419,000</u>	<u>4,042,500</u>	<u>(376,500)</u>	Total Contract Funding
o	5,197,700	5,206,300	8,600	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	145,100	126,000	(19,100)	Telephone Service
	67,500	80,600	13,100	Building / Custodial Services
	60,000	50,000	(10,000)	Street Lights (DPW)
	31,000	11,000	(20,000)	Other Contractual Services
	27,600	38,700	11,100	Other Supplies & Materials
	1,786,500	1,750,000	(36,500)	Diesel Fuel
	3,080,000	3,150,000	70,000	Gasoline - based on actual expenses and increased consumption
	<u>5,197,700</u>	<u>5,206,300</u>	<u>8,600</u>	

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	2,816,695	101,010	(2,715,685)	Equipment - funds provide for the following:
				500 Chairs 3,250 Tampers
				5,000 Saws - All Types 1,500 Weed Trimmers
				3,500 Cement Mixer 6,000 Welder
				1,000 Pumps 875 Testing Gauge
				20,685 Snow Plows 2,800 Traffic Counter
				18,000 Spreaders
				37,900 Other Equipment - cranes, gradall buckets, backhoe forks, thumb attachment, leaf blower, Jon Boat and surveying equipment
o	67,104	34,315	(32,789)	Principal and Interest on 1991 County Bonds:
				FY 08 FY 09 Change
				62,679 32,265 (30,414) Principal Payments
				4,425 2,050 (2,375) Interest Payments
				<u>67,104</u> <u>34,315</u> <u>(32,789)</u>
o	636,715	613,264	(23,451)	Principal and Interest payments on 2007 Lease Finance project:
				FY 08 FY 09 Change
				512,909 533,236 20,327 Principal Payments
				123,806 80,028 (43,778) Interest Payments
				<u>636,715</u> <u>613,264</u> <u>(23,451)</u>
o	2,500,004	2,463,532	(36,472)	Pro Rata Shares - represents Highways Funds paid to the General Fund for the overhead and administrative support functions provided there
o	12,654,000	12,237,004	(416,996)	Capital Improvements - Paygo funding to cover capital projects included in the FY 09 Approved Capital Budget for the Highways Fund
o	10,000	10,000	0	Grants & Contributions - grant to Highways Safety Committee to perform miscellaneous safety initiatives, e.g. sobriety check points

HIGHWAYS FUND	

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	3,681,330	4,025,244	343,914	The application of Highways Funds has been expanded by legislation in recent years to include traffic safety and County transportation expenses. The County Council initially approved using Highways funds for Sheriff's Office Traffic Safety activities; this was accounted for as an expense in the Highways Fund. Additional legislation defined County support of the Board of Education's transportation expenses as eligible for Highways funding. Although initially it was handled as a Highways Fund Contra-revenue, funds appropriated for Board of Education transportation services are now accounted for as expenses in the Highways Fund.
	FY 08	FY 09	Change	
	881,330	895,244	13,914	Sheriff's Office Traffic Safety Unit
	2,000,000	2,000,000	0	Board of Education Transportation
	800,000	1,130,000	330,000	Paygo funding for Board of Education's Buses & Vehicles
	<u>3,681,330</u>	<u>4,025,244</u>	<u>343,914</u>	
o	0	775,188	775,188	Fleet Management Rental - funds are appropriated to lease equipment scheduled for replacement from the newly established Fleet Management Internal Service Fund. Sufficient funds are provided to lease approximately 68 pieces of newly purchased equipment / vehicles.

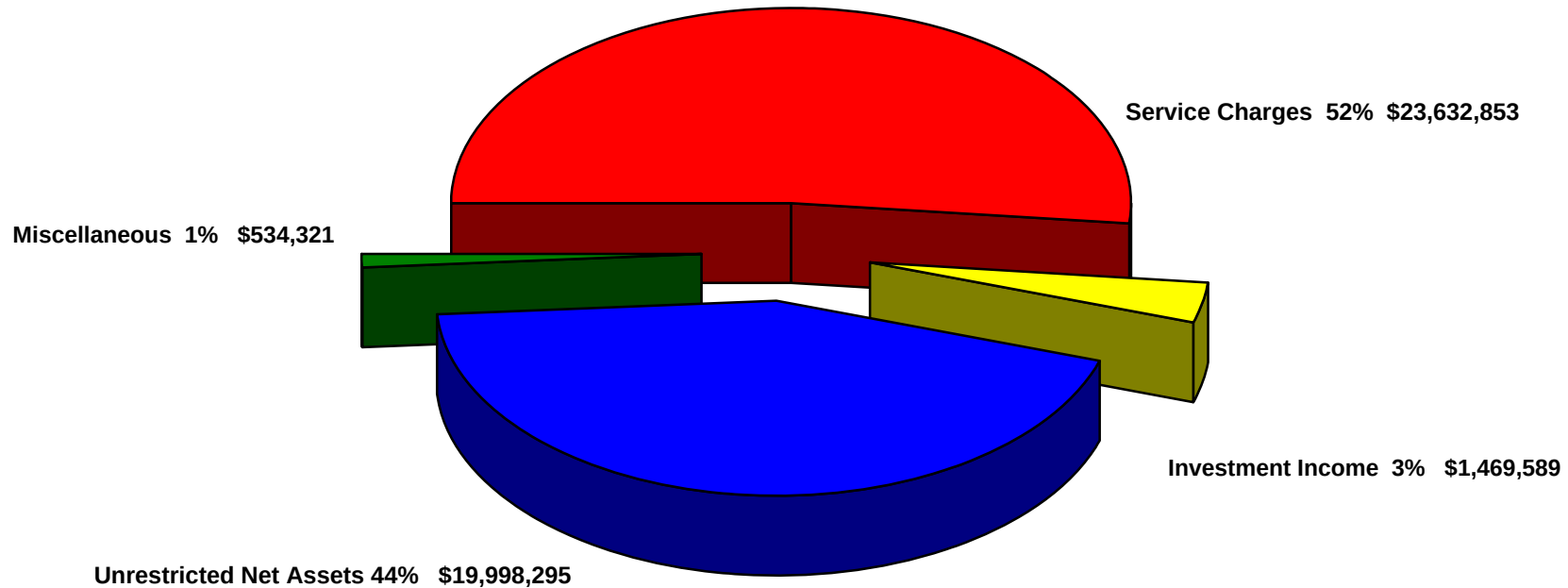
WATER & SEWER

FY 09 APPROVED WATER & SEWER FUND REVENUE BREAKDOWN

SERVICE CHARGES	52%	23,632,853	UNRESTRICTED NET ASSETS:	44%	19,998,295
			Contributed Capital		10,281,250
			Unrestricted Net Assets		9,717,045
INVESTMENT INCOME	3%	1,469,589	MISCELLANEOUS:	1%	534,321
			Capital Recovery		250,000
			Miscellaneous		268,545
			Fine & Forfeitures		15,776

TOTAL WATER & SEWER FUND REVENUES	45,635,058

**WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$45,635,058**



FY 09 APPROVED WATER & SEWER FUND APPROPRIATIONS BREAKDOWN

BUREAU OF W & S ADMINISTRATION:	7%	3,285,676

Administration	3,185,676
General Inventory	100,000

BUREAU OF W & S MAINTENANCE:	15%	7,084,635

Water O&M Abingdon	4,166,239
Sewer O&M Abingdon	2,610,549
Water O&M Joppatowne	109,962
Sewer O&M Joppatowne	82,217
Whiteford / Cardiff Svc Community	115,668

OTHER:	14%	6,244,374

Accounting	791,011
Personnel Matters	337,800
Insurance	223,963
Benefits	916,600
Paygo	3,975,000

DEPRECIATION	23%	10,281,250

BUREAU OF W & S OPERATIONS:

WASTEWATER PROCESSING:	24%	11,084,282

Industrial Waste Management	183,596
Sewer O&M Sod Run	7,694,035
Joppatowne Sewerage Treatment	701,522
Sewer O&M Pump/Meter Station	2,384,872
Sewer O&M Spring Meadows	120,257

WATER PRODUCTION:	14%	6,231,376

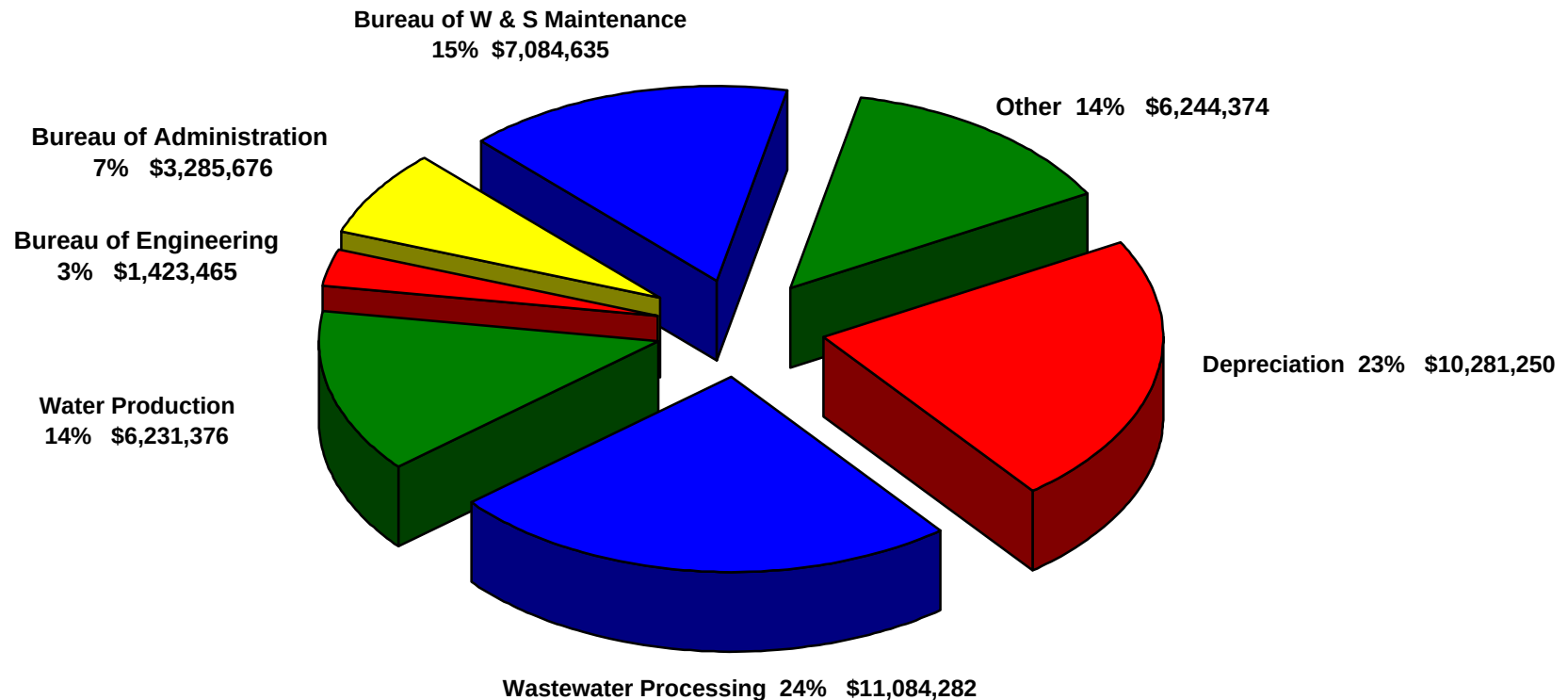
Water O&M Perryman	749,239
Water O&M Booster Stations	471,968
Water O&M Havre de Grace	1,137,487
Water O&M Abingdon-Big Inch	3,854,932
Water O&M Carbon Treatment	17,750

BUREAU OF ENGINEERING:	3%	1,423,465

Water Engineering	715,142
Sewer Engineering	708,323

TOTAL WATER & SEWER FUND APPROPRIATIONS	45,635,058

WATER & SEWER OPERATING FUND APPROPRIATIONS Fiscal Year 2008 - 2009 TOTAL APPROVED BUDGET \$45,635,058



WATER AND SEWER 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 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 AND SEWER FUND

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	11,658,254	12,648,685	14,783,020	16,007,111	16,007,111
20	CONTRACTUAL SERVICES	4,901,124	5,766,331	6,694,969	7,432,630	7,350,963
30	SUPPLIES & MATERIALS	2,017,406	2,334,091	3,349,167	3,305,161	3,430,161
40	BUSINESS & TRAVEL	588,014	547,452	704,662	659,707	659,707
50	CAPITAL OUTLAY	1,065,619	1,154,380	978,323	801,418	801,418
70	MISCELLANEOUS	15,739,734	12,651,306	14,170,054	14,584,248	16,459,248
80	INTER-GOVERNMENTAL	598,346	736,144	745,000	926,450	926,450
	GRAND TOTAL	36,568,497	35,838,389	41,425,195	43,716,725	45,635,058

<u>SUMMARY BY DEPARTMENT:</u>						
04	TREASURY	653,420	589,549	750,752	791,011	791,011
08	HUMAN RESOURCES	123,968	124,263	378,100	382,800	337,800
30	PUBLIC WORKS	31,784,722	33,702,384	38,090,655	39,302,351	39,390,684
67	INSURANCE	95,831	157,066	253,376	223,963	223,963
68	BENEFITS	(18,380)	40,127	152,312	916,600	916,600
70	MISCELLANEOUS	3,928,936	1,225,000	1,800,000	2,100,000	3,975,000
	GRAND TOTAL	36,568,497	35,838,389	41,425,195	43,716,725	45,635,058

SUMMARY BY REVENUE SOURCE:

SERVICE CHARGES	20,977,867	21,624,666	22,027,677	23,632,853	23,632,853
INVESTMENT INCOME	3,615,661	4,519,535	3,744,650	1,469,589	1,469,589
MISCELLANEOUS REVENUE	292,303	312,466	272,300	284,321	284,321
UNRESTRICTED NET ASSETS	0	0	4,849,318	7,798,712	9,717,045
CONTRIBUTED CAPITAL	0	0	10,281,250	10,281,250	10,281,250
RECOVERY FROM CAPITAL PROJECTS	307,926	155,870	250,000	250,000	250,000
GRAND TOTAL	25,193,757	26,612,537	41,425,195	43,716,725	45,635,058

WATER AND SEWER FUND

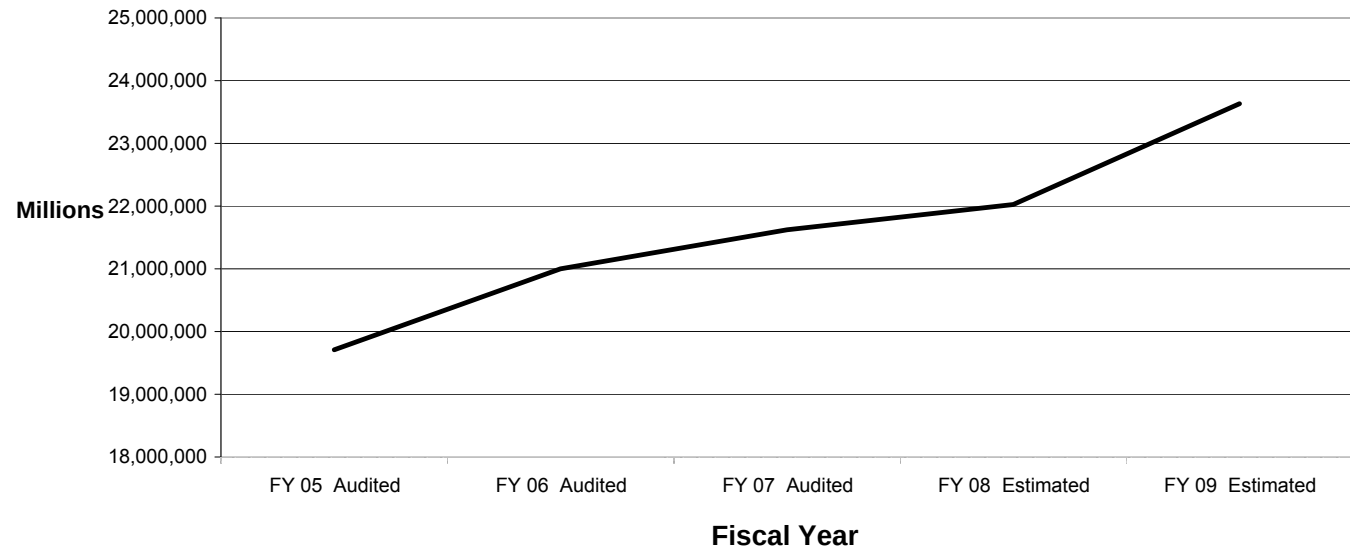
FINANCIAL NOTES:

FY 09 Approved Budget	\$45,635,058
FY 08 Approved Budget	\$41,425,195
\$ growth	\$4,209,863
% growth	10.16%

The \$4,209,863 net increase in Water and Sewer Operating Fund revenue is projected to result from:

	FY 08	FY 09	CHANGE	
o	22,027,677	23,632,853	1,605,176	<u>Service Charges</u> - The increase in service charges is based on a combination of the number of anticipated new customers and an annual user rate adjustment based on the consumer price index.

Service Charges Trend



WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	3,744,650	1,469,589	(2,275,061)	<u>Investment Income</u> - The decrease in investment income is anticipated from lowering of interest rates by the Federal Government therefore investment income on idle cash will be decreased.
o	272,300	284,321	12,021	<u>Miscellaneous Revenue</u> - Includes sundry fines and forfeitures, sale of surplus vehicles, lease purchase proceeds and other revenues that cannot be classified.
o	4,849,318	9,717,045	4,867,727	<u>Unrestricted Net Assets</u> - These are surplus funds from prior years that are being used to finance current year operations.
o	10,281,250	10,281,250	0	<u>Contributed Capital</u> - This is the depreciation add-back on assets acquired with contributed capital.
o	250,000	250,000	0	<u>Recovery from Capital Projects</u> - This is the cost of salaries, benefits, supplies, materials, and equipment recovered from capital projects.

WATER AND SEWER FUND

FINANCIAL NOTES:

The \$4,209,863 net increase in the Water and Sewer Fund is the result of:

	FY 08	FY 09	CHANGE	
o		692,808	692,808	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		400,354	400,354	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	9,353,332	9,282,803	(70,529)	Full Time Salaries
			28,487	Salary Step &/or Grade adjustments based on the recommendations of the Dept of Human Resources
			(99,016)	Staff Turnover (1.07%)
			<u>(70,529)</u>	
o		48,240	48,240	New full-time permanent position for FY 09:
			# of pos	Job Classification
			1.0	W & S Utility Worker I
				Salary
				27,694
				Fringe
				20,546
				Total
				48,240
				Added due to existing and future infiltration and inflow programs
o	1,988,788	1,787,162	(201,626)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	450,663	682,254	231,591	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	395,876	421,627	25,751	Workers' Compensation rate adjustment
o	126,441	139,928	13,487	Temporary Salaries adjusted based on actual expense history
o	781,105	872,675	91,570	Pension / Retirement rate adjustments
o	200,000	200,000	0	Special Pays - leave payouts for potential retirement of eligible staff
o	591,300	596,400	5,100	Overtime - increased based on expense history
o	68,060	72,282	4,222	Shift Differential - increased based on expense history
o	802,395	785,518	(16,877)	FICA adjustment

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,043,585	1,163,985	120,400	Other Professional Services

Division	FY 08	FY 09	Change	Explanation
Human Resources				
Personnel Matters	45,000	0	(45,000)	County Council Amendment No. 103 eliminated these funds for FY 09
Accounting	4,000	2,000	(2,000)	based on actual expense history
Public Works Engineering	0	20,907	20,907	B & D Consulting
Public Works Maintenance	137,125	146,218	9,093	preventive maintenance program
Public Works Water Production	144,000	162,000	18,000	mandated tests and share of Sod Run lagoon pumpout new for FY 09
Public Works Wastewater Processing	713,460	832,860	119,400	landfill disposal as needed @ \$100,000 new for FY 09
Totals	1,043,585	1,163,985	120,400	

o	104,129	213,700	109,571	Grates, Manhole Cover - Amendment #59 added \$125,000 to purchase stainless steel manhole insert dishes to control infiltration and inflow
o	70,000	157,600	87,600	Space & Real Estate Rental - lease cost to the General Fund for 212 South Bond Street @ \$150,000 and \$6,000 for real estate taxes on two properties currently under ownership of the Water & Sewer Fund (3314 and 3320 Abingdon Road)
o	3,053,892	3,184,400	130,508	Electricity funding is increased based on actual expense history and an anticipated increase in costs
o	40,000	190,000	150,000	Engineering Services
			25,000	design for soda ash feed system
			100,000	one-time funding for engineering study for additional sludge homogenation / screening
			50,000	engineering consultant and service contract for all process control and SCADA systems
			15,000	engineering services for assessment, writing specs and inspection of major projects
			<u>190,000</u>	

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	0	210,334	210,334	Retiree's Insurance - funds are provided for the County's share of retiree's health and dental insurance. For FY 08, funds were appropriated as part of OPEB funding, to separate Retiree's health benefit costs from current employees OPEB liability we have appropriated funds in a separate subobject for FY 09
o	253,376	223,963	(29,413)	Other Insurance - per actuarial for Auto, General Liability and Personal Property Insurance
o	145,500	140,500	(5,000)	Utility Water & Sewer Purchases - based on actual expense history
		FY 08	FY 09	Change
		120,000	120,000	0
		25,000	20,000	(5,000)
		500	500	0
		<u>145,500</u>	<u>140,500</u>	<u>(5,000)</u>
o	36,294	37,663	1,369	MD American Fire Hydrant - rent paid to MD American for fire hydrants @ \$272.92 for 138 hydrants
o	53,800	35,000	(18,800)	Other Contractual Services - dumping fee for spoil materials from water leaks, polybutylene breaks and tipping fees for landfill disposal of grit in the Harford County landfill
o	98,625	113,625	15,000	Water Meter Repair Parts - increase due to price for parts and materials increasing
o	1,041,470	1,066,351	24,881	Chemicals in Bulk
		FY 08	FY 09	Change
		13,790	17,000	3,210
		488,680	511,333	22,653
		539,000	538,018	(982)
		<u>1,041,470</u>	<u>1,066,351</u>	<u>24,881</u>

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	3,371,088	3,278,130	(92,958) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	49,947	55,399	5,452 Office Equipment
	13,600	9,050	(4,550) Vehicle & Operating Equipment
	61,400	68,000	6,600 Heating Fuel (Oil)
	120,025	130,620	10,595 Telephone Service
	24,600	22,525	(2,075) Emergency Reporting
	31,500	29,500	(2,000) Financial Audit
	1,046,050	1,039,950	(6,100) County Facility Repair & Renovations
	120,000	115,000	(5,000) Utility Line Maintenance
	21,915	16,130	(5,785) Communication Service
	180,172	204,901	24,729 Operating Equipment
	58,000	54,100	(3,900) Grounds Maintenance
	20,863	14,000	(6,863) Other Contractual Services
	34,675	33,500	(1,175) General Office Supplies
	24,800	17,325	(7,475) Printing - Commercial
	29,370	26,525	(2,845) Delivery Charges
	105,136	108,500	3,364 General Office Mailing
	11,750	9,500	(2,250) Janitorial Supplies & Equipment
	11,565	15,520	3,955 Uniforms - Purchase
	462,425	458,410	(4,015) Equipment Repair Parts
	36,775	30,325	(6,450) Small Tools
	98,900	79,400	(19,500) Laboratory Supplies
	73,850	65,100	(8,750) Safety Equipment
	66,970	59,850	(7,120) W & S Lines Service Parts
	22,500	13,700	(8,800) Other Supplies & Materials
	372,300	335,300	(37,000) Vehicle Maintenance Target & Non-target
	212,900	232,800	19,900 Fuel Charges
	10,100	5,000	(5,100) Tuition Reimbursement
	49,000	28,200	(20,800) Training Seminars
	<u>3,371,088</u>	<u>3,278,130</u>	<u>(92,958)</u>

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE			
o	978,323	801,418	(176,905)	Equipment		
				W & S Wells	30,000	Spreaders 6,000
				W & S Plant Improvements	243,300	Tampers 2,400
				Hex a Gram & Meters	141,600	Hydraulic Power Tools 2,570
				Electronic Process Control	11,100	Testing Gauge 24,500
				Electric Heaters	7,750	Leak Detection Equipment 8,070
				Other Furniture & Fixtures	3,200	Flow Meter 19,200
				Air Compressor	6,000	Laboratory Equipment 4,700
				Blowers	3,600	Other Construction Equipment 99,878
				Saws	3,000	Radio-Mobile 6,000
				Generators	3,000	Radio-Portable 8,400
				Pumps	136,150	Tower, Antenna 500
						Other Communication Equipment 30,500

o 132,700 132,200 (500) Payments to Other Government Agencies - sludge generation fees for:

Division	FY 08	FY 09	Change	Explanation
Maintenance	100,000	100,000	0	payments to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and, as required by an inter-state agreement
Wastewater Processing	32,700	32,200	(500)	sludge generation fees for Joppatowne, Sod Run, and Spring Meadows per actual fee paid to MDE
	132,700	132,200	(500)	

o 10,281,250 10,281,250 0 Depreciation per Treasury estimates

o 1,800,000 3,975,000 2,175,000 Paygo funds per the FY 09 Approved Capital Budget

WATER AND SEWER FUND	

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,949,604	2,064,298	114,694	Pro Rata Shares - represents Water & Sewer Funds paid to the General Fund for the overhead and administrative support functions provided there. It also covers Water and Sewer Operations share of the Director of Public Works budget, which is in the Highways Fund.
	FY 08	FY 09	Change	
	179,816	211,769	31,953	Water & Sewer Fund Pro Rata to the Public Works - Director
	<u>1,769,788</u>	<u>1,852,529</u>	<u>82,741</u>	Water & Sewer Fund Pro Rata to the General Fund
	<u><u>1,949,604</u></u>	<u><u>2,064,298</u></u>	<u><u>114,694</u></u>	
o	0	305,450	305,450	Fleet Management Rentals - for FY 09 these funds are provided for departments to lease vehicles and large equipment from a new Fleet Management Internal Service Fund. All replacement and new vehicles will be purchased through this fund and the departments and agencies will lease the vehicles from this fund. Sufficient funds are provided to lease approximately 33 pieces of newly purchased equipment / vehicles.
o	745,000	621,000	(124,000)	Other Intergovernmental

Division	FY 08	FY 09	Change	Explanation
Wastewater Processing	45,000	45,000	0	sewer fee for Swan Creek to Aberdeen WWTP
Water Production	700,000	576,000	(124,000)	payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; the County purchases 1 MGD of water from the City; FY 09 payment will be \$48,000 per month
	745,000	621,000	(124,000)	



Abingdon Water Tower
Abingdon, Maryland

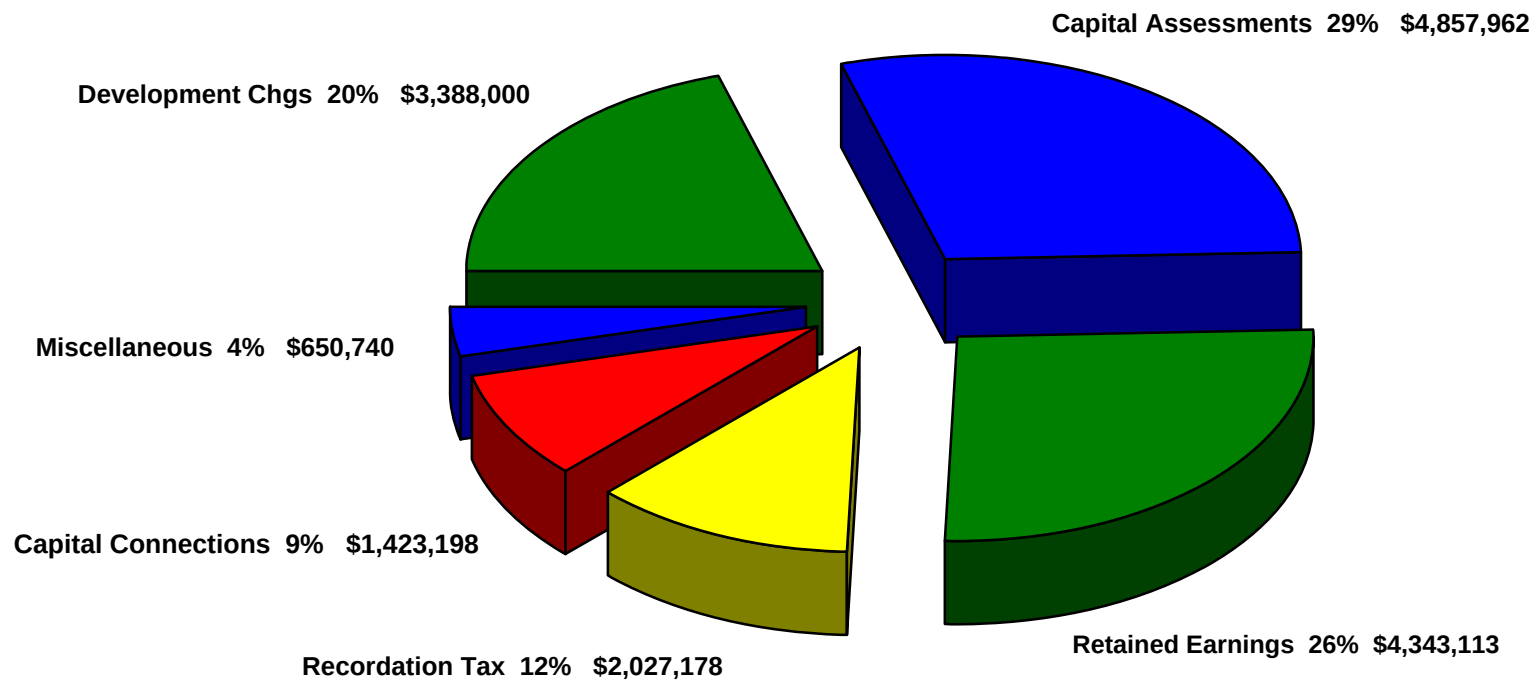
WATER & SEWER DEBT SERVICE

FY 09 APPROVED WATER & SEWER DEBT SERVICE FUND REVENUE BREAKDOWN

DEVELOPMENT CHARGES	20%	3,388,000	CAPITAL CONNECTIONS	9%	1,423,198
CAPITAL ASSESSMENTS	29%	4,857,862	MISCELLANEOUS	4%	650,740
RETAINED EARNINGS	26%	4,343,113	RECORDATION TAX	12%	2,027,178

TOTAL WATER & SEWER DEBT SERVICE FUND REVENUES	16,690,091

**WATER & SEWER DEBT
SERVICE FUND REVENUES
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$16,690,191**

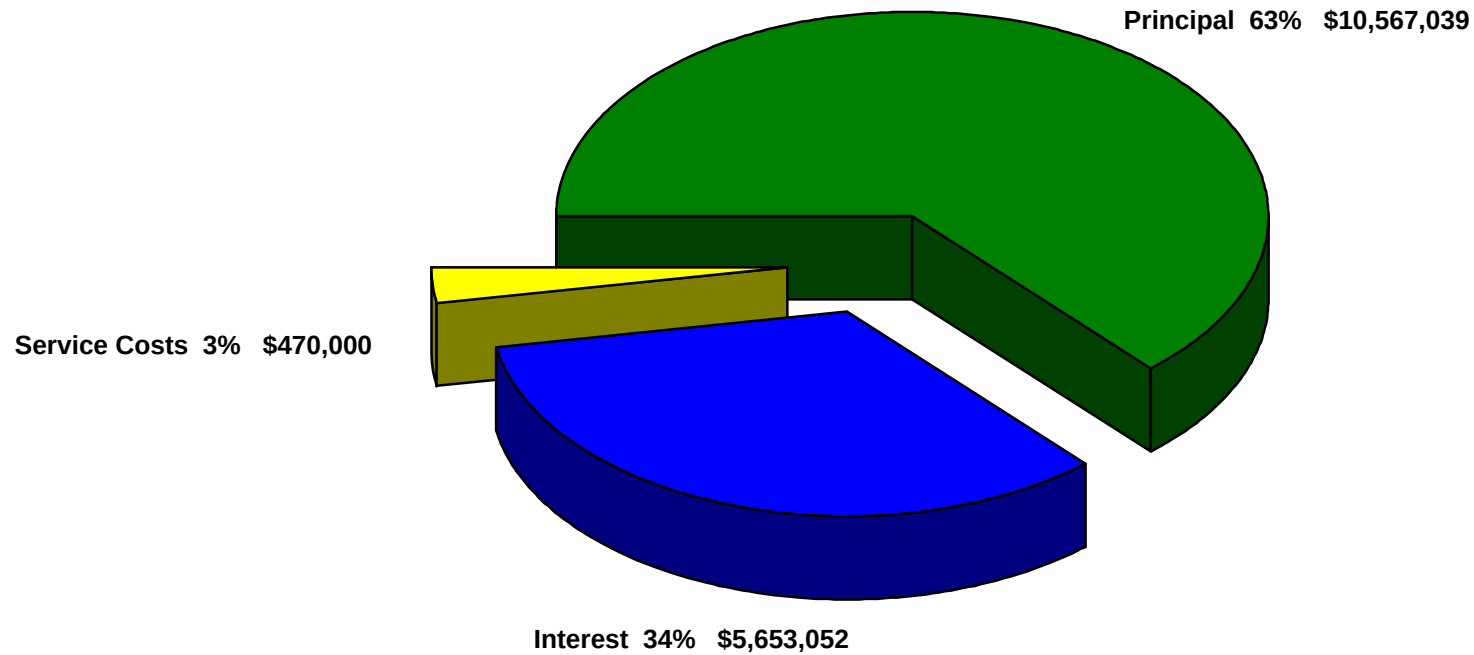


**FY 09 APPROVED WATER & SEWER DEBT SERVICE FUND
APPROPRIATIONS BREAKDOWN**

PRINCIPAL	63%	10,567,039	INTEREST	34%	5,653,052
			SERVICE COSTS	3%	470,000

TOTAL WATER & SEWER FUND DEBT SERVICE APPROPRIATIONS	16,690,091

**WATER & SEWER DEBT SERVICE
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$16,690,091**



WATER AND 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 for sewerage connections and \$650 for water connections based upon: peak demands, the ratio of peak demand to 30 fixture units, and size of the meter. 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 five-eighths inch equivalent area connection charge 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 45.2, 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 five-eighths inch equivalent area connection which increase by 6% each July 1st. For FY 09 the water system fee is \$2,085 and the sewer system fee is \$4,308.

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 five-eighths inch equivalent area connection charge for properties connected to the water / sewer system before December 31, 1991, and \$140 per five-eighths inch equivalent for properties connected after December 31, 1991.

WATER AND SEWER DEBT SERVICE FUND

RECORDATION TAX RECEIPTS

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 \$4.40 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 support the Water and Sewer Debt Service Fund.

BIOLOGICAL NUTRIENT REMOVAL FEE

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

SANITATION PERMIT

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

CAPITAL SURCHARGES

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

INVESTMENT INCOME

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

INTEREST AND PENALTIES

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

WATER AND SEWER DEBT SERVICE FUND

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	133,384	122,009	250,000	250,000	250,000
30	SUPPLIES & MATERIALS	0	0	20,000	20,000	20,000
60	DEBT SERVICE	17,642,590	11,845,772	24,679,970	16,420,091	16,420,091
	GRAND TOTAL	17,775,974	11,967,781	24,949,970	16,690,091	16,690,091
<u>SUMMARY BY DEPARTMENT:</u>						
66	DEBT SERVICE	17,775,974	11,967,781	24,949,970	16,690,091	16,690,091
	GRAND TOTAL	17,775,974	11,967,781	24,949,970	16,690,091	16,690,091
<u>SUMMARY BY REVENUE SOURCE:</u>						
	RECORDATION TAX	3,943,394	3,213,661	3,497,470	2,027,178	2,027,178
	CAPITAL ASSESSMENTS	4,830,656	4,711,707	4,770,238	4,857,862	4,857,862
	CAPITAL CONNECTIONS	2,295,776	1,891,463	1,588,198	1,423,198	1,423,198
	DEVELOPMENT CHARGES	5,704,229	4,686,387	3,835,800	3,388,000	3,388,000
	INVESTMENT INCOME	400,302	298,447	400,000	300,000	300,000
	NET ASSETS APPROPRIATED	0	0	10,614,114	4,343,113	4,343,113
	MISCELLANEOUS	294,556	438,459	244,150	350,740	350,740
	GRAND TOTAL	17,468,913	15,240,124	24,949,970	16,690,091	16,690,091

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 09 Approved Budget	\$16,690,091
FY 08 Approved Budget	\$24,949,970
\$ growth	(\$8,259,879)
% growth	-33.11%

The (\$8,259,879) net decrease in Water and Sewer Debt Service revenue is projected to result from:

	FY 08	FY 09	CHANGE
o	3,497,470	2,027,178	(1,470,292) <u>Recordation Tax</u> - receipts have decreased as the new home sales and existing home sales have continued to decrease in FY 08 and are expected to continue to decrease in FY 09.
o	4,770,238	4,857,862	87,624 <u>Capital Assessments</u> - a slight increase in assessment activity as new connections show a slight increase in FY 08. We should start to see a decrease in the levels of assessments in future fiscal years as housing construction activity has decreased for the foreseeable future.
o	1,588,198	1,423,198	(165,000) <u>Capital Connections</u> - the continued slow down in new housing activity is foreseen for the fiscal year. Capital Connection revenues will decrease as a result.
o	3,835,800	3,388,000	(447,800) <u>Development Charges</u> - the continued slow down in new housing activity is foreseen for the fiscal year. This revenue will decrease for FY 09, as we start to see a flattening in the levels of receipts from Development Charges.
o	400,000	300,000	(100,000) <u>Investment Income</u> - a slight decrease in Investment Income is anticipated as interest rates are projected to lower over the next nine months.
o	10,614,114	4,343,113	(6,271,001) <u>Net Assets Appropriated</u> - minimal net assets appropriated for FY 09.
o	244,150	350,740	106,590 <u>Miscellaneous</u> - this projection is based on actual receipt history.

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

With the FY 09 Approved Capital Budget the anticipated value of
Outstanding Water and Sewer Bonds and Loans as of June 30, 2008 would be \$215,042,507

The (\$8,259,879) net decrease in the Water and Sewer Debt Service Fund is the result of:

	FY 08	FY 09	CHANGE
o	16,695,896	10,567,039	(6,128,857) Principal Payments - are adjusted to the amounts due on outstanding debt.
o	7,814,074	5,653,052	(2,161,022) Interest Payments
o	440,000	470,000	30,000 Service Costs

	FY 08	FY 09	Change
Legal Services	20,000	20,000	0
Management Services	210,000	210,000	0
Other Professional Services	20,000	20,000	0
Printing Commercial	20,000	20,000	0
Cost of Issuance	170,000	200,000	30,000
Totals	<u>440,000</u>	<u>470,000</u>	<u>30,000</u>

PARKS & RECREATION SPECIAL REVENUE

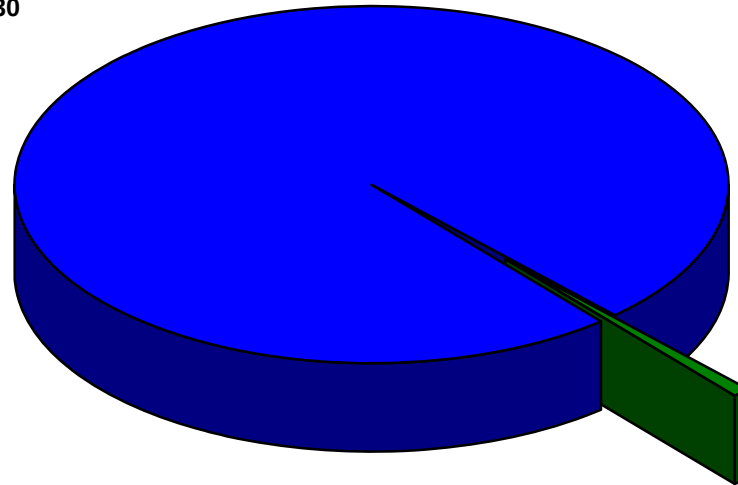
FY 09 APPROVED PARKS & RECREATION SPECIAL REVENUE REVENUE BREAKDOWN

SERVICE CHARGES	99%	750,730	OTHER:	1%	6,173
			Investment Income		6,173

TOTAL PARKS & RECREATION SPECIAL REVENUE - REVENUES	756,903

**PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$756,903**

Service Charges 99% \$750,730



Other 1% \$6,173

FY 09 APPROVED PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS BREAKDOWN

EMMORTON RECREATION AND TENNIS CENTER	39%	296,903

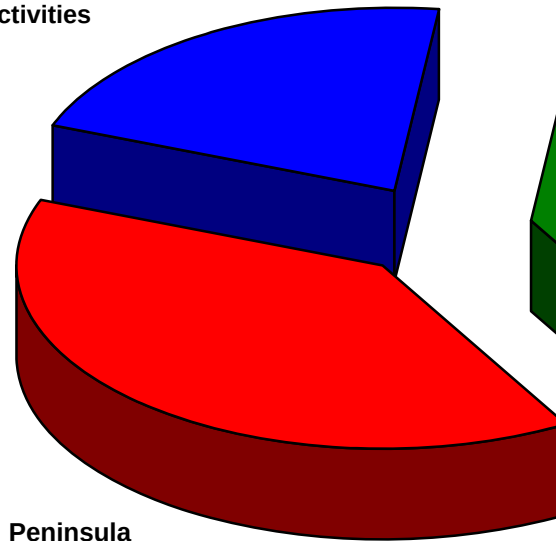
OAKINGTON PENINSULA	40%	300,000

RECREATIONAL COUNCIL ACTIVITIES	21%	160,000

TOTAL PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS	756,903

**PARKS & RECREATION
SPECIAL REVENUE
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$756,903**

Recreational Council Activities
21% \$160,000



Emmorton Recreation & Tennis Center
39% \$296,903

Oakington Peninsula
40% \$300,000

PARKS & 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 only 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:

- o Emmorton Recreation & Tennis Center:

This facility was purchased by Harford County using State 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.

- o 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 also generate revenues from leasing of farmland, two houses, and the facility as well as providing a park for passive and recreational activities.

- o 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 & RECREATION SPECIAL REVENUE FUND

ORIGIN/PURPOSE:

The fund encompasses receipts from:

Charges for Service

- o Emmorton Recreation & Tennis Center fees, rentals and contributions.
- o Skateboard Facility at the McFaul Senior / Youth Center fees.
- o Showmobile / Stage Rental - a mobile stage is rented to recreation councils for both non-profit and for-profit organizations.
- o Recreation Councils / Special Activities - such as the sale of amusement park discount tickets, basketball tournaments, lacrosse and wrestling summer camps, etc.
- o Rental and / or contributions to Oakington Peninsula - for the tenant houses, farms or facilities at Swan Harbor and / or Oakington Farms.

Fund Balance Appropriated

At the end of some fiscal years, this fund will have a revenue surplus, due to either spending less than budgeted or generating more money than anticipated. This surplus will be appropriated to the next fiscal year.

PARKS & RECREATION SPECIAL REVENUE FUND

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	337,065	376,828	448,642	476,264	476,264
20	CONTRACTUAL SERVICES	249,045	225,095	346,745	230,714	230,714
30	SUPPLIES & MATERIALS	78,417	72,991	110,235	46,515	46,515
40	BUSINESS & TRAVEL	4,163	3,036	8,685	3,410	3,410
50	CAPITAL OUTLAY	6,603	24,778	32,150	0	0
	GRAND TOTAL	675,293	702,728	946,457	756,903	756,903
<u>SUMMARY BY DEPARTMENT:</u>						
59	PARKS AND RECREATION	675,293	702,728	946,457	756,903	756,903
	GRAND TOTAL	675,293	702,728	946,457	756,903	756,903
<u>SUMMARY BY REVENUE SOURCE:</u>						
	MISCELLANEOUS	39	0	231,807	0	0
	INVESTMENT INCOME	12,206	18,101	14,650	6,173	6,173
	SERVICE CHARGES	666,008	694,518	700,000	750,730	750,730
	GRAND TOTAL	678,253	712,619	946,457	756,903	756,903

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 09 Approved Budget	\$756,903
FY 08 Approved Budget	\$946,457
\$ growth	(\$189,554)
% growth	-20.03%

The (\$189,554) decrease in projected growth in Parks and Recreation Special Revenue Fund revenues is the result of:

	FY 08	FY 09	CHANGE	
o	700,000	750,730	50,730	<u>Service Charges</u> - account for receipts from various facilities and equipment, for example, the skateboard park, the Showmobile, stages, the Emmorton Recreation and Tennis Center, etc.

FY 09 projected revenues are based on actual receipt history.

	FY 08	FY 09	Change
Skateboard Facility	0	20,903	20,903
Emmorton Recreation & Tennis Center	290,000	295,600	5,600
Oakington Peninsula	275,000	300,000	25,000
Showmobile / Stage Rentals	10,000	8,727	(1,273)
Recreation Councils / Special Activities	125,000	125,500	500
	700,000	750,730	50,730

o	231,807	0	(231,807)	<u>Miscellaneous Revenues</u> - In FY 08 this item reflected the contribution of the General Fund to the Parks and Recreation Special Revenue Fund. In FY 09 no such contribution will be made.

o	14,650	6,173	(8,477)	<u>Investment Income</u> - is projected as an decrease for FY 09 based on recent trends.

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
The	(\$189,554) net decrease in the Parks and Recreation Special Revenue Fund appropriations is the result of:		
o		21,578	21,578 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		4,756	4,756 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	182,815	177,070	(5,745) Temporary Salaries - adjusted based on actual expense history
o	50,174	59,408	9,234 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	5,791	6,285	494 Worker's compensation rate adjustments
o	26,303	25,380	(923) FICA adjustments
o	4,560	6,903	2,343 OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division it was appropriated as a lump sum based on Treasury estimates for FY 09
o	30,723	24,390	(6,333) Overtime and Shift Differential adjusted based on actual expense history
o	16,276	18,483	2,207 Pension / Retirement rate adjustments
o	42,700	8,500	(34,200) Other Professional Services - decreased based on actual expense history @ (\$18,000) and reduction of FY 08 one-time costs for ATEC upgrade of electronics for batting cages and expansion of interior monitoring system at Emmorton @ (\$16,200)
o	33,900	5,400	(28,500) Recreation Supplies - decreased based on actual expense history @ (\$8,500) and the elimination of FY 08 one-time funds to purchase a pitching machine and netting @ (\$20,000)

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE																																																																								
o	338,625	224,364	(114,261) A number of line items were adjusted based on actual expense history																																																																								
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o	2,200	0	(2,200) Transportation and Lodging - decrease is the result of elimination of one-time FY 08 funds for ATEC representative for upgrade of batting cages @ (\$1,250) and actual expense history @ (\$950)																																																																								
o	32,150	0	(32,150) Equipment - no equipment is recommended for FY 09																																																																								



Swan Harbor Farm

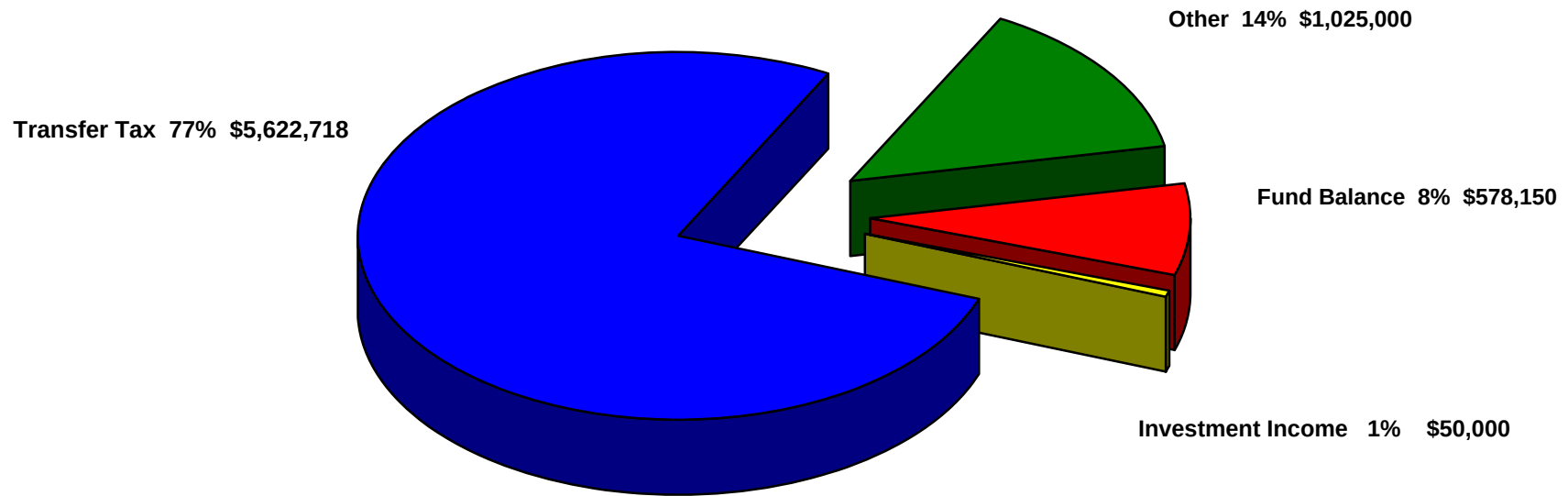
COUNTY - AG PRESERVATION

FY 09 APPROVED COUNTY - AG PRESERVATION REVENUE BREAKDOWN

TRANSFER TAX	77%	5,622,718	OTHER: Proceeds from Installment Loan	14%	1,025,000
FUND BALANCE	8%	578,150	INVESTMENT INCOME	1%	50,000

TOTAL COUNTY - AG PRESERVATION REVENUES	7,275,868

**COUNTY - AG PRESERVATION
REVENUES
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$7,275,868**



FY 09 APPROVED COUNTY - AG PRESERVATION APPROPRIATIONS BREAKDOWN

**AG PRESERVATION -
COUNTY**

31%

2,286,208

DEBT SERVICE

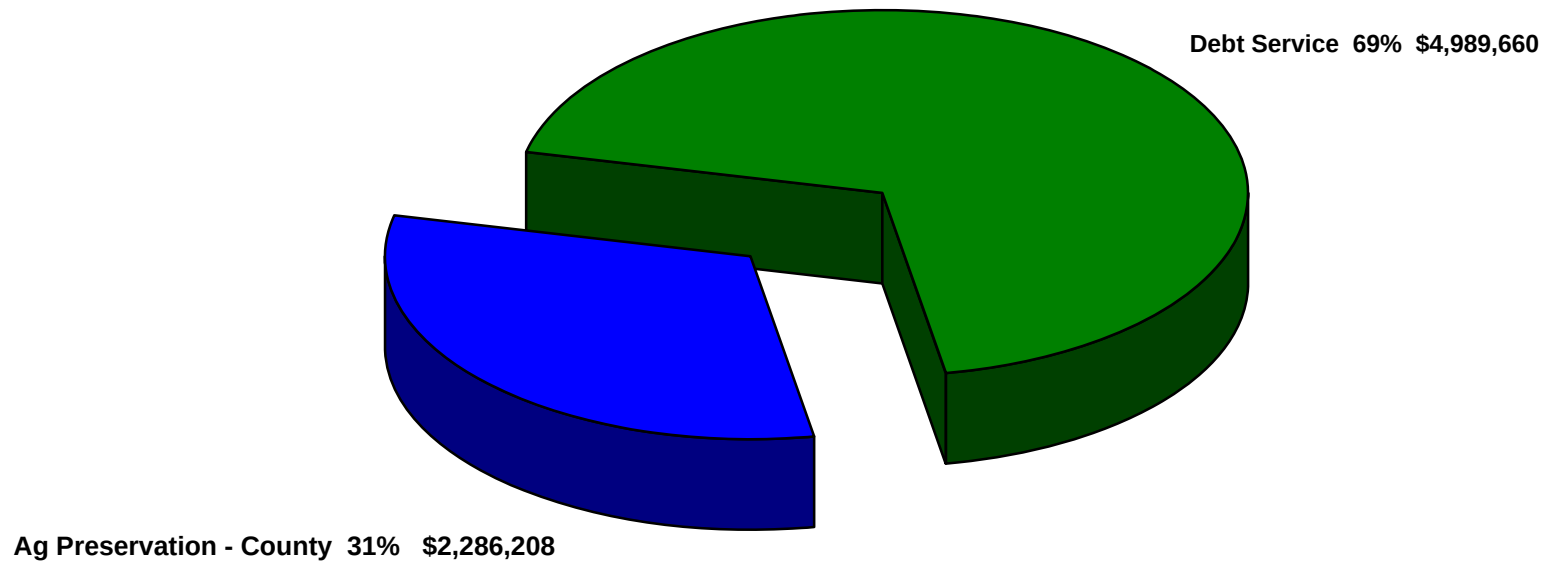
69%

4,989,660

TOTAL COUNTY - AG PRESERVATION APPROPRIATIONS

7,275,868

**COUNTY - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$7,275,868**



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.

Recent changes to the program has further demonstrated the County's commitment whereby the base value and cap associated with the per acre price has been increased from \$10,000 to \$15,000, and a price per Development Right of \$135,000 is being offered.

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.

About 25% of the easement purchases are paid for by the County in cash; while 75% 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. These IPAs range in length from 10 to 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 lump sum 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.

By July 2008 the County will have purchased an estimated 43,000 acres of farm land through County and State Agricultural Preservation programs.

AGRICULTURAL PRESERVATION - COUNTY

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	132,432	77,525	77,525
20	CONTRACTUAL SERVICES	40,158	50,837	45,000	49,000	49,000
30	SUPPLIES & MATERIALS	10	5	250	660	660
50	CAPITAL OUTLAY	2,749,457	6,146,709	12,367,568	1,708,683	1,708,683
60	DEBT SERVICE	3,483,187	3,219,504	4,154,750	4,940,000	4,940,000
70	MISCELLANEOUS	(323,592)	(687,505)	500,000	500,000	500,000
	GRAND TOTAL	<u>5,949,220</u>	<u>8,729,550</u>	<u>17,200,000</u>	<u>7,275,868</u>	<u>7,275,868</u>

SUMMARY BY DEPARTMENT:

06	PLANNING & ZONING	2,425,865	5,459,204	13,000,000	2,286,208	2,286,208
66	DEBT SERVICE	3,523,355	3,270,346	4,200,000	4,989,660	4,989,660
	GRAND TOTAL	<u>5,949,220</u>	<u>8,729,550</u>	<u>17,200,000</u>	<u>7,275,868</u>	<u>7,275,868</u>

SUMMARY BY REVENUE SOURCE:

	TRANSFER TAX	11,305,114	8,726,170	8,000,000	5,622,718	5,622,718
	FUND BALANCE APPROPRIATION	0	0	8,789,250	578,150	578,150
	INVESTMENT INCOME	(611,102)	2,380,094	385,750	50,000	50,000
	MISCELLANEOUS REVENUES	1,577,629	2,690,852	25,000	1,025,000	1,025,000
	GRAND TOTAL	<u>12,271,641</u>	<u>13,797,116</u>	<u>17,200,000</u>	<u>7,275,868</u>	<u>7,275,868</u>

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 09 Approved Budget	\$7,275,868
FY 08 Approved Budget	\$17,200,000
\$ growth	(\$9,924,132)
% growth	-57.70%

The (\$9,924,132) net decrease in Agricultural Preservation - County Fund revenues is projected to result from:

	FY 08	FY 09	CHANGE	
o	8,000,000	5,622,718	(2,377,282)	<u>Transfer Tax</u> - home sales continue to slow as the economy slows. Transfer Tax revenues should begin to flatten during FY 09 resulting in a lower than FY 08 receipts.
o	8,789,250	578,150	(8,211,100)	<u>Fund Balance Appropriated</u> - any excess unappropriated fund balance realized at the end of a fiscal year may be appropriated into the next fiscal year's budget and treated as one-time funding for that fiscal year.
o	385,750	50,000	(335,750)	<u>Investment Income</u> - interest income on investments purchased for the agricultural preservation is projected to be lower in FY 09.
o	25,000	1,025,000	1,000,000	<u>Miscellaneous Revenues</u> - for FY 09 this is made up of Proceeds from Installment Loans and Proceeds "Proceeds from Installment Loans" are not cash but an accounting requirement. When the County enters into an Installment Purchase Agreement (IPA) with a land owner, the terms of the contract are set for the total price, the length of the agreement, and the fixed interest rate at which annual payments will be made. An IPA can range up to 30 years in length, most are either a 10 or 20 year term. During the term of the agreement interest and a small portion of the principal are paid each year. At the end of the term the land owner receives a balloon payment for the remaining portion of the principal.

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

The (\$9,924,132) net decrease in funding for the Agricultural Preservation - County Fund is the result of:

	FY 08	FY 09	CHANGE	
o	132,432	77,525	(54,907)	Full-time salaries - funds were appropriated as a lump sum amendment in FY 08 to support salary and benefits of Ag Specialist / Planner position from Transfer Tax revenue. For FY 09 sufficient funds were allocated throughout personal services to cover the full cost of the position.
o	12,367,568	1,708,683	(10,658,885)	Agricultural Preservation purchases
o	500,000	500,000	0	An allocation used as a match to easement purchases made by the State through the Maryland Agricultural Land Preservation Foundation. These funds are only tapped when matching funds under the County's State Agricultural Preservation Program have been exhausted for the year.
o	1,330,420	1,800,000	469,580	Principal Payments
o	2,700,000	3,100,000	400,000	Interest Payments
o	169,580	89,660	(79,920)	Service Costs
				FY 08
				FY 09
				Change
				Legal Services
				45,000
				49,000
				4,000
				Delivery Charges
				250
				660
				410
				Cost of Issuance
				124,330
				40,000
				(84,330)
				Totals
				169,580
				89,660
				(79,920)



The Black Eyed Susan, the official Maryland State flower

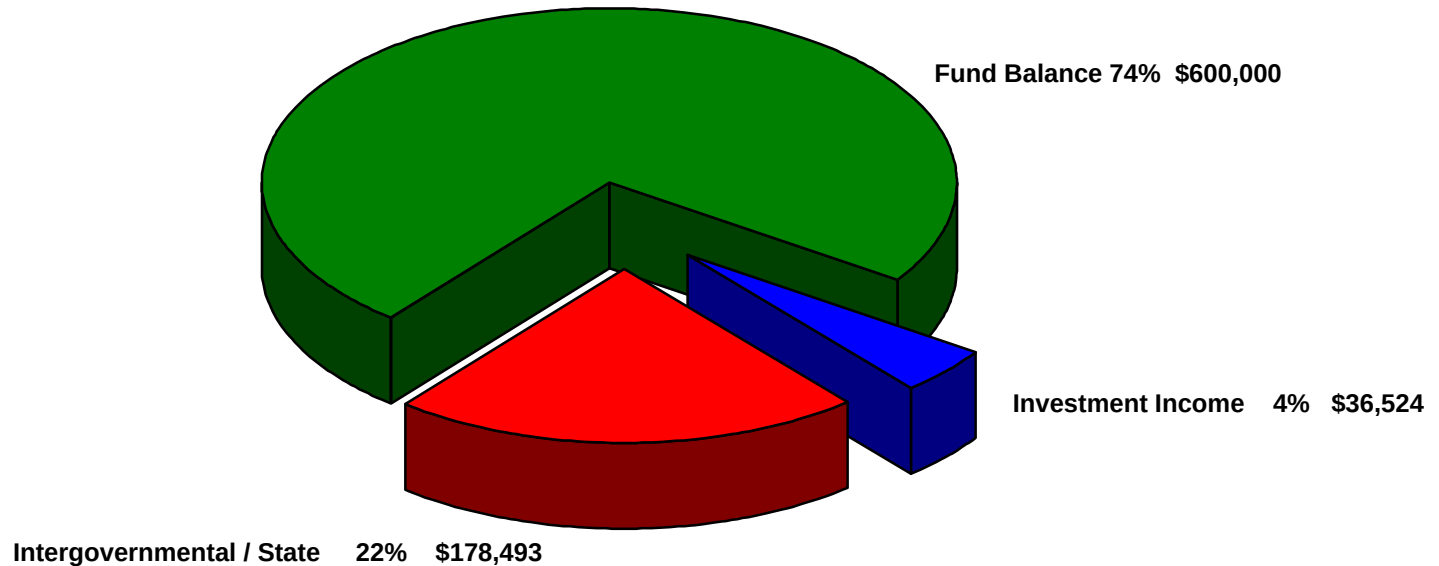
STATE - AG PRESERVATION

FY 09 APPROVED STATE - AG PRESERVATION REVENUE BREAKDOWN

INTERGOVERNMENTAL / STATE	22%	178,493	INVESTMENT INCOME	4%	36,524
FUND BALANCE	74%	600,000			

TOTAL STATE - AG PRESERVATION REVENUES	815,017

**STATE - AG PRESERVATION
REVENUES**
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$815,017



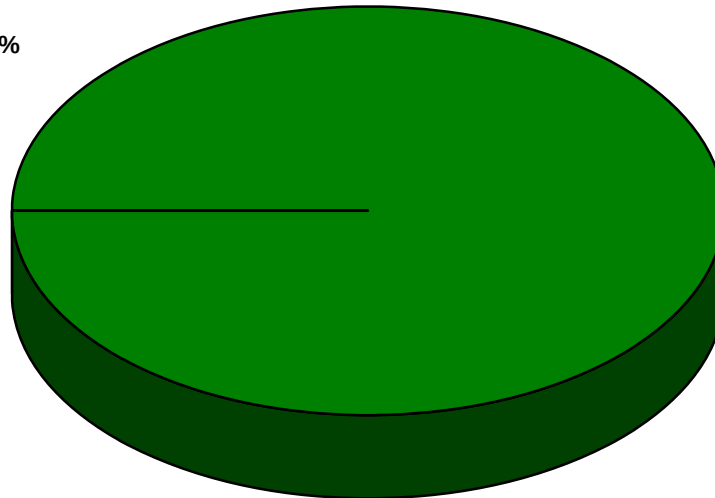
FY 09 APPROVED STATE - AG PRESERVATION APPROPRIATION BREAKDOWN

AG PRESERVATION - STATE	100%	815,017

TOTAL STATE - AG PRESERVATION APPROPRIATIONS	815,017

**STATE - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2008 - 2009
TOTAL APPROVED BUDGET \$815,017**

Ag Preservation - State 100%
\$815,017



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. 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:

- o a portion of the State's Property Transfer Tax, which is assessed on all real property transfers
- o local subdivision matching funds for easement purchases
- o 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 with the local as follows:
 - ◇ 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.

By July 2008, the County will have purchased an estimated 43,000 acres of farm land through County and State Agricultural Preservation programs.

AGRICULTURAL PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	0	350	4,000	1,000	1,000
30	SUPPLIES AND MATERIALS	0	1,695	14,500	3,500	3,500
40	BUSINESS AND TRAVEL	0	0	1,500	1,500	1,500
70	MISCELLANEOUS	323,592	1,249,283	675,000	779,017	779,017
	GRAND TOTAL	353,592	1,281,328	725,000	815,017	815,017
	<u>SUMMARY BY DEPARTMENT:</u>					
06	PLANNING & ZONING	353,592	1,281,328	725,000	815,017	815,017
	GRAND TOTAL	353,592	1,281,328	725,000	815,017	815,017
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	TRANSFER TAX - STATE	760,224	540,349	600,000	178,493	178,493
	INVESTMENT INCOME	81,143	110,680	89,250	36,524	36,524
	FUND BALANCE APPROPRIATED	0	0	35,750	600,000	600,000
	GRAND TOTAL	841,367	651,029	725,000	815,017	815,017

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

FY 09 Approved Budget	\$815,017
FY 08 Approved Budget	\$725,000
\$ growth	\$90,017
% growth	12.42%

The \$90,017 net increase in Agricultural Preservation - State Fund revenues are projected as follows:

	FY 08	FY 09	CHANGE	
o	89,250	36,524	(52,726)	<u>Investment Income</u> - FY 09 Investment Income is expected to decrease due to the lowering of overall interest rates by the Federal Reserve. In addition the use of the Fund Balance will lower the investment portfolio.
o	600,000	178,493	(421,507)	<u>Transfer Tax State</u> - Harford County's Agricultural Land Preservation Program is Certified. For FY 09 it is projected to decrease due to slowing of real estate transactions.
o	35,750	600,000	564,250	<u>Fund Balance Appropriated</u> - any excess unappropriated fund balance realized at the end of a fiscal year may be appropriated into the next fiscal year's budget and treated as one-time funding for that fiscal year.

AGRICULTURAL PRESERVATION - STATE

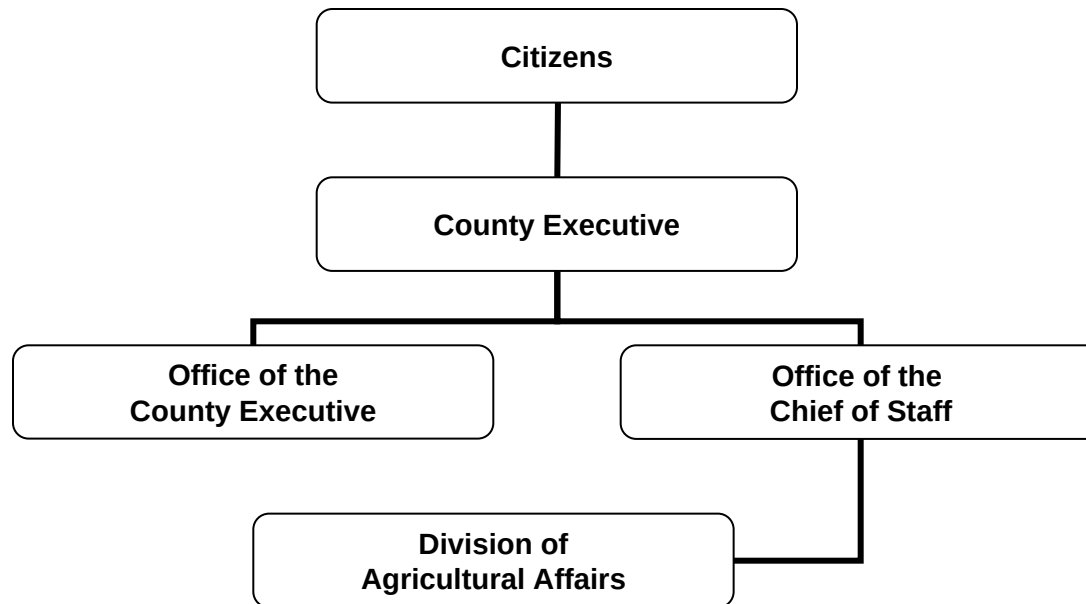
FINANCIAL NOTES:

The \$90,017 net increase in funding for the Agricultural Preservation - State Fund are appropriated as follows:

	FY 08	FY 09	CHANGE	
o	30,000	30,000	0	This revenue is used by the County to offset the salary and benefits of a Planner III, who serves as Harford County's Program Administrator.
o	18,500	4,500	(14,000)	Line items were adjusted based on actual expense history:
	FY 08	FY 09	Change	
	1,500	0	(1,500)	Space & Real Estate Rental
	2,500	1,000	(1,500)	Other Professional Services
	0	100	100	General Office Supplies
	12,000	3,000	(9,000)	Printing - In-House & Commercial
	1,000	0	(1,000)	Other Food Supplies
	1,500	400	(1,100)	Other Supplies and Materials
	<u>18,500</u>	<u>4,500</u>	<u>(14,000)</u>	
o	675,000	779,017	104,017	Harford County's match to MALPF for easement purchases the Foundation will make on the County's behalf, demonstrating this Administration's commitment to preserving Harford County's farmland.

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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:

- o preparing and submitting to the Council the annual County budget;
- o 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;
- o providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- o recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- o insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- o signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- o seeing that the affairs of the Executive Branch are properly and efficiently administered, and that employees of the Executive Branch faithfully perform their duties.

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

By order of the County Executive of Harford County, Maryland a new Article XXXVIA, heading "Office of Chief of Staff", was added to Chapter 9, of the Harford County Code, as amended, on January 12, 2006. This hereby created the Office of Chief of Staff pursuant to Sections 413 of the Charter of Harford County, Maryland, which shall be in the Executive Branch of the county government.

The Division of Agricultural Affairs was established in FY 08 to facilitate the coordination of all agriculturally related activities in the County, and to advise the County Executive on agricultural related issues.

COUNTY EXECUTIVE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	272,729	371,971	788,189	808,435	808,435
20	CONTRACTUAL SERVICES	62,727	31,078	150,900	300,100	285,100
30	SUPPLIES & MATERIALS	14,726	17,050	35,950	38,250	38,250
40	BUSINESS & TRAVEL	24,993	43,523	44,350	65,950	65,950
50	CAPITAL OUTLAY	46,375	3,915	0	0	0
70	MISCELLANEOUS	558,047	673,912	939,900	841,270	824,270
	GRAND TOTAL	979,597	1,141,449	1,959,289	2,054,005	2,022,005
<u>SUMMARY BY FUND:</u>						
11	GENERAL	979,597	1,141,449	1,959,289	2,054,005	2,022,005
	GRAND TOTAL	979,597	1,141,449	1,959,289	2,054,005	2,022,005
<u>SUMMARY BY DIVISION:</u>						
011000	OFFICE OF THE COUNTY EXECUTIVE	979,597	1,141,449	1,307,953	1,254,151	1,237,151
013000	OFFICE OF CHIEF OF STAFF	0	0	241,771	248,568	248,568
014000	DIVISION OF AGRICULTURAL AFFAIRS	0	0	409,565	551,286	536,286
	GRAND TOTAL	979,597	1,141,449	1,959,289	2,054,005	2,022,005

COUNTY EXECUTIVE

FINANCIAL NOTES:

The \$62,716 net increase in funding for County Executive is the result of:

	FY 08	FY 09	CHANGE								
o		27,982	27,982 the FY 09 wage package of a Merit + a 3% COLA for eligible staff								
o		14,369	14,369 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08								
o	511,092	503,312	(7,780) Full-time Salaries (7,814) Salary Step / Grade adjustments based on the recommendations of the Dept of Human Resources								
o	62,432	5,000	(57,432) Temporary Salaries - funds for temporary Ag Marketing Coordinator are eliminated and position converted to full-time permanent Administrative Specialist I for FY 09; offset by additional funds provided for a summer intern @ \$5,000								
o		60,117	60,117 Full-time Administrative Specialist I position created for Division of Ag Affairs from a converted temporary position								
			<table> <tr> <th># of positions</th><th>Salary</th><th>Benefits</th><th>Total</th></tr> <tr> <td>1.0</td><td>47,133</td><td>12,984</td><td>60,117</td></tr> </table>	# of positions	Salary	Benefits	Total	1.0	47,133	12,984	60,117
# of positions	Salary	Benefits	Total								
1.0	47,133	12,984	60,117								
o	106,771	98,567	(8,204) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage								
o	17,888	0	(17,888) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund								
o	41,552	46,154	4,602 Pension / Retirement rate adjustments								
o	8,691	13,104	4,413 Workers' Compensation rate adjustments								

COUNTY EXECUTIVE

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,500	2,500	1,000	Office Equipment - additional funds provided for upgrade to copier lease
o	20,300	50,300	30,000	Other Advertising - additional funds provided for a "buy local campaign" @ \$20,000 and \$10,000 increased based on actual expense history for ag related advertising
o	76,100	180,000	103,900	Other Professional Services - increase result of \$130,000 reallocated to the Division of Ag Affairs from Economic Development for FY 09 for Ag Marketing Co-op, providing assistance in funding grants geared specifically towards emerging technologies that benefit the ag community. Offset slightly by a decrease of (\$26,100) based on actual expense history
o	54,000	78,900	24,900	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	13,000	13,800	800	Telephone Service
	2,000	1,000	(1,000)	Fax Services
	2,000	4,000	2,000	Printing In-House
	10,500	12,000	1,500	Printing Commercial
	3,500	6,100	2,600	Fuel Charges
	2,000	8,000	6,000	Transportation Costs
	7,500	13,000	5,500	Meals
	5,000	15,000	10,000	Lodging
	8,500	6,000	(2,500)	Training, Seminars
	<u>54,000</u>	<u>78,900</u>	<u>24,900</u>	

COUNTY EXECUTIVE

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE		FY 08	FY 09	Change
o	930,400	814,770	(115,630)	Grants & Contributions:			
				Baltimore Zoo	30,000	30,000	0
				Baltimore Aquarium	25,000	25,000	0
				Baltimore Symphony Orchestra	55,000	55,000	0
				Baltimore Museum of Art	35,000	35,000	0
				Walters Art Gallery	35,000	35,000	0
				Center Stage	25,000	25,000	0
				Baltimore Streetcar Museum	5,000	0	(5,000)
				Maryland Science Center	15,000	15,000	0
				Maryland's Pride	5,000	0	(5,000)
				Steppingstone Museum	19,000	19,000	0
				Havre de Grace Decoy Museum	19,000	19,000	0
				Concord Point Lighthouse	19,000	19,000	0
				Chesapeake Heritage Conservancy	19,000	19,000	0
				Havre de Grace Maritime Museum	19,000	19,000	0
				Susquehanna Lockhouse	19,000	19,000	0
				Ladew Gardens	13,000	13,000	0
				Chesapeake Search Dogs	3,000	3,000	0
				Harford County Historical Society	13,000	13,000	0
				FY 08 one-time grant for roofing eliminated	25,000	0	(25,000)
				offset by a FY 09 one-time grant for HVAC	0	10,000	10,000

COUNTY EXECUTIVE

FINANCIAL NOTES:

FY 08

FY 09

CHANGE

Grants & Contributions cont'd:

Hosanna School	19,000	19,000	0
Shock Trauma	10,000	10,000	0
Maryland Historical Society	2,500	3,000	500
Center for the Visual & Performing Arts	50,000	50,000	0
Miscellaneous	55,000	55,000	0
Edgewood Initiative	15,000	15,000	0
Community Crime/Drug Grants	100,000	100,000	0
School Beautification - to be used as challenge grants	150,000	75,000	(75,000)
Ag Festival	10,000	10,000	0
Ag Challenge Grant	0	5,000	5,000
Noxious Weed	0	8,000	8,000
Gypsy Moth	0	47,370	47,370
Lower Susquehanna Heritage Greenway	0	20,000	20,000
Forest Conservancy	0	7,500	7,500
Maryland Million	7,000	5,000	(2,000)
Miscellaneous Ag Grants	13,900	11,900	(2,000)
4-H Campground - FY 08 one-time grant eliminated	100,000	0	(100,000)
	<u>930,400</u>	<u>814,770</u>	<u>(115,630)</u>

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	44,155	1.00	46,833	1.00	51,142
Administrative Secretary II	0.00	0	1.00	51,503	1.00	52,686
Administrative Secretary III	1.00	50,003	1.00	63,286	1.00	69,105
Administrative Specialist I	0.00	0	0.00	0	1.00	47,133
Chief of Staff	1.00	0	1.00	102,578	1.00	105,664
County Executive	1.00	93,060	1.00	95,424	1.00	99,317
Deputy Chief of Staff	0.00	0	1.00	79,612	1.00	81,935
Management Analyst	1.00	67,079	1.00	71,856	1.00	78,461
TOTAL FULL-TIME SALARIES	5.00	254,297	7.00	511,092	8.00	585,443
TEMPORARY SALARIES		67,871		62,432		5,000
SALARY TOTAL	5.00	322,168	7.00	573,524	8.00	590,443
OTHER PERSONAL SERVICES						
Pension & Retirement		20,954		41,552		54,266
Workers' Compensation		3,151		8,691		14,272
Health Benefits		58,252		106,771		103,299
OPEB		0		17,888		0
FICA		19,454		38,783		45,035
Miscellaneous		560		980		1,120
TOTAL OTHER PERSONAL SERVICES		102,371		214,665		217,992
TOTAL PERSONAL SERVICES	5.00	424,539 *	7.00	788,189	8.00	808,435

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of the County Executive

INDEX: 011000

ORIGIN/PURPOSE:

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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	272,729	371,971	393,453	410,251	410,251
20	CONTRACTUAL SERVICES	62,727	31,078	55,300	56,300	56,300
30	SUPPLIES & MATERIALS	14,726	17,050	23,100	22,900	22,900
40	BUSINESS & TRAVEL	24,993	43,523	27,100	38,200	38,200
50	CAPITAL OUTLAY	46,375	3,915	0	0	0
70	MISCELLANEOUS	558,047	673,912	809,000	726,500	709,500
GRAND TOTAL		979,597	1,141,449	1,307,953	1,254,151	1,237,151
<u>FUNDING SOURCE:</u>						
11	GENERAL	979,597	1,141,449	1,307,953	1,254,151	1,237,151

DEPARTMENT: COUNTY EXECUTIVE**DIVISION: Office of the County Executive****INDEX: 011000****FINANCIAL NOTES:**

The (\$70,802) net decrease in funding for County Executive - Office of the County Executive is the result of:

	FY 08	FY 09	CHANGE
o		6,400	6,400 the FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o		17,905	17,905 the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o	61,012	56,324	(4,688) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	9,709	0	(9,709) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	22,553	25,440	2,887 Pension / Retirement rate adjustments
o	999	4,975	3,976 Workers' Compensation rate adjustments
o	1,500	2,500	1,000 Office Equipment - upgrade to copier lease
o	15,700	27,100	11,400 Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	3,500	6,100	2,600 Fuel Charges
	1,000	4,000	3,000 Transportation Costs
	5,500	8,000	2,500 Meals
	4,000	7,000	3,000 Lodging
	200	0	(200) Medical Supplies
	1,500	2,000	500 Training Seminars, Courses
	15,700	27,100	11,400
o	1,000	0	(1,000) In-House Training - all funds transferred to Human Resources for FY 09

DEPARTMENT: COUNTY EXECUTIVE**DIVISION: Office of the County Executive****INDEX: 011000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE		FY 08	FY 09	Change
o	799,500	700,000	(99,500)	Grants & Contributions			
				Baltimore Zoo	30,000	30,000	0
				Baltimore Aquarium	25,000	25,000	0
				Baltimore Symphony Orchestra	55,000	55,000	0
				Baltimore Museum of Art	35,000	35,000	0
				Walters Art Gallery	35,000	35,000	0
				Center Stage	25,000	25,000	0
				Baltimore Streetcar Museum	5,000	0	(5,000)
				Maryland Science Center	15,000	15,000	0
				Maryland's Pride	5,000	0	(5,000)
				Steppingstone Museum	19,000	19,000	0
				Havre de Grace Decoy Museum	19,000	19,000	0
				Concord Point Lighthouse	19,000	19,000	0
				Chesapeake Heritage Conservancy	19,000	19,000	0
				Havre de Grace Maritime Museum	19,000	19,000	0
				Susquehanna Lockhouse	19,000	19,000	0
				Ladew Gardens	13,000	13,000	0
				Chesapeake Search Dogs	3,000	3,000	0
				Harford County Historical Society	13,000	13,000	0
				eliminated one time grant for roof replacement @	25,000	10,000	(15,000)
				(\$25,000) offset by FY 09 one-time grant for HVAC			
				Hosanna School	19,000	19,000	0
				Shock Trauma	10,000	10,000	0
				Maryland Historical Society	2,500	3,000	500
				Center for the Visual & Performing Arts	50,000	50,000	0
				Miscellaneous	55,000	55,000	0
				Edgewood Initiative	15,000	15,000	0
				Community Crime/Drug Grants	100,000	100,000	0
				School Beautification - \$50,000 to be used for challenge grants for playgrounds	150,000	75,000	(75,000)
					<u>799,500</u>	<u>700,000</u>	<u>(99,500)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF THE COUNTY EXECUTIVE

Index No. 011000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	44,155	1.00	46,833	1.00	51,142
Administrative Secretary III	1.00	50,003	1.00	63,286	1.00	69,105
County Executive	1.00	93,060	1.00	95,424	1.00	99,317
Management Analyst	1.00	67,079	1.00	71,856	1.00	78,461
TOTAL FULL-TIME SALARIES	4.00	254,297	4.00	277,399	4.00	298,025
TEMPORARY SALARIES		67,871		0		0
SALARY TOTAL	4.00	322,168	4.00	277,399	4.00	298,025
OTHER PERSONAL SERVICES						
Pension & Retirement		20,954		22,553		27,329
Workers' Compensation		3,151		999		5,214
Health Benefits		58,252		61,012		56,324
OPEB		0		9,708		0
FICA		19,454		21,222		22,799
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		102,371		116,054		112,226
TOTAL PERSONAL SERVICES	4.00	424,539 *	4.00	393,453	4.00	410,251

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of Chief of Staff

INDEX: 013000

ORIGIN/PURPOSE:

By Order of the County Executive of Harford County, Maryland, a new Article XXXVIA, heading "Office of Chief of Staff", was added to Chapter 9, of the Harford County Code, as amended, on January 12, 2006.

The Office of Chief of Staff shall be responsible for the coordination and oversight of major county initiatives as assigned by the County Executive. The Office shall conduct research, analyze and interpret information, issues, proposals and problems to ensure that appropriate and complete information is provided to the County Executive for decision making and informational purposes. The Office of Chief of Staff may be assigned and shall do and perform such other and related duties as may be assigned to it by the County Executive.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	218,671	224,468	224,468
20	CONTRACTUAL SERVICES	0	0	7,500	6,500	6,500
30	SUPPLIES & MATERIALS	0	0	6,850	5,850	5,850
40	BUSINESS & TRAVEL	0	0	8,750	11,750	11,750
GRAND TOTAL		0	0	241,771	248,568	248,568
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	0	241,771	248,568	248,568

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of Chief of Staff

INDEX: 013000

FINANCIAL NOTES:

The \$6,797 net increase in funding for County Executive - Office of Chief of Staff is the result of:

	FY 08	FY 09	CHANGE
o		5,239	5,239 the FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o		4,453	4,453 the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o	154,081	150,842	(3,239) Full-time Salaries (3,248) Step / Grade Adjustment - salary budgeted at higher step than employee received
o	12,527	13,832	1,305 Pension / Retirement rate adjustment
o	0	5,000	5,000 Temporary Salaries - funds are provided for a part-time temporary intern
o	30,506	28,162	(2,344) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	5,393	0	(5,393) OPEB - instead of allocating OPEB as a % of salaries by division for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	3,800	5,500	1,700 Line items significantly adjusted based on actual expense history:

FY 08	FY 09	Change	
1,000	1,500	500	Transportation Costs
1,300	1,000	(300)	General Office Supplies
1,000	0	(1,000)	Fax Services
500	3,000	2,500	Lodging
3,800	5,500	1,700	

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF CHIEF OF STAFF

Index No. 013000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	0	1.00	51,503	1.00	52,686
Chief of Staff	1.00	0	1.00	102,578	1.00	105,664
TOTAL FULL-TIME SALARIES	2.00	0	2.00	154,081	2.00	158,350
TEMPORARY SALARIES						5,000
SALARY TOTAL	2.00	0	2.00	154,081	2.00	163,350
OTHER PERSONAL SERVICES						
Pension & Retirement		0		12,527		15,102
Workers' Compensation		0		4,412		5,212
Health Benefits		0		30,506		28,162
OPEB		0		5,393		0
FICA		0		11,472		12,362
Miscellaneous		0		280		280
TOTAL OTHER PERSONAL SERVICES		0		64,590		61,118
TOTAL PERSONAL SERVICES	2.00	0	2.00	218,671	2.00	224,468

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

ORIGIN/PURPOSE:

The Division of Agricultural Affairs has been established in order to facilitate the coordination of all agriculturally related activities in the County, and to advise the County Executive on agricultural related issues. This office also serves as the County Executive's liaison to the agricultural community. Based on recommendations made by the Agricultural Economic Advisory Board, the Agricultural Economic Development initiatives previously performed by the Office of Economic Development will be conducted by the Division of Agricultural Affairs. This move has occurred out of recognition that agriculture remains one of the largest economic engines in the County and State. It also signifies the importance Harford County is placing on sustaining and strengthening the County's agricultural industry.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	176,065	173,716	173,716
20	CONTRACTUAL SERVICES	0	0	88,100	237,300	222,300
30	SUPPLIES & MATERIALS	0	0	6,000	9,500	9,500
40	BUSINESS & TRAVEL	0	0	8,500	16,000	16,000
70	MISCELLANEOUS	0	0	130,900	114,770	114,770
GRAND TOTAL		0	0	409,565	551,286	536,286
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	0	409,565	551,286	536,286

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

FINANCIAL NOTES:

The \$126,721 net increase in funding for County Executive - Division of Agricultural Affairs is the result of:

	FY 08	FY 09	CHANGE								
o		2,730	2,730 the FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08								
o		5,624	5,624 the FY 09 wage package of a Merit + a 3% COLA for eligible staff								
o	79,612	75,046	(4,566) Full-time Salaries (4,566) Step / Grade Adjustment - salary budgeted at higher step than employee received								
o	62,432	0	(62,432) Temporary Salaries - eliminated and and a full-time permanent position was created for FY 09								
o		60,117	60,117 Full-time Administrative Specialist I position created from a converted Temporary position								
			<table><tr><td># of positions</td><td>Salary</td><td>Benefits</td><td>Total</td></tr><tr><td>1.0</td><td>47,133</td><td>12,984</td><td>60,117</td></tr></table>	# of positions	Salary	Benefits	Total	1.0	47,133	12,984	60,117
# of positions	Salary	Benefits	Total								
1.0	47,133	12,984	60,117								
o	15,253	14,081	(1,172) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage								
o	2,786	0	(2,786) OPEB - instead of allocating OPEB as a % of salaries by division , for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund								
o	6,472	6,882	410 Pension / Retirement rate adjustments								
o	3,280	3,355	75 Workers' Compensation rate adjustments								
o	6,090	5,741	(349) FICA adjustment								

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	20,000	50,000	30,000	Other Advertising - additional funds provided for a "buy local campaign" @ \$20,000 and \$10,000 increase based on actual expense history
o	66,100	170,000	103,900	Other Professional Services - \$130,000 reallocated from Economic Development for Ag Marketing Co-op, providing assistance in funding grants geared specifically towards emerging technologies that benefit the ag community. Offset by a slight decrease of (\$26,100) based on actual expense history for miscellaneous ag related marketing costs
o	14,500	25,800	11,300	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	1,500	2,300	800	Telephone Service
	500	0	(500)	Other Rents & Utilities
	4,000	5,000	1,000	Printing Commercial
	0	2,500	2,500	Printing In-House
	1,800	2,300	500	Mileage
	0	2,500	2,500	Transportation Costs
	200	3,200	3,000	Meals
	500	5,000	4,500	Lodging
	6,000	3,000	(3,000)	Training Seminars
	14,500	25,800	11,300	

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	130,900	114,770	(16,130) Grants and Contributions
	FY 08	FY 09	Change
	7,000	5,000	(2,000) Maryland Million
	13,900	11,900	(2,000) Miscellaneous Ag Grants
	100,000	0	(100,000) eliminated FY 08 one time grant to 4-H Campground Building
	10,000	10,000	0 Campaign Ag Festival
	0	5,000	5,000 Ag Challenge Training - moved from Economic Development
	0	8,000	8,000 Noxious Weed - reallocated from DPW Environmental Affairs
	0	47,370	47,370 Gypsy Moth - reallocated from DPW Environmental Affairs
	0	20,000	20,000 Lower Susquehanna Heritage Greenway - reallocated from Economic Development
	0	7,500	7,500 Forest Conservancy - reallocated from Economic Development
	<u>130,900</u>	<u>114,770</u>	<u>(16,130)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: DIVISION OF AGRICULTURAL AFFAIRS

Index No. 014000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	0.00	0	1.00	47,133 A
Deputy Chief of Staff	0.00	0	1.00	79,612	1.00	81,935
TOTAL FULL-TIME SALARIES	0.00	0	1.00	79,612	2.00	129,068
TEMPORARY SALARIES		0		62,432		0
SALARY TOTAL	0.00	0	1.00	142,044	2.00	129,068
OTHER PERSONAL SERVICES						
Pension & Retirement		0		6,472		11,835
Workers' Compensation		0		3,280		3,846
Health Benefits		0		15,253		18,813
OPEB		0		2,786		0
FICA		0		6,090		9,874
Miscellaneous		0		140		280
TOTAL OTHER PERSONAL SERVICES		0		34,021		44,648
TOTAL PERSONAL SERVICES	0.00	0 *	1.00	176,065	2.00	173,716

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Full-Time Permanent Administrative Specialist I position created, eliminating the need for Temporary funding - #3503

COUNTY EXECUTIVE'S OFFICE - DIVISION OF AGRICULTURE OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To ensure that agriculture remains a viable industry in Harford County.

Department Objective:

To increase the economic viability of the agriculture industry.

County Goal(s) Supported:

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$78,600	\$110,000	\$125,000	\$112,500	\$112,500
Number of staff	2	2	2	1	1
<u>Output:</u>					
Number of farmers contacted regarding grant opportunities	N/A *	256	300	300	300
Number of ag businesses contacted regarding expansions and improvements	16	32	25	27	27
Number of students educated on the importance of agriculture	2,500	2,204	2,500	2,300	2,301
<u>Efficiency:</u>					
Percent of total population of farmers reached	N/A *	39%	50%	50%	50%
Percent of farmers satisfied with level of services	N/A *	N/A	90%	90%	90%
Number of farmers who assisted with education	N/A *	15	17	18	18
<u>Service Quality:</u>					
Percentage of farmers contacted that responded	N/A *	N/A	5%	5%	5%
Number of farms that completed expansion	N/A *	18	12	14	15
<u>Outcome:</u>					
Percentage of grants given	N/A *	7%	10%	10%	10%

Explanation and Analysis of Performance Measures

The Division of Agriculture provides critical information, responds, and assists farmers with Agricultural Program criteria. It is important to give guidance, support, and assistance to existing and prospective farmers relating to the Agricultural Program so that farmers are well educated in the agricultural process.

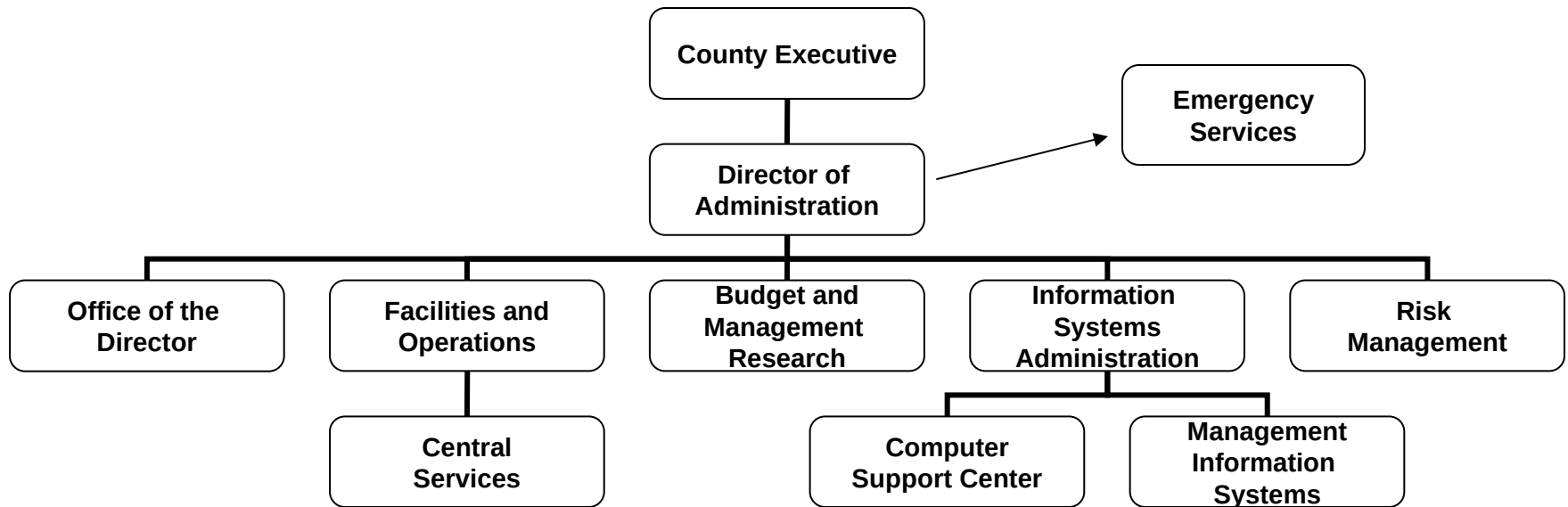
Major Related Plans and Policies

Land Use Master Plan; Land Preservation

*N/A - These are new measures being tracked by the Division of Agriculture, therefore, data for previous years is unavailable.



ADMINISTRATION



ADMINISTRATION

ORIGIN/PURPOSE:

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

The Department of Administration provides support services to all County government departments and agencies. Included under Administration are the division of the Director of Administration, Facilities and Operations, Central Services, Budget and Management Research and Risk Management. Each division's supervisor reports to the Director of Administration.

The divisions of Computer Support, Management Information Systems and Geographic Information Systems are under the direction of an Information Systems Division Manager who reports to the Director of Administration, and is responsible for the County's multi-platform systems.

The Division of Emergency Services, though funded as a separate budget, is an additional responsibility of the Director of Administration, who is the liaison between County government and the County's 12 Volunteer Fire Companies.

MISSION STATEMENT:

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

FY '08 - '09 KEY GOALS:

- 1 TO UTILIZE BEST PRACTICES TO PROVIDE RESPONSIVE, EFFICIENT, AND EFFECTIVE SERVICE TO CITIZENS, BUSINESSES, AND GOVERNMENT AGENCIES.
- 2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SUPPORT TO CITIZENS.
- 3 TO IMPLEMENT THE MOST EFFECTIVE PROCEDURES TO CONTROL AND PAY FOR ACCIDENT LOSSES.

ADMINISTRATION

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	6,330,269	6,888,135	8,008,438	8,313,529	8,213,061
20	CONTRACTUAL SERVICES	3,312,970	3,529,445	4,065,182	3,842,085	3,996,435
30	SUPPLIES & MATERIALS	555,233	545,813	700,220	716,920	666,920
40	BUSINESS & TRAVEL	162,777	203,461	266,680	250,975	250,975
50	CAPITAL OUTLAY	117,551	97,261	21,000	0	0
70	MISCELLANEOUS	66,233	10,488	160,000	160,000	160,000
80	INTER-GOVERNMENTAL / INTERFUND	0	0	0	47,723	41,003
	GRAND TOTAL	10,545,033	11,274,603	13,221,520	13,331,232	13,328,394

SUMMARY BY FUND:

11	GENERAL	10,545,033	11,274,603	13,221,520	13,331,232	13,328,394
	GRAND TOTAL	10,545,033	11,274,603	13,221,520	13,331,232	13,328,394

SUMMARY BY DIVISION:

021000	DIRECTOR OF ADMINISTRATION	616,344	476,949	831,831	918,833	1,068,833
022000	FACILITIES AND OPERATIONS	4,363,835	4,670,325	5,366,693	5,526,507	5,373,669
023100	CENTRAL SERVICES	800,078	857,193	1,031,167	1,075,467	1,075,467
024000	BUDGET & MANAGEMENT RESEARCH	472,519	499,601	679,170	812,371	812,371
025000	GEOGRAPHIC INFORMATION SYSTEM	0	423,840	493,282	0	0
026000	INFORMATION SYSTEMS ADMINISTRATION	755,515	905,262	972,117	1,000,009	1,000,009
027000	COMPUTER SUPPORT CENTER	1,225,242	882,966	1,239,464	1,243,588	1,243,588
028000	MANAGEMENT INFORMATION SYSTEMS	1,666,252	1,709,376	1,946,867	2,052,017	2,052,017
029000	RISK MANAGEMENT	645,248	849,091	660,929	702,440	702,440
	GRAND TOTAL	10,545,033	11,274,603	13,221,520	13,331,232	13,328,394

SUMMARY OF GRANT BUDGETS

50,000

ADMINISTRATION

FINANCIAL NOTES:

The \$106,874 net increase in funding for Administration is the result of:

	FY 08	FY 09	CHANGE				
o		386,559	386,559	the FY 09 wage package of a Merit + a 3% COLA for eligible staff			
o		228,375	228,375	FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08			
o	5,349,447	5,325,136	(24,311)	Full-time Salaries			
			6,661	Step/Grade adjustments as recommended by the Department of Human Resources			
			(30,972)	Staff Turnover			
			(24,311)	(.58%)			
o		(382,677)	(382,677)	Net of positions transferred;			
			# of pos	Salary	Fringe	Total	
			(4.0)	(284,467)	(110,847)	(395,314)	Four positions transferred from GIS to Planning & Zoning
			(1.0)	(62,622)	(28,021)	(90,643)	One position transferred from Facilities & Ops to Budget and upgraded Deputy Chief, Budget & Management Research
			1.0	75,982	27,298	103,280	
			0.0	13,360	(723)	12,637	
			(4.0)	(271,107)	(111,570)	(382,677)	Net effect of Transfers
o	66,494	187,641	121,147	Temporary Salaries increased due to two additional Special Police Officer hired during FY 08 @ \$68,723 for Edgewood Community Center; funds are provided for a Special Assistant @ \$75,000 and a summer intern @ \$5,000 offset slightly by a reduction for temporary salaries for Computer Support and GIS @ (\$26,576)			
o	127,200	124,759	(2,441)	Part-time Salaries decreased due to staff turnover of a Custodial Worker			

ADMINISTRATION

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	1,067,248	1,046,912	(20,336) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	191,681	12,148	(179,533) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	447,279	519,560	72,281 Pension / Retirement rate adjustments
o	177,637	160,615	(17,022) Overtime and Shift Differential adjusted based on actual expense history
o	108,907	116,155	7,248 Workers' Compensation rate adjustment
o	434,485	448,978	14,493 FICA - adjusted for salary changes
o	263,250	283,450	20,200 Office Equipment - increase in color copier lease in Central Services, digital contract, cost for docutech operator and off - site management.
o	138,836	127,000	(11,836) Management Services - includes \$89,836 for second year of soil survey, additional funds provided for Risk Management for three defensive driver seminars, safety training, etc @ \$3,000, offset by a decrease in the Director's budget based on actual expenses @ (\$14,836)
o	195,800	467,850	272,050 Other Professional Services - Additional funds provided for upgrade to MIS disaster recovery off-site storage @ \$150,000; funds provided to study the impact of converting from a volunteer fire service to a combined volunteer and paid service @ \$150,000; increase in the cost of mosquito spraying requires an additional \$4,350; offset by a decrease based on actual expense history for cell tower reviews @ (\$25,000); and various other adjustments throughout all Administration divisions for a net decrease of (\$7,300) based on actual expense history
o	703,000	450,000	(253,000) County Facility Repair and Renovations - funds are provided to purchase professional services to maintain, repair and renovate County buildings. Decrease based on actual expense history
o	481,500	359,000	(122,500) Data Processing Hardware Maintenance - decrease is the result of GIS function transferred to Planning & Zoning @ (\$2,500) and remaining reduction of (\$120,000) from MIS based on actual expense history

ADMINISTRATION

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	383,635	318,635	(65,000) Data Processing Software Maintenance - decrease is the result of GIS function transferred to Planning & Zoning @ (\$45,000) and Management Information Systems (MIS) reduced based on actual expenditures @ (\$20,000)
o	650,000	682,500	32,500 Electricity - increase in Facilities & Operations due to rise in energy costs
o	127,680	130,000	2,320 Heating Fuel (Gas) - increase in Facilities & Operations due to rise in energy costs
o	26,126	31,200	5,074 Heating Fuel (Oil) - increase in Facilities & Operations due to rise in energy costs
o	51,715	66,065	14,350 Security Systems - funds increased for the Aberdeen Community Services building and Central Alarm monitoring
o	12,500	7,500	(5,000) Computer Hardware Components - funds moved to Planning & Zoning for GIS
o	53,600	29,600	(24,000) Computer Supplies - decrease result of (\$12,000) reallocated to Planning & Zoning for GIS functions and (\$12,000) reduced based on actual expense history
o	2,500	3,000	500 Other Supplies and Materials - funds provide for flag replacement, miscellaneous supplies, etc. @ \$3,000
o	12,000	0	(12,000) In-House Training - all in-house training funds have been consolidated and funded in Human Resources for better accountability
o	169,000	203,000	34,000 Operating Equipment - increase to maintain older micrographic equipment and for the HVAC Management System contract

ADMINISTRATION

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,003,905	1,001,125	(2,780)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	225,000	240,000	15,000	Telephone Service
	105,000	100,000	(5,000)	Internet Line Services
	40,000	20,000	(20,000)	Engineering Services
	5,475	9,875	4,400	Office Equipment Service
	197,805	208,000	10,195	Building / Custodial Services
	53,000	51,500	(1,500)	Other - funds to purchase moving services
	67,900	66,600	(1,300)	General Office Supplies
	16,150	14,450	(1,700)	Printing In-House
	14,150	9,550	(4,600)	Printing Commercial
	72,500	80,500	8,000	Equipment Repair Parts
	6,100	4,100	(2,000)	Small Tools
	2,000	1,000	(1,000)	Traffic Signs and Markings
	34,500	36,500	2,000	County Owned Vehicles
	31,700	45,300	13,600	Fuel Charges
	19,000	12,500	(6,500)	Non-Targeted Charges
	13,450	11,950	(1,500)	Mileage
	11,175	9,250	(1,925)	Transportation Costs
	22,250	19,250	(3,000)	Lodging
	66,750	60,800	(5,950)	Training Seminars, Courses and Meetings
	<u>1,003,905</u>	<u>1,001,125</u>	<u>(2,780)</u>	

ADMINISTRATION

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	21,000	0	(21,000) No equipment recommended for FY 09
o	50,000	50,000	0 Grants & Contributions - Funds provided for unanticipated grants
o	50,000	50,000	0 County Match / Transfers Out - Miscellaneous grant match funding
o	60,000	60,000	0 Interfund Reimbursements are appropriated to cover Highways Fund expenses for work performed in support of Facilities & Operations
o	0	41,003	41,003 Fleet Management Rentals - all vehicles now replaced under the new fleet management program through a yearly lease. These lease funds provide for the replacement of 7 vehicles

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	35,714	1.00	32,650	2.00	85,387
Administrative Assistant II	4.00	195,858	5.00	238,320	4.00	211,121
Administrative Secretary III	1.00	36,121	1.00	37,214	1.00	47,534
Administrative Specialist I	1.00	37,235	0.00	0	0.00	0
Administrative Specialist II	1.00	60,437	2.00	107,164	2.00	116,999
Asset Manager	1.00	72,477	1.00	76,848	1.00	83,912
Assistant Supervisor of Custodial Workers	1.00	42,719	1.00	45,355	1.00	49,530
Budget Analyst	1.00	56,966	0.00	0	1.00	53,732
Building Construction and Repair Supervisor	1.00	44,990	1.00	47,754	1.00	52,141
Building Maintenance Mechanic I	3.00	129,658	3.00	138,592	4.00	215,055
Building Maintenance Mechanic II	2.00	105,814	3.00	146,368	2.00	82,914
Building Maintenance Supervisor	1.00	69,757	2.00	137,348	1.00	82,411
Building Maintenance Worker I	0.00	0	1.00	25,901	1.00	29,136
Building Maintenance Worker II	5.00	189,946	6.00	251,709	6.00	277,352
Central Services Operator	1.00	27,487	1.00	27,487	1.00	29,999
Central Services Specialist	1.00	31,771	2.00	74,020	2.00	80,801
Chief of Security	1.00	46,554	1.00	49,404	1.00	54,474
Chief, Budget & Management Research	1.00	90,473	1.00	96,001	1.00	105,852
Chief, Facilities & Operations	1.00	75,047	1.00	79,612	1.00	87,779
Chief, Information Systems Division	1.00	99,601	1.00	112,091	1.00	117,952
Claims Adjuster	1.00	58,444	1.00	62,602	1.00	69,039
Computer Operations Supervisor	1.00	52,146	1.00	55,317	1.00	60,988
Computer Operator	1.00	32,757	1.00	33,743	1.00	37,204
Computer Systems Engineer I	1.00	37,235	1.00	39,484	1.00	39,872
Computer Systems Engineer II	4.00	170,599	4.00	178,249	4.00	191,679
Computer Systems Engineer III	3.00	161,730	3.00	158,494	3.00	173,148
Computer Systems Engineer IV	1.00	67,228	1.00	58,016	1.00	69,910
Custodial Worker I	1.00	24,723	2.00	48,868	1.00	28,637
Custodial Worker II	4.00	150,590	4.00	153,011	5.00	195,346
Custodial Worker III	1.00	41,177	0.00	0	0.00	0

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Database Administrator	1.00	69,263	0.00	0	0.00	0
Deputy Chief, Budget & Management Research	1.00	60,009	1.00	61,808	1.00	82,957
Deputy Chief, Management Information Systems	1.00	94,994	2.00	195,772	2.00	220,253
Director of Administration	1.00	123,103	1.00	130,623	1.00	134,543
GIS Data Base Administrator	1.00	63,372	1.00	67,228	0.00	0
GIS Public Access Technician	1.00	48,247	1.00	51,182	0.00	0
Grants Administrator	1.00	67,228	1.00	71,341	1.00	77,893
Help Desk Support Specialist	1.00	47,605	1.00	34,729	1.00	37,925
Inventory Control Clerk	0.00	0	0.00	0	0.00	0
Mailroom Clerk / Messenger	1.00	35,885	0.00	0	0.00	0
Management Assistant II	1.00	72,542	1.00	77,705	1.00	85,691
Master Cabinet Maker	1.00	48,247	1.00	51,182	1.00	55,889
Programmer Analyst I	6.00	388,244	7.00	467,364	6.00	430,825
Programmer Analyst II	3.00	229,816	3.00	259,402	4.00	371,642
Risk Manager	1.00	88,096	1.00	93,452	1.00	102,034
Safety Officer	1.00	45,183	1.00	50,068	1.00	54,662
Security Guard	1.00	26,695	0.00	0	0.00	0
Senior Budget Analyst	2.00	132,572	3.00	206,570	3.00	230,434
Senior Computer Operator	1.00	48,247	1.00	51,182	1.00	56,447
Skilled Trade Apprentice	1.00	45,397	1.00	49,104	1.00	53,617
Special Police Officer	2.00	66,329	4.00	139,793	4.00	153,720
Supervisor of Central Services	1.00	55,317	1.00	58,680	1.00	64,063
Supervisor of Custodial Workers	0.00	0	1.00	47,561	1.00	51,937
Systems Analyst	1.00	88,096	1.00	93,452	1.00	103,053
Systems Coordinator	1.00	93,452	2.00	172,249	0.00	0
Systems Programmer	1.00	61,551	1.00	65,279	1.00	71,974

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Telecommunication Engineer I	1.00	43,683	0.00	0	0.00	0
Telecommunications Coordinator	1.00	81,990	0.00	0	0.00	0
Telecommunications Engineer II	1.00	42,612	2.00	91,738	2.00	98,076
Telecommunications Specialist I	1.00	56,323	0.00	0	0.00	0
Telecommunications Specialist II	1.00	60,652	2.00	126,852	2.00	136,884
Web Administrator	1.00	67,228	1.00	71,342	1.00	78,672
Web Designer	1.00	49,168	1.00	52,167	1.00	57,524
TOTAL FULL-TIME SALARIES	87.00	4,746,400	95.00	5,349,447	91.00	5,540,619
PART-TIME SALARIES						
Custodial Worker I	2.50	57,984	1.75	42,596	1.75	43,853
Custodial Worker II	2.25	63,131	2.50	66,747	2.50	72,863
Special Police Officer	0.50	16,828	0.50	17,857	0.50	19,496
TOTAL PART-TIME SALARIES	5.25	137,943	4.75	127,200	4.75	136,212
TEMPORARY SALARIES		190,813		66,494		208,428
SALARY TOTAL	92.25	5,075,156	99.75	5,543,141	95.75	5,885,259
OTHER PERSONAL SERVICES						
Pension & Retirement		415,011		447,279		546,573
Workers' Compensation		65,314		108,907		118,809
Health Benefits		1,022,256		1,067,248		997,778
OPEB		0		191,681		0
Overtime & Shift Differential		172,942		177,637		160,615
FICA		402,147		434,485		466,187
Miscellaneous		32,140		38,060		37,840
TOTAL OTHER PERSONAL SERVICES		2,109,810		2,465,297		2,327,802
TOTAL PERSONAL SERVICES	92.25	7,184,966 *	99.75	8,008,438	95.75	8,213,061

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: ADMINISTRATION**DIVISION: Director of Administration****INDEX: 021000****ORIGIN/PURPOSE:**

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

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

The divisions of Computer Support and Management Information Systems are under the direction of an Information Systems Division Manager who reports to the Director of Administration, and is responsible for the County's multi-platform systems.

The Division of Emergency Services, though funded as a separate budget, is an additional responsibility of the Director of Administration, who is the liaison between County government and the County's 12 Volunteer Fire Companies.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	463,002	363,862	424,745	549,583	549,583
20	CONTRACTUAL SERVICES	38,334	59,926	245,236	205,400	355,400
30	SUPPLIES & MATERIALS	5,665	9,664	10,350	11,550	11,550
40	BUSINESS & TRAVEL	33,943	39,981	51,500	52,300	52,300
50	CAPITAL OUTLAY	12,614	3,526	0	0	0
70	MISCELLANEOUS	62,786	(10)	100,000	100,000	100,000
	GRAND TOTAL	<u>616,344</u>	<u>476,949</u>	<u>831,831</u>	<u>918,833</u>	<u>1,068,833</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>616,344</u>	<u>476,949</u>	<u>831,831</u>	<u>918,833</u>	<u>1,068,833</u>

DEPARTMENT: ADMINISTRATION**DIVISION: Director of Administration****INDEX: 021000****FINANCIAL NOTES:**

The \$237,002 net increase in funding for Administration - Director of Administration is the result of:

	FY 08	FY 09	CHANGE
o		19,614	19,614 the FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o		17,614	17,614 the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o	61,012	61,169	157 Health Benefits are adjusted for an anticipated 3% costs increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	24,709	34,545	9,836 Pension / Retirement rate adjustments
o	0	79,000	79,000 Temporary Salaries - funds provided for a student assistant to help with policy manual and general office duties @ \$4,000 and a Special Assistant @ \$75,000
o	10,637	0	(10,637) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	21,311	27,827	6,516 FICA adjusted based on actual expense history
o	1,500	4,000	2,500 Overtime - adjusted based on actual expense history
o	114,836	100,000	(14,836) Management Services decreased (\$14,836) based on actual expense history but funds still provide for the second year of a soil survey @ \$89,836
o	75,000	200,000	125,000 Other Professional Services increases to provide funds to study the impact of converting an all volunteer fire service to a combined volunteer and paid fire service @ \$150,000, offset by a decrease of (\$25,000) for cell tower reviews based on actual expense history

DEPARTMENT: ADMINISTRATION

DIVISION: Director of Administration

INDEX: 021000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	12,300	14,300	2,000 Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	5,000	7,500	2,500 General Office Supplies (mainly for publication of policy manual)
	300	2,000	1,700 Printing - In-House (mainly for publication of policy manual)
	1,000	300	(700) Computer Software
	3,000	500	(2,500) Computer Supplies
	3,000	4,000	1,000 Meals
	12,300	14,300	2,000
o	200	0	(200) In-House Training - all funds for in-house training classes are now allocated in Human Resources
o	35,500	35,500	0 Membership Fees & Dues - County's dues to:
	FY 08	FY 09	Change
	30,000	30,000	0 Harford County dues for MACO
	5,000	5,000	0 Dues for NACO
	500	500	0 Dues for various other organizations
	35,500	35,500	0
o	50,000	50,000	0 County Match / Transfers Out - miscellaneous grant match funding
o	50,000	50,000	0 Grants & Contributions - unanticipated miscellaneous grants

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: DIRECTOR OF ADMINISTRATION

Index No. 021000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	36,121	1.00	37,214	1.00	47,534
Administrative Specialist II	1.00	60,437	1.00	64,744	1.00	70,695
Director of Administration	1.00	123,103	1.00	130,623	1.00	134,543
Grants Administrator	1.00	67,228	1.00	71,341	1.00	77,893
TOTAL FULL-TIME SALARIES	4.00	286,889	4.00	303,922	4.00	330,665
TEMPORARY SALARIES		0		0		83,500 A
SALARY TOTAL	4.00	286,889	4.00	303,922	4.00	414,165
OTHER PERSONAL SERVICES						
Pension & Retirement		23,640		24,709		38,138
Workers' Compensation		689		1,094		1,321
Health Benefits		58,252		61,012		61,169
OPEB		0		10,637		0
Overtime & Shift Differential		1,000		1,500		4,000
FICA		20,997		21,311		30,090
Miscellaneous		560		560		700
TOTAL OTHER PERSONAL SERVICES		105,138		120,823		135,418
TOTAL PERSONAL SERVICES	4.00	392,027 *	4.00	424,745	4.00	549,583

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary salary funds are added for FY 09 for a Special Assistant @ \$79,500 and a summer intern @ \$4,000

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

ORIGIN/PURPOSE:

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

Facilities and Operations is responsible for the maintenance of over 46 County buildings, and is organized into three sections: Mechanical, Repair & Renovation, and Custodial Services. We service all County agencies on a call basis.

FY '08 - '09 GOAL & OBJECTIVE:

- 1 TO UTILIZE BEST PRACTICES TO PROVIDE RESPONSIVE, EFFICIENT, AND EFFECTIVE SERVICES TO CITIZENS, BUSINESSES, AND GOVERNMENTAL AGENCIES.
 - o To increase public confidence through cost effective and customer focused services
 - o To provide energy efficient systems that provide good stewardship of those resources
 - o To provide infrastructure that is adequate to develop safe facilities and construction and management plans through County government

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,185,544	2,455,680	2,689,327	2,952,672	2,852,204
20	CONTRACTUAL SERVICES	1,807,823	1,919,083	2,282,786	2,112,725	2,117,075
30	SUPPLIES & MATERIALS	207,441	209,650	232,300	286,700	236,700
40	BUSINESS & TRAVEL	75,385	69,150	81,280	83,050	83,050
50	CAPITAL OUTLAY	84,195	6,264	21,000	0	0
70	MISCELLANEOUS	3,447	10,498	60,000	60,000	60,000
80	INTERGOVERNMENTAL / INTERFUND	0	0	0	31,360	24,640
	GRAND TOTAL	4,363,835	4,670,325	5,366,693	5,526,507	5,373,669
	<u>FUNDING SOURCE:</u>					
11	GENERAL	4,363,835	4,670,325	5,366,693	5,526,507	5,373,669

DEPARTMENT: ADMINISTRATION**DIVISION: Facilities and Operations****INDEX: 022000****FINANCIAL NOTES:**

The \$6,976 net increase in funding for Administration - Facilities and Operations is the result of:

	FY 08	FY 09	CHANGE	
o		135,396	135,396	the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o		70,031	70,031	FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	1,590,153	1,585,415	(4,738)	Full Time Salaries
			(1,525)	Step & Grade Adjustment as recommended by the Department of Human Resources
			(3,213)	Turnover
			(4,738)	(0.20%)
o	9,734	78,457	68,723	Temporary Salaries increased due to two additional Special Police Officer hired during FY 08 for Edgewood Community Center
o	127,200	124,759	(2,441)	Part time salaries decreased due to turnover of a Custodial Worker
o	0	(90,643)	(90,643)	Net decrease of one position due to transfer to Budget & Management Research
			# of Positions	Salary
			(1.0)	(62,622)
			Benefits	Total
			(28,021)	(90,643)
				Building Maintenance Supervisor position #1425 transferred to Budget & Management Research and reclassified to Deputy Chief
o	441,855	447,530	5,675	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage.
o	60,107	2,192	(57,915)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	139,620	171,006	31,386	Pension / Retirement rate adjustments

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	70,926	76,370	5,444	Workers' Compensation rate adjustments
o	138,550	150,331	11,781	FICA adjusted for salary changes
o	84,022	73,500	(10,522)	Shift Differential and Overtime - adjusted based on actual expense history
o	650,000	682,500	32,500	Electricity - increased per actual expense history and rise in energy costs
o	127,680	130,000	2,320	Heating Fuel (Gas) - increased per actual expense history and rise in energy costs
o	26,126	31,200	5,074	Heating Fuel (Oil) - increased per actual expense history and rise in energy costs
o	703,000	450,000	(253,000)	County Facility Repair & Renovation - necessary to purchase professional services to maintain, repair, and renovate County buildings. Decreased per actual expense history and no major renovations planned for FY 09.
o	167,000	200,000	33,000	Operating Equipment - additional funds provide for the increase in the HVAC Management system contract
o	197,805	208,000	10,195	Building & Custodial Services - additional funds provided for increase in custodial services contract @ \$5,000; sanitary disposal contract @ \$2,000 and a new contract added in FY 08 for water treatment @ \$3,195.
o	21,000	0	(21,000)	Equipment - no equipment purchases or replacements recommended for FY 09
o	51,715	66,065	14,350	Security System - increase for the Aberdeen Community Services building alarm @ \$13,350 and Central Alarm monitoring contract @ \$1,000

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	2,000	0	(2,000)	In-House Training - all funds were reallocated to Human Resources for FY 09
o	2,500	3,000	500	Other Supplies and Materials - \$3,000 is included for flag replacement, miscellaneous supplies, etc.
o	16,000	20,035	4,035	Other Professional Services - funds provide for State mosquito spraying program. State's share of costs decreased, requiring the County to fund a larger percentage.
o	241,300	235,500	(5,800)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	40,000	47,000	7,000	Telephone Service - add'l cell phone usage
	40,000	20,000	(20,000)	Engineering Services
	3,000	1,500	(1,500)	Other Contractual (moving services)
	72,000	80,000	8,000	Equipment Repair Parts
	6,000	4,000	(2,000)	Small Tools
	2,000	1,000	(1,000)	Traffic Signs & Markings
	26,000	27,500	1,500	County Owned Vehicles
	23,500	35,000	11,500	Fuel Charges
	17,000	10,000	(7,000)	Non-Targeted Vehicle Maintenance
	6,800	6,000	(800)	Mileage
	5,000	3,500	(1,500)	Training, Seminars & Courses
	<u>241,300</u>	<u>235,500</u>	<u>(5,800)</u>	
o	0	24,640	24,640	Fleet Lease Costs - all vehicles now replaced under the new fleet management program through a yearly lease
				These lease funds provide for the replacement of:
	#0763	3/4 ton pick up	7,840	
	#0745	1/2 ton crew pick-up	5,152	
	#0709	1/4 ton SUV	5,824	
	#0730	1/4 ton SUV	5,824	
			<u>24,640</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	96,495	2.00	100,886	2.00	110,722
Assistant Supervisor Custodial Workers	1.00	42,719	1.00	45,355	1.00	49,530
Building Construction & Repair Supervisor	1.00	44,990	1.00	47,754	1.00	52,141
Building Maintenance Mechanic I	3.00	129,658	3.00	138,592	4.00	215,055 A
Building Maintenance Mechanic II	2.00	105,814	3.00	146,368	2.00	82,914
Building Maintenance Supervisor	1.00	69,757	2.00	137,348	1.00	82,411 B
Building Maintenance Worker I	0.00	0	1.00	25,901	1.00	29,136
Building Maintenance Worker II	5.00	189,946	6.00	251,709	6.00	277,352
Chief of Security	1.00	46,554	1.00	49,404	1.00	54,474
Chief, Facilities and Operations	1.00	75,047	1.00	79,612	1.00	87,779
Custodial Worker I	1.00	24,723	2.00	48,868	1.00	28,637
Custodial Worker II	4.00	150,590	4.00	153,011	5.00	195,346 C
Custodial Worker III	1.00	41,177	0.00	0	0.00	0
Management Assistant II	1.00	72,542	1.00	77,705	1.00	85,691
Master Cabinet Maker	1.00	48,247	1.00	51,182	1.00	55,889
Security Guard	1.00	26,695	0.00	0	0.00	0
Skilled Trade Apprentice	1.00	45,397	1.00	49,104	1.00	53,617
Special Police Officer	2.00	66,329	4.00	139,793	4.00	153,720
Supervisor of Central Services	1.00	55,317	0.00	0	0.00	0
Supervisor of Custodial Workers	0.00	0	1.00	47,561	1.00	51,937
TOTAL FULL-TIME SALARIES	30.00	1,331,997	35.00	1,590,153	34.00	1,666,351
PART-TIME SALARIES						
Special Police Officer	0.50	16,829	0.50	17,857	0.50	19,496
Custodial Worker II	1.25	63,130	2.50	66,747	2.50	72,863
Custodial Worker I	3.50	57,984	1.75	42,596	1.75	43,853
TOTAL PART-TIME SALARIES	5.25	137,943	4.75	127,200	4.75	136,212

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		99,557		9,734		93,459 D
SALARY TOTAL	<u>35.25</u>	<u>1,569,497</u>	<u>39.75</u>	<u>1,727,087</u>	<u>38.75</u>	<u>1,896,022</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		133,579		139,620		181,466
Workers' Compensation		45,199		70,926		80,304
Health Benefits		431,680		441,855		435,147
OPEB		0		60,107		0
Overtime & Shift Differential		83,942		84,022		73,500
FICA		131,328		138,550		158,545
Miscellaneous		22,960		27,160		27,220
TOTAL OTHER PERSONAL SERVICES		<u>848,688</u>		<u>962,240</u>		<u>956,182</u>
TOTAL PERSONAL SERVICES	<u>35.25</u>	<u>2,418,185 *</u>	<u>39.75</u>	<u>2,689,327</u>	<u>38.75</u>	<u>2,852,204</u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Building Maintenance Mechanic II position reclassified to a Building Maintenance Mechanic I - #0044

B - One (1) Building Maintenance Supervisor position transferred to Budget & Management Research and reclassified to Deputy Chief, Budget & Management for Management - #1425

C - One (1) Custodial Worker I position promoted to Custodial Worker II - #3431

D - Additional temporary salaries are included for two full-time Special Police Officers hired during FY 08

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To utilize best practices to provide responsive, efficient and effective service to citizens, businesses, and government agencies.

Department Objective:

To provide energy efficient systems to enable good stewardship of County resources.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$246,298	\$285,647	\$281,673	\$298,026	\$316,640
Number of staff	6	6	6	6	6
<u>Output:</u>					
Amount of office space covered (in square feet)	236,187	236,187	236,187	236,187	236,187
<u>Efficiency:</u>					
Amount of KWh used	4,820,500	5,122,600	5,215,512	5,000,000	5,200,000
<u>Service Quality:</u>					
KWh used per square foot	20.41	21.69	22.08	21.17	22.02
<u>Outcome:</u>					
Percentage of KWh saved over FY 2003 energy usage	8.0934%	2.3300%	0.5622%	4.6711%	0.8580%

Explanation and Analysis of Performance Measures

Using energy performance best practices in maintenance of building systems should produce savings KWh used. These KWh savings can be reallocated to other projects that need additional funds and development.

Major Related Plans and Policies

Harford County Energy Performance Contracting program

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To respond promptly and effectively to maintenance requests from County agencies.

Department Objective:

To ensure that as many service requests as possible are responded to within 8 hours of the original request.

County Goal(s) Supported:

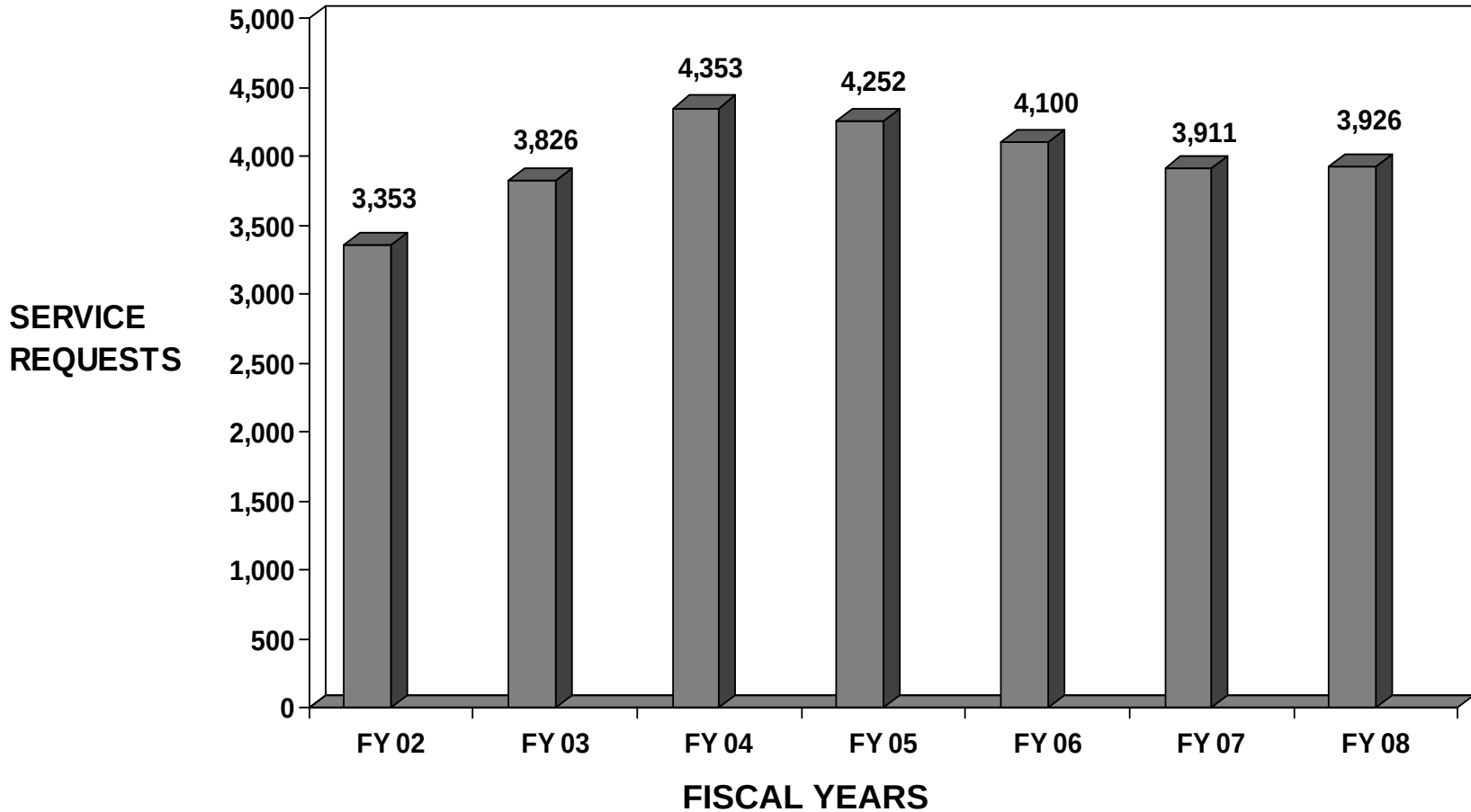
III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	N/A*	\$4,670,325	\$5,366,693	\$5,526,507
Number of staff	N/A*	N/A*	30	35	34
<u>Output:</u>					
Number of service requests received and responded to	N/A*	N/A*	3,841	3,873	3,912
<u>Service Quality:</u>					
Number of service requests responded to within 8 hours	N/A*	N/A*	2,833	2,857	3,085
<u>Outcome:</u>					
Percentage of service requests responded to within 8 hours	N/A*	N/A*	73.8%	73.8%	78.9%

N/A* - This is a new measure and data for previous years is not available.

DIVISION OF FACILITIES & OPERATIONS

SERVICE REQUESTS COMPLETED



DEPARTMENT: ADMINISTRATION

DIVISION: Central Services

INDEX: 023100

ORIGIN/PURPOSE:

The Central Services Division of the Department of Administration provides: printing, micrographics and optical filing, UPS and mail services.

Under Executive Order 84-1, the Chief of Facilities and Operations is responsible for this Division.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	162,663	142,069	291,072	309,247	309,247
20	CONTRACTUAL SERVICES	362,358	412,376	402,875	433,200	433,200
30	SUPPLIES & MATERIALS	274,917	246,596	337,220	333,020	333,020
40	BUSINESS AND TRAVEL	140	0	0	0	0
50	CAPITAL OUTLAY	0	56,152	0	0	0
	GRAND TOTAL	800,078	857,193	1,031,167	1,075,467	1,075,467
	<u>FUNDING SOURCE:</u>					
11	GENERAL	800,078	857,193	1,031,167	1,075,467	1,075,467

DEPARTMENT: ADMINISTRATION**DIVISION: Central Services****INDEX: 023100****FINANCIAL NOTES:**

The \$44,300 net increase in funding for Administration - Central Services is the result of:

	FY 08	FY 09	CHANGE	
o		14,618	14,618	the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o		7,095	7,095	FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	192,837	196,956	4,119	Full Time Salaries
			4,119	Turnover <u>2.09%</u>
o	15,678	18,061	2,383	Pension adjustments
o	51,934	47,807	(4,127)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	6,749	0	(6,749)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	245,000	265,000	20,000	Office Equipment - additional funds provided for increase in color copier contract @ \$9,600 and Docutech Operator management contract increase @ \$10,400
o	85,000	95,000	10,000	Telephone Service - cost of Verizon services for the central answerpoint
o	3,175	6,500	3,325	Office Equipment Service - additional funds provided for increased costs of mail meter services
o	64,000	60,000	(4,000)	Other Professional Services - decrease based on actual expense history for NMARC crew
o	43,000	40,000	(3,000)	The following line items were adjusted based on actual expense history:
	FY 08	FY 09	Change	
	2,000	3,000	1,000	Operating Equipment
	36,000	33,000	(3,000)	General Office Supplies
	4,000	3,500	(500)	Printing Commercial
	1,000	500	(500)	Other Postage Expense
	<u>43,000</u>	<u>40,000</u>	<u>(3,000)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: CENTRAL SERVICES

Index No. 023100

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	32,650	1.00	40,173
Central Services Operator	1.00	27,487	1.00	27,487	1.00	29,999
Central Services Specialist	1.00	31,771	2.00	74,020	2.00	80,801
Mailroom Clerk / Messenger	1.00	35,885	0.00	0	0.00	0
Supervisor, Central Services	0.00	0	1.00	58,680	1.00	64,063
TOTAL FULL-TIME SALARIES	3.00	95,143	5.00	192,837	5.00	215,036
TEMPORARY SALARIES		23,044		0		0
SALARY TOTAL	3.00	118,187	5.00	192,837	5.00	215,036
OTHER PERSONAL SERVICES						
Pension & Retirement		9,738		15,678		19,719
Workers' Compensation		1,208		5,922		7,035
Health Benefits		30,422		51,934		47,807
OPEB		0		6,749		0
FICA		9,041		14,752		16,450
Miscellaneous		1,620		3,200		3,200
TOTAL OTHER PERSONAL SERVICES		52,029		98,235		94,211
TOTAL PERSONAL SERVICES	3.00	170,216 *	5.00	291,072	5.00	309,247

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF ADMINISTRATION - CENTRAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide efficient printing, mail, and related services to County agencies.

Department Objective:

To complete 90% of printing requests within 3 days.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$782,745	\$800,078	\$857,193	\$1,031,167	\$1,075,467
Number of staff	4	4	3	5	5
<u>Output:</u>					
Pieces of mail sent	N/A*	N/A*	417,984	468,381	236,187
Printing jobs requested	N/A*	1,012	1,058	874	1,000
<u>Outcome:</u>					
Percent of print jobs completed within 3 days	N/A*	90%	95%	91%	90%

N/A* - This is a new measure being tracked by Central Services and data for previous years is not available.

DEPARTMENT: ADMINISTRATION

DIVISION: Budget & Management Research

INDEX: 024000

ORIGIN/PURPOSE:

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

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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	437,901	468,756	627,495	756,397	756,397
20	CONTRACTUAL SERVICES	4,605	7,730	11,950	12,125	12,125
30	SUPPLIES & MATERIALS	19,473	15,914	29,200	24,250	24,250
40	BUSINESS & TRAVEL	8,621	5,231	10,525	13,775	13,775
50	CAPITAL OUTLAY	1,919	1,970	0	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	0	0	5,824	5,824
	GRAND TOTAL	472,519	499,601	679,170	812,371	812,371
<u>FUNDING SOURCE:</u>						
11	GENERAL	472,519	499,601	679,170	812,371	812,371

DEPARTMENT: ADMINISTRATION**DIVISION: Budget & Management Research****INDEX: 024000****FINANCIAL NOTES:**

The \$133,201 net increase in funding for Administration - Budget & Management Research is the result of:

	FY 08	FY 09	CHANGE	
o		32,483	32,483	the FY 09 wage package of a Merit + a 3% COLA for eligible staff
o		18,876	18,876	FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	406,799	399,276	(7,523)	Full-time Salaries
			3,647	Salary Step / Grade adjustments based on the recommendations of the Dept of Human Resources
			(11,170)	Staff Turnover
			(2.80%)	
			(7,523)	
o	0	103,280	103,280	Net increase of one position due to transfer from Facilities & Operations
				# of Positions Salary Benefits Total
				1.0 75,982 27,298 103,280
				Building Maintenance Supervisor position #1425 transferred to Budget & Management Research and reclassified to Deputy Chief
o	14,238	0	(14,238)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	91,518	84,486	(7,032)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	33,073	36,613	3,540	Pension / Retirement rate adjustments

DEPARTMENT: ADMINISTRATION

DIVISION: Budget & Management Research

INDEX: 024000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	2,800	1,500	(1,300) Other Professional Services - decrease based on actual expense history for application of the GFOA Distinguished Budget Award and book binding (GFOA recommendation)
o	800	2,300	1,500 Telephone Service - increase based on actuals, primarily the result of two blackberries added during FY 08
o	0	1,000	1,000 County Owned Vehicle - funds provided for vehicle maintenance for Deputy Chief's vehicle
o	0	2,000	2,000 Fuel Charges - funds provided for fuel costs for Deputy Chief's vehicle
o	0	5,824	5,824 Fleet Management Lease - Deputy Chief's vehicle to be replaced during FY 09, funds are provided for lease costs
o	28,250	23,500	(4,750) Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
8,000	7,000	(1,000)	General Office Supplies
15,000	12,000	(3,000)	Printing - In-House
3,000	2,000	(1,000)	Computer Supplies
2,250	2,500	250	Training Seminars, Courses
28,250	23,500	(4,750)	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: BUDGET AND MANAGEMENT RESEARCH

Index No. 024000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	37,235	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	42,420	1.00	46,304
Budget Analyst	1.00	56,966	0.00	0	1.00	53,732 A
Chief, Budget & Management Research	1.00	90,473	1.00	96,001	1.00	105,852
Deputy Chief, Budget & Management Research	1.00	60,009	1.00	61,808	1.00	82,957 B
Senior Budget Analyst	2.00	132,572	3.00	206,570	3.00	230,434
TOTAL FULL-TIME SALARIES	6.00	377,255	6.00	406,799	7.00	519,279
TEMPORARY SALARIES		17,660		0		0
SALARY TOTAL	6.00	394,915	6.00	406,799	7.00	519,279
OTHER PERSONAL SERVICES						
Pension & Retirement		32,541		33,073		47,618
Workers' Compensation		905		1,464		2,025
Health Benefits		87,878		91,518		98,567
OPEB		0		14,238		0
Overtime		40,000		45,000		45,000
FICA		30,211		34,563		42,928
Miscellaneous		840		840		980
TOTAL OTHER PERSONAL SERVICES		192,375		220,696		237,118
TOTAL PERSONAL SERVICES	6.00	587,290 *	6.00	627,495	7.00	756,397

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Deputy Chief, Budget & Management Research position reclassified and filled as a Budget Analyst - #1496

B - One (1) Building Maintenance Supervisor position transferred from Facilities & Operations and reclassified to Deputy Chief, Budget & Management for Management - #1425

BUDGET & MANAGEMENT RESEARCH OBJECTIVES & PERFORMANCE MEASURES

Department Goal

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

Department Objective

To gather performance information from all County departments, to accurately compile an annual budget document within 90 days of the budget being passed by the County Council, and to meet the standards put forward by the Government Finance Officers Association for quality budget presentation.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$430,478	\$472,519	\$627,780	\$678,170	\$812,371
Full-time staff assigned	6	6	6	6	7
<u>Output:</u>					
Performance measures tracked	N/A*	N/A*	N/A*	73	73
<u>Efficiency:</u>					
Budget document produced within 90 days?	Yes	Yes	Yes	Yes	Yes
<u>Service Quality:</u>					
Recognized for quality budget presentation?	Yes	Yes	Yes	Yes	TBA**
<u>Outcome:</u>					
Percentage of County government administered departments submitting performance measures	N/A*	N/A*	N/A*	100%	100%

Performance Measure Results

The goal of the Budget and Management Research department is to produce a budget document that is in keeping with the County's strategic goals and that complies with accepted best practices including those developed by the Government Finance Officers Association.

Major Related Plans and Policies

Harford County Budget Manual

* - This is a new measure being tracked by Budget and Management Research and data is not available for previous years.

** - TBA - To Be Announced

DEPARTMENT: ADMINISTRATION

DIVISION: Geographic Information Systems

INDEX: 025000

ORIGIN/PURPOSE:

The Geographic Information System Division was created in 1989 and is under the purview of the Chief of Information Systems.

The Geographic Information System Division is responsible for the management, coordination, and maintenance of Harford County's Geographic Information System (GIS); a computer system for archiving, retrieving, analyzing and displaying geographically referenced data. The GIS is used throughout Harford County Government, most notably in the areas of Public Works, Planning and Zoning, Parks and Recreation, Economic Development and Emergency Operations.

FY '08 - '09 GOAL & OBJECTIVE:

- 2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS.
 - o To increase the use of GIS technology in all County agencies in order to improve the efficiency and effectiveness of the County workforce

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	367,604	411,482	0	0
20	CONTRACTUAL SERVICES	0	30,998	49,500	0	0
30	SUPPLIES & MATERIALS	0	18,013	18,700	0	0
40	BUSINESS & TRAVEL	0	7,225	13,600	0	0
GRAND TOTAL		0	423,840	493,282	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	423,840	493,282	0	0

FINANCIAL NOTES:

The (\$493,282) net decrease in funding for Administration - Geographic Information Systems is a result of the transfer of the GIS division/function to the Department of Planning & Zoning during FY 08

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: GEOGRAPHIC INFORMATION SYSTEMS

Index No. 025000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Deputy Chief, MIS	1.00	94,994	1.00	100,778	0.00	0
GIS Data Base Administrator	1.00	63,372	1.00	67,228	0.00	0
Programmer Analyst I	1.00	61,551	1.00	65,279	0.00	0
GIS Public Access Technician	1.00	48,247	1.00	51,182	0.00	0
TOTAL FULL-TIME SALARIES	4.00	268,164	4.00	284,467	0.00	0
TEMPORARY SALARIES		15,000		11,520	0.00	0
SALARY TOTAL	4.00	283,164	4.00	295,987	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		22,097		23,127		0
Workers' Compensation		3,237		4,813		0
Health Benefits		48,530		50,832		0
OPEB		0		9,956		0
FICA		21,877		22,707		0
Overtime		1,500		3,500		0
Miscellaneous		560		560		0
TOTAL OTHER PERSONAL SERVICES		97,801		115,495		0
TOTAL PERSONAL SERVICES	4.00	380,965 *	4.00	411,482	0.00	0

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

All funds and positions were transferred to Planning & Zoning for FY 09

DEPARTMENT: ADMINISTRATION

DIVISION: Information Systems Administration

INDEX: 026000

ORIGIN/PURPOSE:

The division of Information Systems Administration is under the direction of the Chief of Information Systems, who reports to the Director of Administration, and is responsible for supervision and coordination of the Divisions of Computer Support, Management Information Systems, and Geographic Information Systems.

The division is charged with surveying, revamping and coordinating the County's multi-platform systems.

FY '08 - '09 GOAL & OBJECTIVE:

2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS

o To expand Dark Fiber Optic MAN (Metropolitan Area Network) into our development envelope

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	448,005	613,985	650,867	678,909	678,909
20	CONTRACTUAL SERVICES	271,499	265,593	290,200	291,300	291,300
30	SUPPLIES & MATERIALS	9,937	10,554	13,650	12,250	12,250
40	BUSINESS & TRAVEL	7,251	11,804	17,400	17,550	17,550
50	CAPITAL OUTLAY	18,823	3,326	0	0	0
	GRAND TOTAL	755,515	905,262	972,117	1,000,009	1,000,009
	<u>FUNDING SOURCE:</u>					
11	GENERAL	755,515	905,262	972,117	1,000,009	1,000,009

DEPARTMENT: ADMINISTRATION**DIVISION: Information Systems Administration****INDEX: 026000****FINANCIAL NOTES:**

The \$27,892 net increase in funding for Administration - Information Systems Administration is the result of:

	FY 08	FY 09	CHANGE
o		33,981	33,981 FY 09 wage package of a Merit & 3% COLA for eligible employee
o		16,335	16,335 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	478,399	473,013	(5,386) Full Time Salaries
			(5,373) Salary step and grade adjustment as recommended by Department of Human Resources
			(13) Turnover
			<u>(5,386)</u>
o	67,254	61,949	(5,305) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	16,744	0	(16,744) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	38,894	43,375	4,481 Pension / Retirement rate adjustments
o	7,520	8,082	562 Workers' Compensation rate adjustments
o	1,000	0	(1,000) In-House Training - all funds transferred to Human Resources for FY 09
o	131,950	132,700	750 The following line items were adjusted based on actual expense history:

FY 08	FY 09	Change
105,000	100,000	(5,000) Internet Line Service
10,000	15,000	5,000 Other Professional Service
200	1,300	1,100 Office Equipment Service
3,500	5,000	1,500 General Office Supplies
10,000	7,000	(3,000) Computer Supplies
850	1,000	150 Fuel Charges
1,000	1,300	300 Mileage
1,000	1,200	200 Transportation Costs
400	900	500 Meals
<u>131,950</u>	<u>132,700</u>	<u>750</u>

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: INFORMATION SYSTEMS ADMINISTRATION

Index No. 026000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	49,682	1.00	52,724	1.00	57,569
Chief, Information Systems Division	1.00	99,601	1.00	112,091	1.00	117,952
Deputy Chief, MIS	0.00	0	1.00	94,994	1.00	105,799
Telecommunication Coordinator	1.00	81,990	0.00	0	0.00	0
Telecommunication Engineer I	1.00	43,683	0.00	0	0.00	0
Telecommunication Engineer II	1.00	42,612	2.00	91,738	2.00	98,076
Telecommunication Specialist I	1.00	56,323	0.00	0	0.00	0
Telecommunication Specialist II	1.00	60,652	2.00	126,852	2.00	136,884
SALARY TOTAL	7.00	434,543	7.00	478,399	7.00	516,280
OTHER PERSONAL SERVICES						
Pension & Retirement		35,806		38,894		47,343
Workers' Compensation		3,773		7,520		8,703
Health Benefits		77,679		67,254		61,949
OPEB		0		16,744		0
FICA		33,439		36,076		38,654
Overtime and Shift Differential		5,000		5,000		5,000
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		156,677		172,468		162,629
TOTAL PERSONAL SERVICES	7.00	591,220 *	7.00	650,867	7.00	678,909

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

INFORMATION SYSTEMS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide the underlying technology required to assist County agencies in providing effective services to citizens.

Department Objective:

To expand Dark Fiber Optic MAN (Metropolitan Area Network) throughout our development envelope.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$682,480	\$509,181	\$902,181	\$534,640	\$250,000
Network design costs	N/A*	\$68,000	\$300,000	\$238,000	\$0
Number of staff	5	6	7	6	6
<u>Output:</u>					
Number of fiber locations completed	N/A*	9	15	15	18
<u>Efficiency</u>					
Design costs as a percentage of dollars allocated	N/A*	13%	33%	45%	0%
<u>Service Quality:</u>					
Percent of fiber locations completed on time	N/A*	60%	80%	80%	75%
<u>Outcome:</u>					
Percent of County agencies supported by new dark fiber optic enhancements	N/A*	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

As part of the Milestone Project, Information Systems plans to consolidate Harford County's disparate communications networks into a single, secure, high-speed IP network to serve as Harford County's communication backbone. This project will connect Harford County Government's network with Harford County schools, public safety agencies, Volunteer Fire Companies, Harford Community College, and Harford County Libraries.

Related Plans and Policies

Harford County Milestone Project (Strategic Information Technology Plan)

*N/A - These are new measures being tracked by Information Systems, therefore, data for previous years is unavailable.

DEPARTMENT: ADMINISTRATION

DIVISION: Computer Support Center

INDEX: 027000

ORIGIN/PURPOSE:

The Computer Support Center was created in September, 1985 and is under the purview of the Chief of Information Systems.

Computer Support supports all County government departments and agencies using technology to provide responsive, efficient, and effective services to citizens, businesses, and governmental agencies.

Computer Support provides a full range of support services including: Telecommunications, LAN, WAN, SAN, Internet, Intranet, web presence, e-mail, security, data integrity, disaster recovery, new technology evaluation, technology compatibility, help desk, training, desktops, software, and operating systems.

FY '08 - '09 GOAL & OBJECTIVE:

- 2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS
 - o To determine the first assignment resolution rate for the Computer Support Center

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,019,899	631,409	849,129	861,253	861,253
20	CONTRACTUAL SERVICES	182,773	212,983	328,785	328,785	328,785
30	SUPPLIES & MATERIALS	10,983	15,413	21,300	18,350	18,350
40	BUSINESS & TRAVEL	11,587	23,161	40,250	35,200	35,200
	GRAND TOTAL	1,225,242	882,966	1,239,464	1,243,588	1,243,588
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,225,242	882,966	1,239,464	1,243,588	1,243,588

DEPARTMENT: ADMINISTRATION**DIVISION: Computer Support Center****INDEX: 027000****FINANCIAL NOTES:**

The \$4,124 increase in funding for Administration - Computer Support Center is the result of:

	FY 08	FY 09	CHANGE
o		40,969	40,969 FY 09 wage package of a Merit and 3% COLA for all eligible employees
o		25,629	25,629 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	42,240	27,184	(15,056) Temporary salaries - funds decreased based on actual expense history but still provide for summer interns
o	557,752	555,567	(2,185) Full Time Salaries
			1,513 Step / Grade adjustments as recommended by the Department of Human Resources
			(3,698) Turnover (.67%)
			<u>(2,185)</u>
o	47,374	52,852	5,478 Pension/Retirement rate adjustments
o	109,084	85,506	(23,578) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	19,521	0	(19,521) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	4,189	5,896	1,707 Workers' Compensation rate adjustment
o	47,429	46,110	(1,319) FICA adjustments
o	42,750	34,800	(7,950) The following line items were adjusted based on actual expense history:
	FY 08	FY 09	Change
	2,600	2,300	(300) General Office Supplies
	150	0	(150) Medical Supplies
	10,000	7,500	(2,500) Computer Supplies
	30,000	25,000	(5,000) Training Seminars, Courses
	<u>42,750</u>	<u>34,800</u>	<u>(7,950)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: COMPUTER SUPPORT CENTER

Index No. 027000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Systems Engineer I	1.00	37,235	1.00	39,484	1.00	39,872
Computer Systems Engineer II	4.00	170,598	4.00	178,249	4.00	191,679
Computer Systems Engineer III	3.00	161,730	3.00	158,494	3.00	173,148
Computer Systems Engineer IV	1.00	67,228	1.00	58,016	1.00	69,910
Web Administrator	1.00	67,228	1.00	71,342	1.00	78,672
Web Designer	1.00	49,168	1.00	52,167	1.00	57,524
TOTAL FULL-TIME SALARIES	11.00	553,187	11.00	557,752	11.00	610,805
TEMPORARY SALARIES		32,552		42,240		28,469
SALARY TOTAL	11.00	585,739	11.00	599,992	11.00	639,274
OTHER PERSONAL SERVICES						
Pension & Retirement		42,314		47,374		58,032
Workers' Compensation		1,328		4,189		6,467
Health Benefits		103,564		109,084		85,506
OPEB		0		19,521		0
Overtime		20,000		20,000		20,000
FICA		46,339		47,429		50,434
Miscellaneous		1,540		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		215,085		249,137		221,979
TOTAL PERSONAL SERVICES	11.00	800,824 *	11.00	849,129	11.00	861,253

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

COMPUTER SUPPORT CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide the underlying technology required to assist County agencies in providing effective services to citizens.

Department Objective:

To determine the rate at which requests for assistance from Computer Support Center were satisfactorily resolved in a timely fashion

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$893,054	\$697,248	\$755,795	\$714,560	\$714,560
Number of staff	12	11	11	11	11
<u>Output:</u>					
Number of requests for service that were resolved by Computer Support Center	N/A*	2641	3322	2,800	2,800
<u>Efficiency:</u>					
Number of service requests per Computer Support Center Staff	N/A*	240	302	255	255
<u>Service Quality:</u>					
Percent of County employees satisfied with services from Computer Support Center	N/A*	50%	50%	50%	75%
<u>Outcome:</u>					
Percentage of service requests completed properly and on time	N/A*	N/A*	50%	50%	75%

Explanation and Analysis of Performance Measures

The Computer Support Center provides critical infrastructure services, including integrated communication service for all County agencies and other government customers, responses to services requested through help desk, and maintenance of County data communication network. The performance measures for Computer Support Center focus on delivering a stable Information Technology environment.

*N/A - These are new measures being tracked by the Computer Support Center, therefore, data for previous years is unavailable.

DEPARTMENT: ADMINISTRATION

DIVISION: Management Information Systems

INDEX: 028000

ORIGIN/PURPOSE:

The Management Information Systems Division (MIS) was created in 1985 and is under the purview of the Chief of Information Systems.

The primary purposes of MIS are to provide efficient computer application services (both Mainframe and open systems) to all County agencies with a need for those services; the responsibility for management and operation of the County Data Center; plus the design, development and implementation of new computer systems and programs.

FY '08 - '09 GOAL & OBJECTIVE:

2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS

o To ensure that MIS client requests are completed to meet needs and schedules

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,229,953	1,317,193	1,479,392	1,577,102	1,577,102
20	CONTRACTUAL SERVICES	401,701	350,617	412,050	422,050	422,050
30	SUPPLIES & MATERIALS	20,910	13,232	23,850	20,450	20,450
40	BUSINESS & TRAVEL	13,688	28,334	31,575	27,700	27,700
80	INTERGOVERNMENTAL / INTERFUND	0	0	0	4,715	4,715
	GRAND TOTAL	1,666,252	1,709,376	1,946,867	2,052,017	2,052,017
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,666,252	1,709,376	1,946,867	2,052,017	2,052,017

DEPARTMENT: ADMINISTRATION**DIVISION: Management Information Systems****INDEX: 028000****FINANCIAL NOTES:**

The \$105,150 increase in funding for Administration - Management Information Systems is the result of:

	FY 08	FY 09	CHANGE
o		79,534	79,534 FY 09 Wage Package of a Merit and 3% COLA for all eligible employees
o		53,707	53,707 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	1,096,096	1,091,543	(4,553) Full Time Salaries
			8,399 Step and Grade Adjustment per recommendation of the Department of Human Resources
			<u>(12,952) Turnover</u> <u>(-1.19%)</u>
			<u>(4,553)</u>
o	89,112	100,094	10,982 Pension / Retirement rate adjustments
o	6,002	4,257	(1,745) Workers' Compensation rate adjustments
o	145,297	149,293	3,996 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	38,363	0	(38,363) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	85,167	84,319	(848) FICA adjustment based on full time salaries

DEPARTMENT: ADMINISTRATION

DIVISION: Management Information Systems

INDEX: 028000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	15,000	10,000	(5,000) Overtime adjusted based on actual expense history
o	0	150,000	150,000 Other Professional Services - funds are provided for disaster recovery off-site storage
o	5,000	0	(5,000) In-House Training - all funds have been transferred to Human Resources for FY 09
o	0	4,715	4,715 Fleet Management Lease - all vehicle replacements are now purchased through the new fleet management program. These funds provide for lease costs to replace one van #0993
o	404,875	263,500	(141,375) The following line items were adjusted based on actual expense history:
	FY 08	FY 09	Change
	200,000	80,000	(120,000) Data Processing Hardware Maintenance
	170,000	150,000	(20,000) Data Processing Software Maintenance
	15,000	12,000	(3,000) Computer Supplies
	1,750	1,000	(750) Mileage
	3,125	2,500	(625) Transportation Costs
	15,000	18,000	3,000 Training Seminars, Courses
	<u>404,875</u>	<u>263,500</u>	<u>(141,375)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: MANAGEMENT INFORMATION SYSTEMS

Index No. 028000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Operations Supervisor	1.00	52,146	1.00	55,317	1.00	60,988
Computer Operator	1.00	32,757	1.00	33,743	1.00	37,204
Database Administrator	1.00	69,263	0.00	0	0.00	0
Deputy Chief, MIS	0.00	0	0.00	0	1.00	114,454 A
Help Desk Support Specialist	1.00	47,605	1.00	34,729	1.00	37,925
Programmer Analyst I	5.00	326,693	5.00	330,743	5.00	352,153
Programmer Analyst II	3.00	229,816	3.00	259,402	4.00	371,642 B
Senior Computer Operator	1.00	48,247	1.00	51,182	1.00	56,447
Systems Analyst	1.00	88,096	1.00	93,452	1.00	103,053
Systems Coordinator	1.00	93,452	2.00	172,249	0.00	0
Systems Programmer	1.00	61,551	1.00	65,279	1.00	71,974
SALARY TOTAL	16.00	1,049,626	16.00	1,096,096	16.00	1,205,840
OTHER PERSONAL SERVICES						
Pension & Retirement		86,489		89,112		110,575
Workers' Compensation		2,519		6,002		4,703
Health Benefits		139,201		145,297		149,293
OPEB		0		38,363		0
Overtime & Shift Differential		20,000		17,115		12,115
FICA		81,826		85,167		92,336
Miscellaneous		2,240		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		332,275		383,296		371,262
TOTAL PERSONAL SERVICES	16.00	1,381,901 *	16.00	1,479,392	16.00	1,577,102

* FY 07 Salaries and Other Personal Services are Enacted not Audited amount

A - One (1) Systems Coordinator position reclassified to a Deputy Chief, MIS - #1730

B - One (1) Systems Coordinator position reclassified to a Programmer Analyst II - #3014

MANAGEMENT INFORMATION SYSTEMS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide the underlying technology required to assist County agencies in providing effective services to citizens.

Department Objective:

To ensure that MIS client requests are completed to meet the needs and schedules of County agencies.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$1,577,856	\$1,120,781	\$1,154,404	\$1,176,821	\$1,315,353
Number of staff	16	12**	12**	12**	12**
<u>Output:</u>					
Number of client requests for MIS services	N/A*	96	96	90	100
Percent increase in services provided by MIS staff	N/A*	3%	3%	5%	10%
<u>Efficiency:</u>					
Number of requests per MIS staff	N/A*	8	8	8	8
<u>Outcome:</u>					
Percent satisfaction of clients with MIS services	N/A*	85%	85%	87%	90%

Explanation and Analysis of Performance Measures

The MIS Division develops new applications and enhancements to assist County agencies with automating and improving agency procedures to support the citizens and/or other County agencies.

*N/A - These are new measures being tracked by Management Information Systems, therefore data for previous years is unavailable.

** Does not include the Data Center Personnel (4 people)

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

ORIGIN/PURPOSE:

The Risk Management Division, established by Bill No. 88-6 is administered by the County's Risk Manager and is responsible for managing claims pertaining to property and vehicle damage and general liability claims. Working in concert with the Law Department, information is shared concerning County responsibility for accidental occurrences. The self-insurance fund, which is actuarially determined annually, is the monetary source by which all claims are paid. The financial welfare of the County is further protected by the purchase of an excess insurance contract that can be triggered and the financial obligation is then transferred and paid by that entity.

The County's real and personal property are inventoried and reviewed throughout the year by staff members of Risk Management. The purpose of the inventory process is to create a property control effort and to establish a total value of these properties for insurance assessments. These values are reported to various insurance companies so that appropriate levels of coverage can be obtained.

The Safety Officer manages daily loss control efforts in order to make the workplace a safe environment for County employees. The responsibility for their safety also involves the training of personnel, on-site investigations, inspections of worksites and buildings, monitoring environmental air quality and keeping current with OSHA Regulation. The objective of this effort is to persuade employees to take a look at safety procedures and put that process into an effective action.

FY '08 - '09 GOAL & OBJECTIVE:

3 TO IMPLEMENT THE MOST EFFECTIVE PROCEDURES TO CONTROL AND PAY FOR ACCIDENT LOSSES

- o To manage the various aspects of Risk Management so that County personnel and property are adequately protected. When injury and/or property damage does occur, efficient procedures are in place that allows for proper methods to be performed that reduces the severity of the incident.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	383,302	527,577	584,929	628,366	628,366
20	CONTRACTUAL SERVICES	243,877	270,139	41,800	36,500	36,500
30	SUPPLIES & MATERIALS	5,907	6,777	13,650	10,350	10,350
40	BUSINESS & TRAVEL	12,162	18,575	20,550	21,400	21,400
50	CAPITAL OUTLAY	0	26,023	0	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	0	0	5,824	5,824
	GRAND TOTAL	645,248	849,091	660,929	702,440	702,440
	<u>FUNDING SOURCE:</u>					
11	GENERAL	645,248	849,091	660,929	702,440	702,440

DEPARTMENT: ADMINISTRATION**DIVISION: Risk Management****INDEX: 029000****FINANCIAL NOTES:**

The \$41,511 net increase in funding for Administration - Risk Management is the result of:

	FY 08	FY 09	CHANGE
o		31,964	31,964 FY 09 Wage package of a Merit and 3% COLA for all eligible employees
o		17,088	17,088 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	439,022	434,970	(4,052) Full Time Salaries (4,052) Turnover <u>(.93%)</u>
o	35,692	39,887	4,195 Pension rate adjustment
o	6,977	7,522	545 Workers' Compensation rate adjustment
o	48,462	58,340	9,878 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	1,500	1,000	(500) Overtime adjusted based on actual expense history
o	15,366	0	(15,366) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	28,000	21,000	(7,000) Other Professional Services

FY 08	FY 09	Change	Explanation
20,000	16,500	(3,500)	Computer Sciences Corp. software, which supports in-house claims handling - additional funds provided for ADPICS, Riskmaster and new law department licenses
2,000	1,000	(1,000)	for air quality monitoring
6,000	3,500	(2,500)	for building appraisals to establish property values so insurance limits can be set
28,000	21,000	(7,000)	

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE																																									
o	4,000	7,000	3,000	Management Services - additional funds provided based on actual expenses for three defensive driver seminars; Radio Frequency Identification (RFID) training; and Risk Master System (RMS)																																								
o	19,200	16,950	(2,250)	Line items significantly adjusted, based on actual expense history:																																								
				<table><tr><td></td><td>FY 08</td><td>FY 09</td><td>Change</td></tr><tr><td>Telephone Service</td><td>4,500</td><td>3,000</td><td>(1,500)</td></tr><tr><td>General Office Supplies</td><td>3,000</td><td>3,500</td><td>500</td></tr><tr><td>Printing - In-House</td><td>500</td><td>300</td><td>(200)</td></tr><tr><td>Printing Commercial</td><td>6,500</td><td>2,500</td><td>(4,000)</td></tr><tr><td>General Office Mailing</td><td>200</td><td>600</td><td>400</td></tr><tr><td>Mileage</td><td>500</td><td>750</td><td>250</td></tr><tr><td>Transportation Costs</td><td>1,500</td><td>2,000</td><td>500</td></tr><tr><td>Training Seminars, Courses</td><td>2,500</td><td>4,300</td><td>1,800</td></tr><tr><td></td><td><u>19,200</u></td><td><u>16,950</u></td><td><u>(2,250)</u></td></tr></table>		FY 08	FY 09	Change	Telephone Service	4,500	3,000	(1,500)	General Office Supplies	3,000	3,500	500	Printing - In-House	500	300	(200)	Printing Commercial	6,500	2,500	(4,000)	General Office Mailing	200	600	400	Mileage	500	750	250	Transportation Costs	1,500	2,000	500	Training Seminars, Courses	2,500	4,300	1,800		<u>19,200</u>	<u>16,950</u>	<u>(2,250)</u>
	FY 08	FY 09	Change																																									
Telephone Service	4,500	3,000	(1,500)																																									
General Office Supplies	3,000	3,500	500																																									
Printing - In-House	500	300	(200)																																									
Printing Commercial	6,500	2,500	(4,000)																																									
General Office Mailing	200	600	400																																									
Mileage	500	750	250																																									
Transportation Costs	1,500	2,000	500																																									
Training Seminars, Courses	2,500	4,300	1,800																																									
	<u>19,200</u>	<u>16,950</u>	<u>(2,250)</u>																																									
o	1,800	0	(1,800)	In-House Training - all funds have been transferred to Human Resources for FY 09																																								
o	0	5,824	5,824	Fleet Management Rentals - all replacement vehicles are now purchased through the new fleet management program. Funds are provided to lease vehicles purchased under new program. These funds provide lease costs to replace one 1/4 ton SUV #0917																																								

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: RISK MANAGEMENT

Index No. 029000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	35,714	0.00	0	1.00	45,214 A
Administrative Assistant II	1.00	49,682	2.00	84,710	1.00	42,830
Asset Manager	1.00	72,477	1.00	76,848	1.00	83,912
Claims Adjuster	1.00	58,444	1.00	62,602	1.00	69,039
Programmer Analyst I	0.00	0	1.00	71,342	1.00	78,672
Risk Manager	1.00	88,096	1.00	93,452	1.00	102,034
Safety Officer	1.00	45,183	1.00	50,068	1.00	54,662
TOTAL FULL-TIME SALARIES	6.00	349,596	7.00	439,022	7.00	476,363
TEMPORARY SALARIES		3,000		3,000		3,000
SALARY TOTAL	6.00	352,596	7.00	442,022	7.00	479,363
OTHER PERSONAL SERVICES						
Pension & Retirement		28,807		35,692		43,682
Workers' Compensation		6,456		6,977		8,251
Health Benefits		45,050		48,462		58,340
OPEB		0		15,366		0
Overtime & Shift Differential		1,500		1,500		1,000
FICA		27,089		33,930		36,750
Miscellaneous		840		980		980
TOTAL OTHER PERSONAL SERVICES		109,742		142,907		149,003
TOTAL PERSONAL SERVICES	6.00	462,338 *	7.00	584,929	7.00	628,366

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant II position filled as an Administrative Assistant I - #1315

RISK MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To implement the most effective procedures to control and pay for accident losses.

Department Objective

To minimize the County's cost of risk.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$555,996	\$645,248	\$849,091	\$660,929	\$702,440
Full-time staff assigned	6	6	6	7	7
<u>Output:</u>					
Cost of risk	N/A*	\$2,749,820	\$2,856,280	\$2,684,910	\$2,701,440
<u>Outcome:</u>					
Cost of risk as a percentage of County budget	N/A*	0.51%	0.50%	0.46%	0.41%

Performance Measure Results

The cost of risk is a risk management tool that measures certain costs including insurance costs, risk management services, financial guarantees, and certain other expenses.

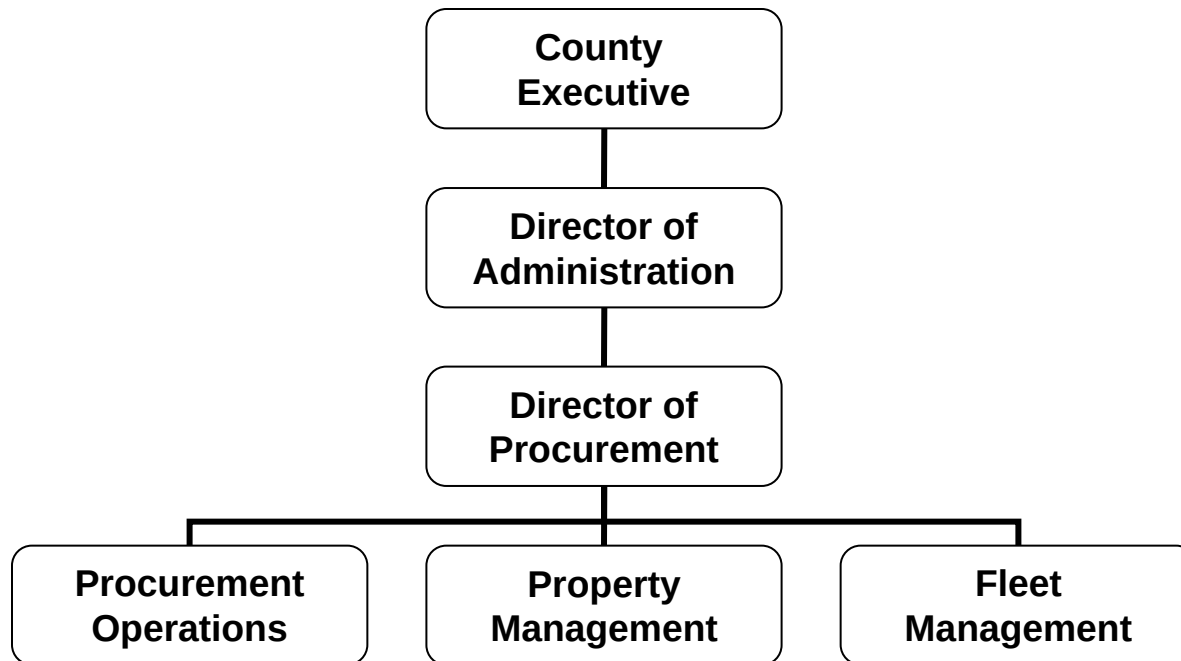
Major Related Plans and Policies

Harford County Budget Manual

* This is a new measure being tracked by Risk Management and data is not available for previous years.

GRANTS ADMINISTRATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Miscellaneous Grants	50,000	50,000	N/A	Funds are appropriated to allow the County to accept a grant(s) during the fiscal year that may require local matching funds.	None
TOTALS:	\$50,000	\$50,000			

DEPARTMENT OF PROCUREMENT



PROCUREMENT

ORIGIN/PURPOSE:

Under Harford County Charter, Article IV, Section 414, the Department of Procurement shall be responsible for purchasing or contracting for supplies and contractual services including capital projects and consultant services; providing for the purchase, sale or lease of real property by the County; and performing such other duties as may be prescribed by the County Executive or legislative act of the Council.

The Department of Procurement is divided into three divisions: Procurement Operations, Property Management 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.

Property Management is responsible for overseeing property acquisition / disposal, relocation planning and lease management for the County's 400+/- properties.

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 OPEN, COST EFFECTIVE, AND EFFICIENT PROCUREMENT PROCESS THAT IS RESPONSIVE TO THE NEEDS OF HARFORD COUNTY GOVERNMENT AND THE CITIZENS OF HARFORD COUNTY

FY '08 - '09 KEY GOALS:

- 1 TO PROVIDE GOODS AND SERVICES TO OTHER COUNTY DEPARTMENTS AT THE BEST POSSIBLE COMBINATION OF PRICE, QUALITY AND TIMELINESS CONSISTENT WITH PREVAILING ECONOMIC CONDITIONS WHILE MAINTAINING A REPUTATION OF FAIRNESS AND INTEGRITY
- 2 TO CREATE A DATABASE FOR THE PROPERTY MANAGEMENT DIVISION THAT TRACKS ALL LEASES AND ASSOCIATED COSTS FOR A MORE COST EFFECTIVE SYSTEM
- 3 TO IMPLEMENT A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

PROCUREMENT

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	698,722	1,250,584	1,607,947	1,614,565	1,614,565
20	CONTRACTUAL SERVICES	79,662	1,739,036	2,355,034	2,727,708	3,127,708
30	SUPPLIES & MATERIALS	2,313,212	2,278,250	4,888,550	4,916,800	4,916,800
40	BUSINESS & TRAVEL	3,062,439	3,176,749	3,937,350	3,550,875	3,550,875
50	CAPITAL OUTLAY	229	1,303,874	99,770	500	500
80	INTERGOVERNMENTAL	0	0	0	45,715	45,715
GRAND TOTAL		6,154,264	9,748,493	12,888,651	12,856,163	13,256,163

SUMMARY BY FUND:

11	GENERAL	704,869	2,898,896	3,781,372	4,017,423	4,417,423
25	HIGHWAYS	5,449,395	6,849,597	9,107,279	8,838,740	8,838,740
GRAND TOTAL		6,154,264	9,748,493	12,888,651	12,856,163	13,256,163

SUMMARY BY DIVISION:

GENERAL FUND:

031000	PROCUREMENT OPERATIONS	704,869	790,803	997,375	942,791	942,791
034000	PROPERTY MANAGEMENT	0	2,108,093	2,783,997	3,074,632	3,474,632

HIGHWAYS FUND:

032000	FLEET MANAGEMENT	5,449,395	6,849,597	9,107,279	8,838,740	8,838,740
GRAND TOTAL		6,154,264	9,748,493	12,888,651	12,856,163	13,256,163

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PROCUREMENT - GENERAL FUND</u>						
Administrative Assistant I	0.00	0	1.00	34,664	1.00	37,857
Administrative Assistant II	4.00	156,353	3.00	127,794	3.00	135,822
Administrative Secretary III	1.00	37,235	1.00	41,884	1.00	47,459
Chief, Land Acquisition	1.00	62,494	1.00	66,307	0.00	0
Chief, Property Management	0.00	0	0.00	0	1.00	73,121
Deputy Director of Procurement	1.00	79,569	1.00	84,411	1.00	92,154
Director of Procurement	1.00	101,527	1.00	107,699	1.00	110,933
Procurement Agent I	0.00	0	0.00	0	1.00	41,582
Procurement Agent II	0.00	0	0.00	0	8.00	465,975
Procurement Agent III	0.00	0	0.00	0	1.00	82,319
Property Manager	1.00	0	0.00	0	0.00	0
Purchasing Agent II	3.00	147,461	3.00	153,565	0.00	0
Purchasing Agent III	1.00	70,356	2.00	135,293	0.00	0
Right-of-Way Agent II	4.00	215,011	5.00	282,091	0.00	0
TOTAL FULL-TIME SALARIES	17.00	870,006	18.00	1,033,708	18.00	1,087,222
SUB-TOTAL GENERAL FUND SALARIES	<u>17.00</u>	<u>870,006</u>	<u>18.00</u>	<u>1,033,708</u>	<u>18.00</u>	<u>1,087,222</u>
<u>PROCUREMENT - HIGHWAYS FUND</u>						
Fleet Manager	1.00	49,339	1.00	76,848	1.00	83,912
Administrative Assistant I	1.00	31,708	1.00	32,650	1.00	36,744
TOTAL FULL-TIME SALARIES	2.00	81,047	2.00	109,498	2.00	120,656
SUB-TOTAL HIGHWAYS FUND SALARIES	<u>2.00</u>	<u>81,047</u>	<u>2.00</u>	<u>109,498</u>	<u>2.00</u>	<u>120,656</u>
<u>PROCUREMENT - DEPARTMENT TOTALS</u>						
DEPARTMENT SALARY TOTAL	<u>19.00</u>	<u>951,053</u>	<u>20.00</u>	<u>1,143,206</u>	<u>20.00</u>	<u>1,207,878</u>

PROCUREMENT

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	658,984	1,165,154	1,446,138	1,444,034	1,444,034
20	CONTRACTUAL SERVICES	25,975	1,687,746	2,289,684	2,533,008	2,933,008
30	SUPPLIES & MATERIALS	10,871	11,207	13,700	13,050	13,050
40	BUSINESS & TRAVEL	9,039	12,192	31,850	17,475	17,475
50	CAPITAL OUTLAY	0	22,597	0	0	0
80	INTERGOVERNMENTAL	0	0	0	9,856	9,856
	GRAND TOTAL	704,869	2,898,896	3,781,372	4,017,423	4,417,423

SUMMARY BY FUND:

11	GENERAL	704,869	2,898,896	3,781,372	4,017,423	4,417,423
	GRAND TOTAL	704,869	2,898,896	3,781,372	4,017,423	4,417,423

SUMMARY BY DIVISION:

031000	PROCUREMENT OPERATIONS	704,869	790,803	997,375	942,791	942,791
034000	PROPERTY MANAGEMENT	0	2,108,093	2,783,997	3,074,632	3,474,632
	GRAND TOTAL	704,869	2,898,896	3,781,372	4,017,423	4,417,423

DEPARTMENT SUMMARY

DEPARTMENT: PROCUREMENT - GENERAL FUNDS

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	34,664	1.00	37,857
Administrative Assistant II	4.00	156,353	3.00	127,794	3.00	135,822
Administrative Secretary III	1.00	37,235	1.00	41,884	1.00	47,459
Chief, Land Acquisition	1.00	62,494	1.00	66,307	0.00	0
Chief, Property Management	0.00	0	0.00	0	1.00	73,121
Deputy Director of Procurement	1.00	79,569	1.00	84,411	1.00	92,154
Director of Procurement	1.00	101,527	1.00	107,699	1.00	110,933
Procurement Agent I	0.00	0	0.00	0	1.00	41,582
Procurement Agent II	0.00	0	0.00	0	8.00	465,975
Procurement Agent III	0.00	0	0.00	0	1.00	82,319
Property Manager	1.00	0	0.00	0	0.00	0
Purchasing Agent II	3.00	147,461	3.00	153,565	0.00	0
Purchasing Agent III	1.00	70,356	2.00	135,293	0.00	0
Right-of-Way Agent II	4.00	215,011	5.00	282,091	0.00	0
SALARY TOTAL	17.00	870,006	18.00	1,033,708	18.00	1,087,222
OTHER PERSONAL SERVICES						
Pension		76,428		87,182		100,308
Workers' Compensation		11,372		16,929		20,819
Health Benefits		160,120		186,724		149,817
OPEB		0		37,533		0
Overtime		500		0		0
FICA		70,501		81,402		83,348
Miscellaneous		2,380		2,660		2,520
TOTAL OTHER PERSONAL SERVICES		321,301		412,430		356,812
TOTAL PERSONAL SERVICES	17.00	1,191,307 *	18.00	1,446,138	18.00	1,444,034

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PROCUREMENT

DIVISION: 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 '08 -'09 GOAL:

- 1 TO PROVIDE GOODS AND SERVICES TO OTHER COUNTY DEPARTMENTS AT THE BEST POSSIBLE COMBINATION OF PRICE, QUALITY AND TIMELINESS CONSISTENT WITH PREVAILING ECONOMIC CONDITIONS WHILE MAINTAINING A REPUTATION OF FAIRNESS AND INTEGRITY

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	658,984	737,016	922,675	898,766	898,766
20	CONTRACTUAL SERVICES	25,975	37,302	49,200	23,950	23,950
30	SUPPLIES & MATERIALS	10,871	5,688	10,250	8,350	8,350
40	BUSINESS & TRAVEL	9,039	9,021	15,250	11,725	11,725
50	CAPITAL OUTLAY	0	1,776	0	0	0
	GRAND TOTAL	704,869	790,803	997,375	942,791	942,791
<u>FUNDING SOURCE:</u>						
11	GENERAL	704,869	790,803	997,375	942,791	942,791

DEPARTMENT: PROCUREMENT**DIVISION: Procurement Operations****INDEX: 031000****FINANCIAL NOTES:**

The (\$54,584) net decrease in funding for Procurement Operations is the result of:

	FY 08	FY 09	CHANGE
o	647,219	613,829	(33,390) Full Time Salaries (33,437) Staff Turnover <u>(5.45%)</u>
o		36,184	36,184 FY 09 Wage Package of a Merit increase and 3% COLA for eligible staff
o		26,528	26,528 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	139,735	118,405	(21,330) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	55,761	56,288	527 Pension / Retirement rate adjustments
o	24,006	0	(24,006) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	51,836	43,598	(8,238) FICA adjustments
o	31,000	10,000	(21,000) Other Professional Services - consultant support for electricity bid through Baltimore Regional Cooperative Purchasing Committee (BRPCPC). Costs expected to level off after spike in 08.
o	0	1,200	1,200 Computer Software - upgrades
o	1,500	0	(1,500) In-House Training - Funds reallocated to Human Resources - Personnel Matters for better control.

DEPARTMENT: PROCUREMENT

DIVISION: Procurement Operations

INDEX: 031000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	0	600	600 Fuel Charges - for pool car
o	23,800	14,550	(9,250) Line items significantly adjusted, based on actual expense history:

	FY 08	FY 09	Change	
	8,000	4,000	(4,000)	Telephone Service
	700	250	(450)	Fax Services
	0	500	500	Internet Line Services - for Riverside Warehouse
	4,200	3,700	(500)	General Office Supplies
	750	250	(500)	Printing In-House
	2,000	750	(1,250)	Delivery Charges
	1,500	1,000	(500)	General Office Mailing
	1,150	600	(550)	Mileage
	1,500	1,000	(500)	Transportation Costs
	4,000	2,500	(1,500)	Training Seminars
	<u>23,800</u>	<u>14,550</u>	<u>(9,250)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROCUREMENT OPERATIONS

Index No. 031000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	34,664	1.00	37,857
Administrative Assistant II	3.00	120,446	2.00	89,703	2.00	95,660
Administrative Secretary III	1.00	37,235	1.00	41,884	1.00	47,459
Deputy Director of Procurement	1.00	79,569	1.00	84,411	1.00	92,154
Director of Procurement	1.00	101,527	1.00	107,699	1.00	110,933
Procurement Agent I	0.00	0	0.00	0	1.00	41,582 A
Procurement Agent II	0.00	0	0.00	0	3.00	155,810 B
Procurement Agent III	0.00	0	0.00	0	1.00	82,319 C
Purchasing Agent II	3.00	147,461	3.00	153,565	0.00	0
Purchasing Agent III	1.00	70,356	2.00	135,293	0.00	0
SALARY TOTAL	10.00	556,594	11.00	647,219	11.00	663,774
OTHER PERSONAL SERVICES						
Pension		45,863		55,761		61,478
Workers' Compensation		1,336		2,438		2,615
Health Benefits		95,710		139,735		118,405
OPEB		0		24,006		0
FICA		42,125		51,836		50,954
Miscellaneous		1,400		1,680		1,540
TOTAL OTHER PERSONAL SERVICES		186,434		275,456		234,992
TOTAL PERSONAL SERVICES	10.00	743,028 *	11.00	922,675	11.00	898,766

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Purchasing Agent III position filled and reclassified as a Procurement Agent I as a result of the SMART Pay & Classification Study conducted during FY 08 - #0107

B - Three (3) Purchasing Agent II positions reclassified as Procurement Agent II's as a result of the SMART Pay & Classification Study conducted during FY 08 - #0100, #0101, #3290

C - One (1) Purchasing Agent III position reclassified as a Procurement Agent III as a result of the SMART Pay & Classification Study conducted during FY 08 - #0106

PROCUREMENT - PROCUREMENT OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide goods and services to other County departments at the best possible combination of price, quality and timeliness consistent with prevailing economic conditions while maintaining a high standard of fairness and integrity.

Department Objective:

To improve efficiency by increasing the number of cooperative purchases without compromising quality.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$702,989	\$658,984	\$790,803	\$922,675	\$898,766
Number of staff	10	10	10	11	11
<u>Output:</u>					
Number of bids	268	250	260	286	325
Number of Purchase Orders completed	15,414	16,046	16,300	18,340	16,000
<u>Efficiency:</u>					
Cost per Procurement	\$42.55	\$41.06	\$47.62	\$41.97	\$56.17
<u>Service Quality:</u>					
Number of Coop purchases completed within four weeks	60	50	47	55	90
<u>Outcome:</u>					
Percent of Coop purchases	22%	20%	18%	19%	28%
Dollars saved through Coop purchases	\$250,000	\$1,350,000	\$1,500,000	\$1,800,000	\$1,927,000

Explanation and Analysis of Performance Measures

The Procurement department continues to participate in Cooperative purchases to achieve economies of scale and administrative savings. Large contracts for office furniture, gasoline, electricity, computers and vehicles afford us the most cost effective procurement.

Major Related Plans and Policies

Financial Planning Policy / Strategic Planning Policy

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

ORIGIN/PURPOSE:

This division is responsible for overseeing property acquisition / disposal, relocation planning and lease management for the County's growing inventory of properties.

FY '08 - '09 GOAL:

- 2 TO CREATE A DATABASE FOR THE PROPERTY MANAGEMENT DIVISION THAT TRACKS ALL LEASES AND ASSOCIATED COSTS FOR A MORE COST EFFECTIVE SYSTEM

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	428,138	523,463	545,268	545,268
20	CONTRACTUAL SERVICES	0	1,650,444	2,240,484	2,509,058	2,909,058
30	SUPPLIES & MATERIALS	0	5,519	3,450	4,700	4,700
40	BUSINESS & TRAVEL	0	3,171	16,600	5,750	5,750
50	CAPITAL OUTLAY	0	20,821	0	0	0
80	INTERGOVERNMENTAL	0	0	0	9,856	9,856
GRAND TOTAL		0	2,108,093	2,783,997	3,074,632	3,474,632
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	2,108,093	2,783,997	3,074,632	3,474,632

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

FINANCIAL NOTES:

The \$690,635 net increase in funding for Property Management is the result of:

	FY 08	FY 09	CHANGE
o		29,032	29,032 FY 09 Wage Package of a Merit increase and 3% COLA for eligible staff
o		15,691	15,691 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	46,989	31,412	(15,577) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	31,421	35,444	4,023 Pension / Retirement rate adjustments
o	14,491	16,614	2,123 Workers' Compensation rate adjustments
o	13,527	0	(13,527) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	1,912,739	2,585,165	672,426 Space & Real Estate - Increase based on actual cost of leases per Lease Coordinator
o	103,190	110,000	6,810 Electricity - Based on actual expense history and expense projections for 08 and 09

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	0	90,000	90,000	Management Services - for property and environmental assessments. Funds moved from Other Professional Services
o	95,000	0	(95,000)	Other Professional Services - funds moved to Management Services
o	91,305	94,593	3,288	Building / Custodial Services - increase based on projected cost of next contract
o	8,750	3,000	(5,750)	County Owned Vehicles - decrease due to replacement of old vehicles expected in 09
o	0	750	750	Training Seminars - professional development for department staff
o	16,550	8,350	(8,200)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	4,000	3,800	(200)	Office Equipment
	2,000	500	(1,500)	Telephone Services
	3,000	1,500	(1,500)	Security Systems
	800	1,000	200	Computer Supplies
	0	600	600	Computer Software
	1,000	0	(1,000)	Lodging
	0	550	550	Mileage
	5,750	400	(5,350)	Fuel Charges
	<u>16,550</u>	<u>8,350</u>	<u>(8,200)</u>	
o	8,750	3,000	(5,750)	Water & Sewer - funding for leased properties decreased based on actual expense history
o	0	9,856	9,856	Fleet Management Rentals - All vehicles are now replaced under the new fleet management program. These funds provide for the replacement of 4 vehicles.

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROPERTY MANAGEMENT

Index No. 034000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	35,907	1.00	38,091	1.00	40,162
Chief, Land Acquisition	1.00	62,494	1.00	66,307	0.00	0
Chief, Property Management	0.00	0	0.00	0	1.00	73,121 A
Procurement Agent II	0.00	0	0.00	0	5.00	310,165 B
Property Manager	1.00	0	0.00	0	0.00	0
Right-of-Way Agent II	4.00	215,011	5.00	282,091	0.00	0
SALARY TOTAL	7.00	313,412	7.00	386,489	7.00	423,448
OTHER PERSONAL SERVICES						
Pension		30,565		31,421		38,830
Workers' Compensation		10,036		14,491		18,204
Health Benefits		64,410		46,989		31,412
OPEB		0		13,527		0
Overtime		500		0		0
FICA		28,376		29,566		32,394
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		134,867		136,974		121,820
TOTAL PERSONAL SERVICES	7.00	448,279 *	7.00	523,463	7.00	545,268

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Chief, Land Acquisition position reclassified as a Chief, Property Management as a result of the SMART Pay & Classification Study conducted during FY 08 - #13

B - Five (5) Right-of-Way Agent II positions reclassified as Procurement Agent II's as a result of the SMART Pay & Classification Study conducted during FY 08

- #0745, #1661, #2149, #2494, #3291

PROCUREMENT - PROPERTY MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To create a Property Management Division that meets or exceeds the expectations of its client base.

Department Objective:

To create a database of County leases to provide centralized assistance and improve "turn around time" when providing necessary information regarding possible site acquisition by 5% over historical performance.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	N/A*	\$428,138	\$523,463	\$528,337
Number of staff	N/A*	N/A*	7	7	7
<u>Output:</u>					
Number of Real Property actions	N/A*	N/A*	200	440	200
<u>Efficiency:</u>					
Cost per action	N/A*	N/A*	\$2,141	\$1,190	\$2,642
<u>Service Quality:</u>					
Percent of responses rating good or better	N/A*	N/A*	60%	80%	80%
<u>Outcome:</u>					
Goal of 5% reduction in Process time would result in:					
Appraisals in 25 days	N/A*	N/A*	30 days	24 days	24 days
Acquisitions in 40 days	N/A*	N/A*	60 days	38 days	38 days
Leases in 30 days	N/A*	N/A*	15 days	28 days	15 days

Explanation and Analysis of Performance Measures

The Property Management Division is committed to providing exceptional service to its clients and represents the Department of Procurement and Harford County with the highest degree of professionalism, dignity, and integrity.

Major Related Plans and Policies

Financial Planning Policy

*N/A - These are new measures being tracked by Procurement Property Management, therefore, data for previous years is unavailable.

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

ORIGIN/PURPOSE:

This division will be responsible for the maintenance and disposition of the County's motor fleet along with the County's motor fuel dispensing operations.

FY '08 - '09 GOAL:

- 3 TO IMPLEMENT A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	39,738	85,430	161,809	170,531	170,531
20	CONTRACTUAL SERVICES	53,687	51,290	65,350	194,700	194,700
30	SUPPLIES & MATERIALS	2,302,341	2,267,043	4,874,850	4,903,750	4,903,750
40	BUSINESS & TRAVEL	3,053,400	3,164,557	3,905,500	3,533,400	3,533,400
50	CAPITAL OUTLAY	229	1,281,277	99,770	500	500
80	INTERGOVERNMENTAL	0	0	0	35,859	35,859
GRAND TOTAL		5,449,395	6,849,597	9,107,279	8,838,740	8,838,740
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	5,449,395	6,849,597	9,107,279	8,838,740	8,838,740

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

FINANCIAL NOTES:

The (\$268,539) net decrease in funding for Fleet Management is the result of:

	FY 08	FY 09	CHANGE
o	109,498	110,510	1,012 Full-Time Salaries 1,004 Staff Turnover <u>0.91%</u>
o		8,198	8,198 FY 09 Wage Package of a merit increase and 3% COLA for eligible staff
o		3,981	3,981 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	8,902	10,134	1,232 Pension / Retirement rate adjustments
o	3,284	3,567	283 Workers' Compensation rate adjustments
o	27,636	25,407	(2,229) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	3,832	0	(3,832) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	0	20,000	20,000 Vehicle & Operating Equipment - for short-term rental of vehicles and equipment not owned by the county
o	0	120,000	120,000 Management Services - Agreement with MES for fuel tank management program
o	5,000	0	(5,000) Other Professional Services - South River consulting contract will conclude in FY 08
o	0	600	600 Professional Books and Periodicals - Replacement guides and fleet manager certification program

DEPARTMENT: PROCUREMENT**DIVISION: Fleet Management****INDEX: 032000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	1,786,500	1,750,000	(36,500) Diesel Fuel - decrease based on usage trends and cost projections
o	3,080,000	3,150,000	70,000 Gasoline - increase provides for anticipated increase in consumption and cost of gasoline
o	1,804,100	1,420,700	(383,400) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	7,500	5,000	(2,500) Telephone Service
	1,100	500	(600) Fax Services
	9,500	7,000	(2,500) Building/Custodial Services
	1,500	1,000	(500) General Office Supplies
	0	400	400 Printing - In-House
	500	0	(500) Paper Supplies
	4,000	0	(4,000) Equipment Repair Parts
	1,000	5,000	4,000 County Owned Vehicles
	2,000	500	(1,500) Fuel Charges
	1,775,000	1,400,000	(375,000) Non-targeted Charges
	0	100	100 Mileage
	500	200	(300) Parking and Tolls
	1,500	1,000	(500) Membership Fees & Dues
	1,804,100	1,420,700	(383,400)
o	0	500	500 Training Seminars - fleet management seminar for fleet manager
o	0	500	500 Equipment - funds provided to purchase an office chair
o	99,770	0	(99,770) Equipment - Vehicles now replaced under fleet management program
o	0	35,859	35,859 Fleet Management Rentals - All vehicles are now replaced under the new fleet management program. These funds provide for the replacement of 6 vehicles.

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: FLEET MANAGEMENT

Index No. 032000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	31,708	1.00	32,650	1.00	36,744
Fleet Manager	1.00	49,339	1.00	76,848	1.00	83,912
TOTAL FULL-TIME SALARIES	2.00	81,047	2.00	109,498	2.00	120,656
SALARY TOTAL	<u>2.00</u>	<u>81,047</u>	<u>2.00</u>	<u>109,498</u>	<u>2.00</u>	<u>120,656</u>
OTHER PERSONAL SERVICES						
Pension		6,678		8,902		11,064
Workers' Compensation		1,541		3,284		3,894
Health Benefits		29,126		27,636		25,407
OPEB		0		3,832		0
FICA		6,200		8,377		9,230
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		<u>43,825</u>		<u>52,311</u>		<u>49,875</u>
TOTAL PERSONAL SERVICES	<u>2.00</u>	<u>124,872 *</u>	<u>2.00</u>	<u>161,809</u>	<u>2.00</u>	<u>170,531</u>

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT - FLEET MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To create a database to accurately track the management, maintenance, and associated costs of the Harford County Fleet.

Department Objective:

To increase / maintain high efficiency standards and fleet availability while decreasing maintenance costs by 5%.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated*	\$2,771,576	\$3,052,784	3,585,000	\$3,900,000	\$3,525,000
Number of staff	1	1	1	2	2
*Target & Non-Targeted Charges					
<u>Output:</u>					
Number of vehicles maintained	949	949	1063	1,060	1,060
<u>Efficiency:</u>					
Budgeted maintenance cost per vehicle	\$3,161	\$4,447	\$3,373	\$3,683	\$3,325
<u>Service Quality:</u>					
Percent of agency responses rating satisfactory or higher	98.60%	98.70%	98.80%	98.90%	98.93%
<u>Outcome:</u>					
Actual maintenance cost per vehicle	\$2,921	\$3,217	\$2,401	\$2,915	\$2,735
Percent saved over budgeted amount	8%	28%	29%	21%	18%

Explanation and Analysis of Performance Measures

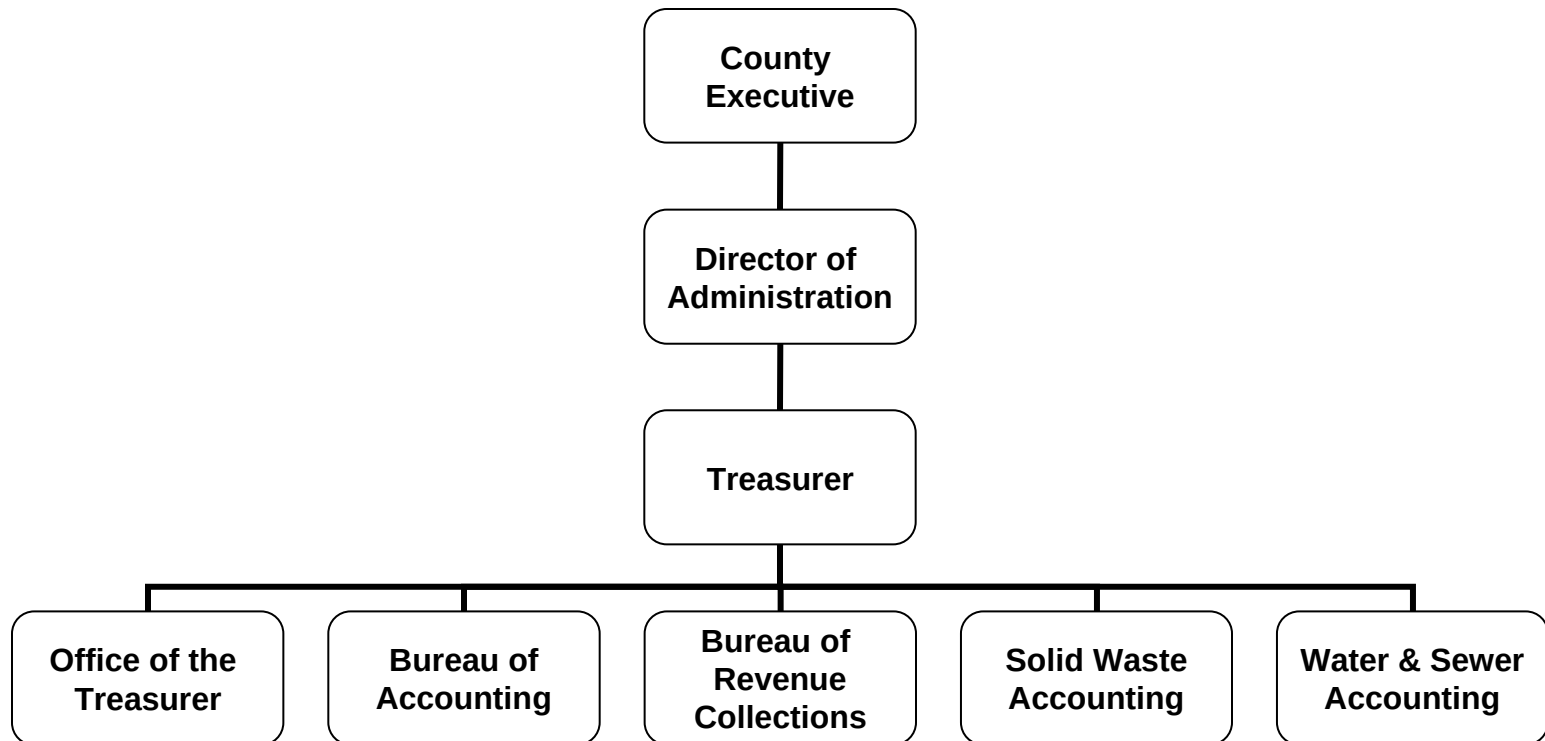
The Fleet Management Division of the Department of Procurement is dedicated to improving the efficiency of the Fleet Maintenance Program.

Major Related Plans and Policies

Financial Planning Policy

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DEPARTMENT OF THE TREASURY



TREASURY

ORIGIN/PURPOSE:

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

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

The Bureau of Accounting manages County disbursements, receivables, 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 of Treasury 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

FY '08 - '09 KEY GOAL:

- 1 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 TO FULLY MEET ALL REPORTING REQUIREMENTS.

TREASURY

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,189,174	3,306,186	3,932,463	4,188,340	4,188,340
20	CONTRACTUAL SERVICES	429,508	493,831	624,865	519,300	519,300
30	SUPPLIES & MATERIALS	250,837	244,952	343,790	274,210	274,210
40	BUSINESS & TRAVEL	32,730	35,562	50,075	39,710	39,710
50	CAPITAL OUTLAY	20,638	8,215	59,000	0	0
	GRAND TOTAL	<u>3,922,887</u>	<u>4,088,746</u>	<u>5,010,193</u>	<u>5,021,560</u>	<u>5,021,560</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,269,467	3,499,197	4,259,441	4,230,549	4,230,549
51	WATER & SEWER OPERATING	653,420	589,549	750,752	791,011	791,011
	GRAND TOTAL	<u>3,922,887</u>	<u>4,088,746</u>	<u>5,010,193</u>	<u>5,021,560</u>	<u>5,021,560</u>
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
041000	OFFICE OF THE TREASURER	460,289	498,779	615,906	703,246	703,246
043000	BUREAU OF ACCOUNTING	1,931,407	2,181,215	2,617,602	2,501,563	2,501,563
044000	BUREAU OF REVENUE COLLECTIONS	805,689	758,565	910,796	954,681	954,681
047100	SOLID WASTE ACCOUNTING	72,082	60,638	115,137	71,059	71,059
<u>WATER & SEWER FUND:</u>						
045000	WATER & SEWER ACCOUNTING	653,420	589,549	750,752	791,011	791,011
	GRAND TOTAL	<u>3,922,887</u>	<u>4,088,746</u>	<u>5,010,193</u>	<u>5,021,560</u>	<u>5,021,560</u>
SUMMARY OF GRANT BUDGETS						<u>25,000,000</u>

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUNDS</u>						
Accountant II	5.00	286,674	4.00	242,347	5.00	306,607
Accountant III	3.00	233,608	3.00	247,834	3.00	271,522
Accountant IV	1.00	92,274	1.00	95,037	1.00	104,797
Accounting Clerk II	7.00	291,603	6.00	239,905	6.00	260,367
Accounting Technician I	5.00	213,984	6.00	278,341	4.00	187,185
Accounting Technician II	3.00	140,434	4.00	210,383	6.00	333,093
Accounts Payable Supervisor	1.00	69,263	1.00	53,088	1.00	57,954
Administrative Assistant II	1.00	38,327	1.00	39,228	0.00	0
Administrative Secretary III	1.00	36,121	1.00	37,214	1.00	47,535
Administrative Specialist I	0.00	0	0.00	0	1.00	45,737
Assistant Supervisor of Revenue Collections	1.00	50,646	1.00	53,710	1.00	58,636
Cashier I	0.00	0	2.00	53,389	0.00	0
Cashier II	8.00	289,780	6.00	231,507	7.00	299,859
Chief, Bureau of Accounting	1.00	96,001	1.00	101,828	1.00	111,186
Deputy Treasurer	1.00	99,600	1.00	105,664	1.00	115,364
Financial Systems Coordinator	1.00	60,801	1.00	64,508	1.00	71,126
Financial Systems Management Supervisor	1.00	69,263	1.00	74,191	1.00	81,815
Revenue Collections Supervisor	1.00	50,047	1.00	53,088	1.00	57,954
Treasurer	1.00	118,604	1.00	125,823	1.00	130,890
TOTAL FULL-TIME SALARIES	42.00	2,237,030	42.00	2,307,085	42.00	2,541,627
TEMPORARY SALARIES		43,910		60,940		61,047
SUB-TOTAL GENERAL FUND SALARIES	42.00	2,280,940	42.00	2,368,025	42.00	2,602,674

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - WATER & SEWER FUNDS</u>						
Accountant III	1.00	88,096	1.00	54,909	1.00	61,769
Accounting Clerk II	4.00	165,779	4.00	140,155	4.00	153,994
Accounting Technician I	2.00	110,805	2.00	111,877	2.00	122,155
Accounting Technician II	1.00	61,444	1.00	65,815	1.00	71,852
Water & Sewer Accounting Supervisor	1.00	69,263	1.00	74,191	1.00	81,815
TOTAL FULL-TIME SALARIES	9.00	495,387	9.00	446,947	9.00	491,585
TEMPORARY SALARIES		1,024		1,024		1,024
SUB-TOTAL W & S FUND SALARIES	9.00	496,411	9.00	447,971	9.00	492,609

<u>TREASURY - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	51.00	2,732,417	51.00	2,754,032	51.00	3,033,212
TOTAL TEMPORARY SALARIES		44,934		61,964		62,071
DEPARTMENTAL SALARY TOTAL	51.00	2,777,351	51.00	2,815,996	51.00	3,095,283

TREASURY

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,661,418	2,844,728	3,329,766	3,540,659	3,540,659
20	CONTRACTUAL SERVICES	403,554	470,586	593,380	493,470	493,470
30	SUPPLIES & MATERIALS	153,669	140,489	231,090	159,510	159,510
40	BUSINESS & TRAVEL	30,188	35,179	46,205	36,910	36,910
50	CAPITAL OUTLAY	20,638	8,215	59,000	0	0
	GRAND TOTAL	3,269,467	3,499,197	4,259,441	4,230,549	4,230,549

SUMMARY BY FUND:

11	GENERAL	3,269,467	3,499,197	4,259,441	4,230,549	4,230,549
	GRAND TOTAL	3,269,467	3,499,197	4,259,441	4,230,549	4,230,549

SUMMARY BY DIVISION:

041000	OFFICE OF THE TREASURER	460,289	498,779	615,906	703,246	703,246
043000	BUREAU OF ACCOUNTING	1,931,407	2,181,215	2,617,602	2,501,563	2,501,563
044000	BUREAU OF REVENUE COLLECTIONS	805,689	758,565	910,796	954,681	954,681
047100	SOLID WASTE ACCOUNTING	72,082	60,638	115,137	71,059	71,059
	GRAND TOTAL	3,269,467	3,499,197	4,259,441	4,230,549	4,230,549

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	5.00	286,674	4.00	242,347	5.00	306,607
Accountant III	3.00	233,608	3.00	247,834	3.00	271,522
Accountant IV	1.00	92,274	1.00	95,037	1.00	104,797
Accounting Clerk II	7.00	291,603	6.00	239,905	6.00	260,367
Accounting Technician I	5.00	213,984	6.00	278,341	4.00	187,185
Accounting Technician II	3.00	140,434	4.00	210,383	6.00	333,093
Accounts Payable Supervisor	1.00	69,263	1.00	53,088	1.00	57,954
Administrative Assistant II	1.00	38,327	1.00	39,228	0.00	0
Administrative Secretary III	1.00	36,121	1.00	37,214	1.00	47,535
Administrative Specialist I	0.00	0	0.00	0	1.00	45,737
Assistant Supervisor of Revenue Collections	1.00	50,646	1.00	53,710	1.00	58,636
Cashier I	0.00	0	2.00	53,389	0.00	0
Cashier II	8.00	289,780	6.00	231,507	7.00	299,859
Chief, Bureau of Accounting	1.00	96,001	1.00	101,828	1.00	111,186
Deputy Treasurer	1.00	99,600	1.00	105,664	1.00	115,364
Financial Systems Coordinator	1.00	60,801	1.00	64,508	1.00	71,126
Financial Systems Management Supervisor	1.00	69,263	1.00	74,191	1.00	81,815
Revenue Collections Supervisor	1.00	50,047	1.00	53,088	1.00	57,954
Treasurer	1.00	118,604	1.00	125,823	1.00	130,890
TOTAL FULL-TIME SALARIES	42.00	2,237,030	42.00	2,307,085	42.00	2,541,627
TEMPORARY SALARIES		43,910		60,940		61,047
SALARY TOTAL	42.00	2,280,940	42.00	2,368,025	42.00	2,602,674
OTHER PERSONAL SERVICES						
Pension & Retirement		192,328		197,282		244,760
Workers' Compensation		5,369		8,304		9,942
Health Benefits		455,226		483,768		474,411
OPEB		0		80,747		0
Overtime		6,500		6,500		6,500
FICA		173,328		179,120		196,352
Miscellaneous		5,880		6,020		6,020
TOTAL OTHER PERSONAL SERVICES		838,631		961,741		937,985
TOTAL PERSONAL SERVICES	42.00	3,119,571 *	42.00	3,329,766	42.00	3,540,659

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: TREASURY

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

The Office of the Treasurer has been instrumental in securing the Certificate of Excellence for Financial Reporting for Harford County's Comprehensive Annual Financial Report for the 23rd consecutive year and has applied for the award for the most current audit.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	424,690	445,325	553,351	645,556	645,556
20	CONTRACTUAL SERVICES	7,948	27,993	30,590	31,890	31,890
30	SUPPLIES & MATERIALS	9,828	10,541	12,300	10,100	10,100
40	BUSINESS & TRAVEL	14,207	14,920	19,665	15,700	15,700
50	CAPITAL OUTLAY	3,616	0	0	0	0
GRAND TOTAL		460,289	498,779	615,906	703,246	703,246
<u>FUNDING SOURCE:</u>						
11	GENERAL	460,289	498,779	615,906	703,246	703,246

DEPARTMENT: TREASURY

DIVISION: Office of Treasurer

INDEX: 041000

FINANCIAL NOTES:

The \$87,340 net increase in funding for Office of Treasurer is the result of:

	FY 08	FY 09	CHANGE											
o		22,287	22,287	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff										
o		27,634	27,634	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08										
o	5,120	2,000	(3,120)	Temporary Salaries - seasonal temporary hires reduced based on actual expense history										
o		60,170	60,170	The net result to this division due to the transfer of staff between divisions: <table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>1.0</td><td>41,891</td><td>18,279</td><td>60,170</td><td>One Administrative Assistant II promoted to Administrative Specialist I and transferred from Bureau of Accounting</td></tr></table>	# of Positions	Salary	Fringe	Total		1.0	41,891	18,279	60,170	One Administrative Assistant II promoted to Administrative Specialist I and transferred from Bureau of Accounting
# of Positions	Salary	Fringe	Total											
1.0	41,891	18,279	60,170	One Administrative Assistant II promoted to Administrative Specialist I and transferred from Bureau of Accounting										
o	72,845	67,322	(5,523)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage										
o	38,248	42,335	4,087	Pension / Retirement rate adjustments										
o	1,415	1,533	118	Workers' Compensation rate adjustments										
o	13,757	0	(13,757)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund										
o	28,199	28,518	319	FICA Adjustments										

DEPARTMENT: TREASURY**DIVISION: Office of Treasurer****INDEX: 041000**

	FY 08	FY 09	CHANGE	
o	21,900	22,700	800	Financial Audit - increase for Bloomberg Anywhere internet access fee
o	3,000	4,000	1,000	Telephone Service - increase due to additional blackberry acquired for Deputy Treasurer
o	100	0	(100)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	24,565	18,000	(6,565)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	500	0	(500)	Legal Services
	3,600	3,000	(600)	Printing - In House
	3,100	1,500	(1,600)	Printing - Commercial
	1,500	1,000	(500)	County Owned Vehicles
	1,200	700	(500)	Transportation
	1,540	1,300	(240)	Meals
	4,400	3,000	(1,400)	Lodging
	1,000	800	(200)	Professional Books
	3,325	3,100	(225)	Membership Fees
	4,400	3,600	(800)	Training Seminars
	<u>24,565</u>	<u>18,000</u>	<u>(6,565)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: OFFICE OF TREASURER

Index No. 041000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	1.00	54,674	0.00	0	0.00	0
Accountant III	1.00	67,529	1.00	71,642	1.00	78,211
Accounting Technician I	0.00	0	1.00	52,724	0.00	0
Accounting Technician II	0.00	0	0.00	0	1.00	59,295 A
Administrative Secretary III	1.00	36,121	1.00	37,214	1.00	47,535
Administrative Specialist I	0.00	0	0.00	0	1.00	45,737 B
Deputy Treasurer	1.00	99,600	1.00	105,664	1.00	115,364
Treasurer	1.00	118,604	1.00	125,823	1.00	130,890
TOTAL FULL-TIME SALARIES	5.00	376,528	5.00	393,067	6.00	477,032
TEMPORARY SALARIES		5,120		5,120		2,000 C
SALARY TOTAL	5.00	381,648	5.00	398,187	6.00	479,032
OTHER PERSONAL SERVICES						
Pension & Retirement		36,956		38,248		51,401
Workers' Compensation		904		1,415		1,891
Health Benefits		58,660		72,845		78,252
OPEB		0		13,757		0
FICA		27,497		28,199		34,140
Miscellaneous		700		700		840
TOTAL OTHER PERSONAL SERVICES		124,717		155,164		166,524
TOTAL PERSONAL SERVICES	5.00	506,365 *	5.00	553,351	6.00	645,556

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Technician I position reclassified to an Accounting Technician II as a result of the SMART Pay & Classification Study conducted in FY 08 - #1929

B - One (1) Administrative Assistant II transferred from Bureau of Accounting - 043000 and reclassified as Administrative Specialist I - #0118

C - Temporary funding for summer and seasonal hire reduced per actual expense history

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 procedures, 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:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$3,736,415	\$3,922,887	\$4,088,744	\$5,010,193	\$4,980,383
Number of staff	49	51	51	51	51
<u>Output:</u>					
Number of reports issued by legislative mandate:					
CAFR - October 31st	1	1	1	1	1
UFR - November 1st	1	1	1	1	1
<u>Efficiency:</u>					
Number of days planned vs. number of days to complete	105 / 108	101 / 106	102 / 105	105 / 105	105 / 105
<u>Service Quality:</u>					
Certificate of Achievement awarded by the Government Financial Officers Association	Yes	Yes	Yes	Yes	Yes
<u>Outcome:</u>					
Percent of reports completed by legislated date	100%	100%	100%	100%	100%
Financial statements determined to conform to Generally Accepted Accounting Principles without qualification	Yes	Yes	Yes	Yes	Yes

Explanation and Analysis of Performance Measures

In order to fairly present the County's financial position and operating results in conformity with Generally Accepted Accounting Principles (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.

Major Related Plans and Policies

GAAP, GASB, and GFOA

DEPARTMENT: TREASURY

DIVISION: Bureau of Accounting

INDEX: 043000

ORIGIN/PURPOSE:

The Bureau of Accounting pursuant to Chapter 16, Article III, Section 17, is responsible for accounting operations. This division of Treasury prepares the Comprehensive Annual Financial Report (CAFR), the Uniform Financial Report (UFR), prepares the Interim Financial Statements, and coordinates the information for the annual audit.

The functions of accounting operations include Accounts Receivable 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, Agricultural Preservation, Capital Projects, Internal Service, Pension Trust Funds, and other Trust and Agency funds.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,509,746	1,706,394	1,976,947	2,021,238	2,021,238
20	CONTRACTUAL SERVICES	347,255	394,992	494,385	408,175	408,175
30	SUPPLIES & MATERIALS	48,416	53,081	124,490	53,250	53,250
40	BUSINESS & TRAVEL	13,810	18,533	21,780	18,900	18,900
50	CAPITAL OUTLAY	12,180	8,215	0	0	0
	GRAND TOTAL	<u>1,931,407</u>	<u>2,181,215</u>	<u>2,617,602</u>	<u>2,501,563</u>	<u>2,501,563</u>

FUNDING SOURCE:

11	GENERAL	<u>1,931,407</u>	<u>2,181,215</u>	<u>2,617,602</u>	<u>2,501,563</u>	<u>2,501,563</u>

INDEX: 043000

INDEX: 043000

	FY 08	FY 09	CHANGE		
o	28,800	18,800	(10,000) Management Services - funds provide on-site assistance for the following accounting systems:		
		FY 08	FY 09	Change	
		FAMIS	12,800	7,800	(5,000)
		CORE	8,000	5,500	(2,500)
		CYBORG	8,000	5,500	(2,500)
		Total	28,800	18,800	(10,000)

	FY 08	FY 09	Change	Explanation
Yearly License Fees				
FAMIS	160,000	155,500	(4,500)	FAMIS @ \$145,000 / Enterprise Reporting @ \$10,500
eCYBORG / CYBORG	160,000	139,600	(20,400)	
CORE	20,000	16,000	(4,000)	
Bank Fees:				
	26,000	14,000	(12,000)	Trustee Fees
	55,000	35,000	(20,000)	Lockbox fee based on actuals
Special Audits	12,000	2,000	(10,000)	
Total	433,000	362,100	(70,900)	

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DEPARTMENT: TREASURY

DIVISION: Bureau of Accounting

INDEX: 043000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	250	0	(250)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	79,590	63,400	(16,190)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	3,500	2,000	(1,500)	Telephone Service
	7,000	8,000	1,000	General Office Supplies
	22,940	20,000	(2,940)	Printing - Commercial
	30,600	20,000	(10,600)	General Office Mailing
	600	1,300	700	Computer Supplies
	800	1,100	300	Mileage
	2,600	1,000	(1,600)	Transportation
	6,550	4,000	(2,550)	Lodging
	5,000	6,000	1,000	Training Seminars
	<u>79,590</u>	<u>63,400</u>	<u>(16,190)</u>	
o	59,500	0	(59,500)	One-time FY 08 funding for conversion of Accounts Payable and Accounts Receivable paper documents and electronic tapes to digital form decreases the following sub-objects:
	Printing - Commercial	(10,000)		
	Computer Software	(16,500)		
	Computer Hardware	(16,500)		
	Computer Supplies	(16,500)		
		<u>(59,500)</u>		

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	4.00	232,000	4.00	242,347	5.00	306,607 A
Accountant III	2.00	166,079	2.00	176,192	2.00	193,311
Accountant IV	1.00	92,274	1.00	95,037	1.00	104,797
Accounting Clerk II	7.00	291,603	6.00	239,905	6.00	260,367
Accounting Technician I	2.00	88,096	3.00	145,983	2.00	105,121
Accounting Technician II	3.00	140,434	4.00	210,383	4.00	229,683
Accounts Payable Supervisor	1.00	69,263	1.00	53,088	1.00	57,954
Administrative Assistant II	1.00	38,327	1.00	39,228	0.00	0 B
Chief, Bureau of Accounting	1.00	96,001	1.00	101,828	1.00	111,186
Financial Systems Coordinator	1.00	60,801	1.00	64,508	1.00	71,126
Financial Systems Management Supervisor	1.00	69,263	1.00	74,191	1.00	81,815
TOTAL FULL-TIME SALARIES	24.00	1,344,141	25.00	1,442,690	24.00	1,521,967
TEMPORARY SALARIES		4,100		4,100		4,100
SALARY TOTAL	24.00	1,348,241	25.00	1,446,790	24.00	1,526,067
OTHER PERSONAL SERVICES						
Pension		110,757		117,290		139,564
Workers' Compensation		3,226		5,193		5,935
Health Benefits		247,381		241,655		228,697
OPEB		0		50,494		0
Overtime		1,500		1,500		1,500
FICA		103,292		110,525		116,115
Miscellaneous		3,360		3,500		3,360
TOTAL OTHER PERSONAL SERVICES		469,516		530,157		495,171
TOTAL PERSONAL SERVICES	24.00	1,817,757 *	25.00	1,976,947	24.00	2,021,238

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Accounting Technician I position filled as an Accountant II position - #0424

B - One (1) Administrative Assistant II position transferred to Office of the Treasurer 041000 and reclassified as Administrative Specialist I - #0118

TREASURY - BUREAU OF ACCOUNTING 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 increase consultation visits to Accounts Payable activity sites within other agencies.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	\$100	\$1,807	\$3,744	\$2,400
Number of staff	N/A*	1	4	6	6
<u>Output:</u>					
Actual number of departments or divisions visited	N/A*	1	41	35	35
<u>Service Quality:</u>					
Percent of clients satisfied with consultation visits	N/A*	100%	100%	90%	100%
<u>Outcome:</u>					
Percent of departments and divisions visited	N/A*	1%	23%	20%	20%

Explanation and Analysis of Performance Measures

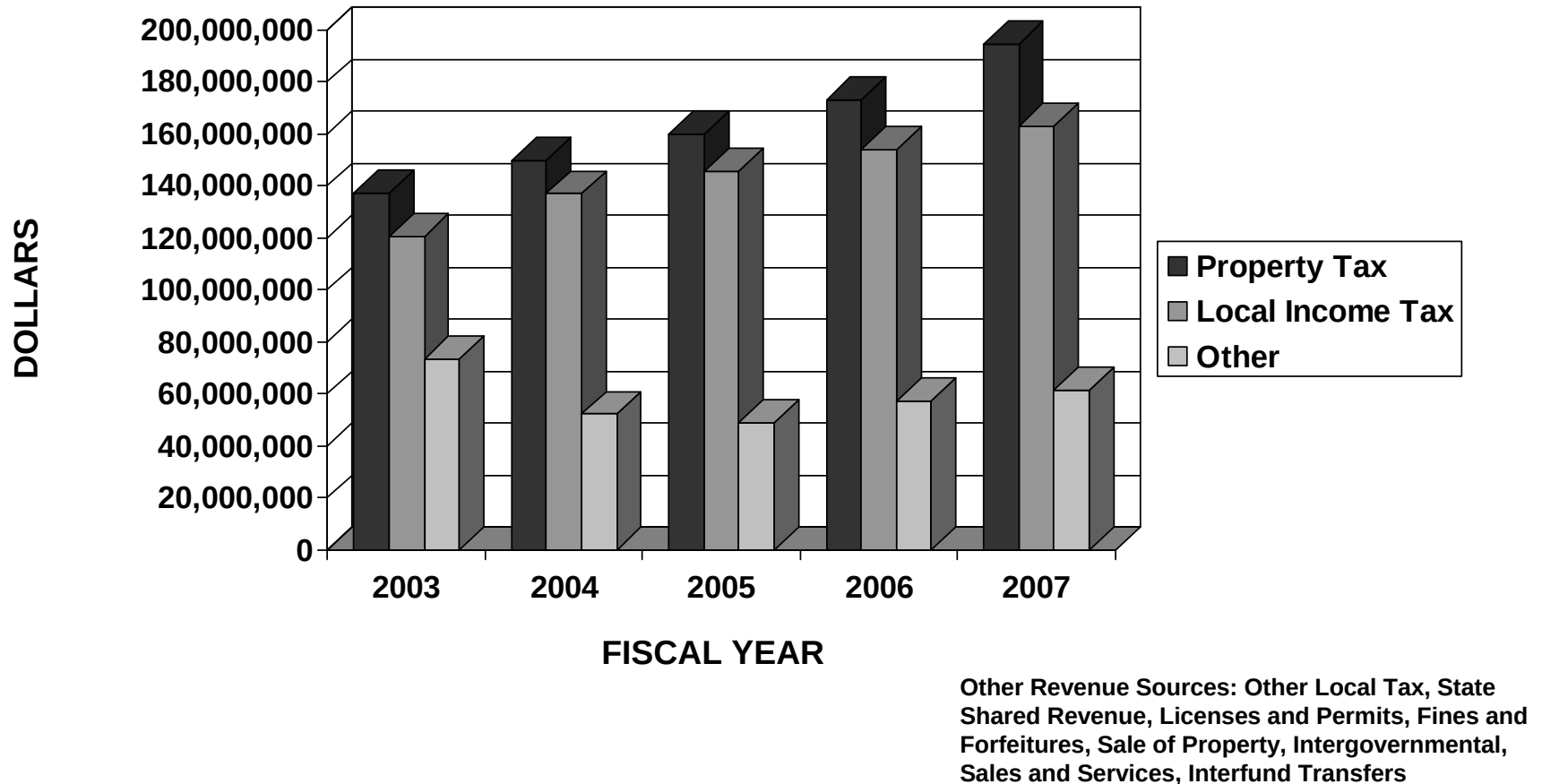
We plan to do consultation visits to Accounts Payable activity sites within other agencies in order to share expertise and suggest opportunities for enhancements. We plan on visiting at least 20% of the 175 Accounts Payable activities sites during a fiscal year.

Major Related Plans and Policies

GAAP, GASB, and GFOA policies

*N/A - These measures were first tracked by the Bureau of Accounting in 2006, therefore data for previous years is unavailable.

Bureau of Accounting Growth of Financial Activities General Fund Revenues



DEPARTMENT: TREASURY

DIVISION: Bureau of Revenue Collections

INDEX: 044000

ORIGIN/PURPOSE:

The Bureau of Revenue Collections collects, deposits, and reports all revenues coming into Harford County. The annual, supplemental, and half year real estate tax billing are handled here. There is much contact with citizens as well as the business community. This office processes lien certificates required to transfer property. All deeds and leases to be recorded in Harford County are reviewed and stamped. The annual Harford County Tax Sale is planned, executed, and followed up by this office. Business and Personal Property Taxes are collected and assistance given to tax payers. Liens and writs are issued on delinquent accounts as part of the collection efforts of this office. Harford County Bureau of Revenue Collections continues to try to improve services to the tax payers and the business community.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	662,159	638,186	751,196	809,221	809,221
20	CONTRACTUAL SERVICES	43,255	42,301	63,005	48,305	48,305
30	SUPPLIES & MATERIALS	94,227	76,565	92,850	95,460	95,460
40	BUSINESS & TRAVEL	1,633	1,513	3,745	1,695	1,695
50	CAPITAL OUTLAY	4,415	0	0	0	0
	GRAND TOTAL	805,689	758,565	910,796	954,681	954,681
<u>FUNDING SOURCE:</u>						
11	GENERAL	805,689	758,565	910,796	954,681	954,681

DEPARTMENT: TREASURY

DIVISION: Bureau of Revenue Collections

INDEX: 044000

FINANCIAL NOTES:

The \$43,885 net increase in funding for Bureau of Revenue Collections is the result of:

	FY 08	FY 09	CHANGE	
o	432,100	456,103	24,003	Full Time Salaries
			8,302	Salary Step & / or Grade adjustments based on the recommendations of the Dept. of Human Resources
			15,701	Staff Turnover 3.44%
			<u>24,003</u>	
o		19,205	19,205	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		33,186	33,186	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	51,720	52,645	925	Temporary Salaries - part-time temporary position to be made full-time temporary with benefits (will be used as a floater)
o	168,068	154,665	(13,403)	Health Benefits are adjusted for anticipated 3% cost increase, offset slightly by an increase to the employee's share, as well as staff opting for changes in their level of coverage
o	38,555	45,656	7,101	Pension / Retirement rate adjustments
o	1,555	1,779	224	Workers' Compensation rate adjustments
o	15,123	0	(15,123)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	37,395	39,302	1,907	FICA adjustments
o	4,000	4,500	500	Office Equipment - increase per current copier agreement

DEPARTMENT: TREASURY

DIVISION: Bureau of Revenue Collections

INDEX: 044000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	12,480	8,000	(4,480) Other Professional Services

	FY 08	FY 09	Change	Explanation
	6,480	2,000	(4,480)	Preparation of tax bills for mailing / flush bills based on actual expense history
	6,000	6,000	0	Dunbar Armored Car Service
Totals	12,480	8,000	(4,480)	

o	70,200	74,810	4,610	General Office Mailing - increase in number of mailings

o	65,200	51,400	(13,800)	Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
2,600	800	(1,800)	Telephone Service
20,000	15,000	(5,000)	Legal Notices
22,000	18,000	(4,000)	Legal Services
6,000	5,000	(1,000)	General Office Supplies
13,000	12,000	(1,000)	Printing - Commercial
1,600	600	(1,000)	Training Seminars
65,200	51,400	(13,800)	

o	1,000	0	(1,000)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF REVENUE COLLECTIONS

Index No. 044000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	2.00	76,206	1.00	40,406	2.00	82,064 A
Assistant Supervisor of Revenue Collections	1.00	50,646	1.00	53,710	1.00	58,636
Cashier I	0.00	0	2.00	53,389	0.00	0
Cashier II	8.00	289,780	6.00	231,507	7.00	299,859 B
Revenue Collections Supervisor	1.00	50,047	1.00	53,088	1.00	57,954
TOTAL FULL-TIME SALARIES	12.00	466,679	11.00	432,100	11.00	498,513
TEMPORARY SALARIES		34,690		51,720		54,947
SALARY TOTAL	12.00	501,369	11.00	483,820	11.00	553,460
OTHER PERSONAL SERVICES						
Pension		40,521		38,555		49,750
Workers' Compensation		1,120		1,555		1,944
Health Benefits		137,485		168,068		154,665
OPEB		0		15,123		0
Overtime		5,000		5,000		5,000
FICA		38,738		37,395		42,722
Miscellaneous		1,680		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		224,544		267,376		255,761
TOTAL PERSONAL SERVICES	12.00	725,913 *	11.00	751,196	11.00	809,221

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Cashier II position reclassified to an Accounting Technician I as a result of the SMART Pay & Classification Study conducted in FY 08 - #0741

B - Two (2) Cashier I positions upgraded to Cashier II positions - #0141 and #0142

TREASURY - BUREAU OF REVENUE COLLECTIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

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 County 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 work with title companies who do business with the County to ensure that deeds are filed correctly.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	N/A*	\$3,566	\$1,200	\$1,320
Number of staff	N/A*	N/A*	1	1	1
<u>Output:</u>					
Number of title companies contacted	N/A*	N/A*	11	5	5
<u>Efficiency:</u>					
Percentage of title companies contacted	N/A*	N/A*	45%	20%	20%
<u>Service Quality:</u>					
Percentage of title companies satisfied with department efforts	N/A*	N/A*	100%	75%	75%
<u>Outcome:</u>					
Percentage of deeds returned	N/A*	N/A*	19%	18%	15%

Explanation and Analysis of Performance Measures

Historically, around 20% of deeds filed with the County by title companies have been deficient in some way, and have had to be returned to the company to be redone. By communicating effectively with title companies, we are trying to reduce the percentage of deeds that need to be returned

Major Related Plans and Policies

Harford County Code and the Department of the Treasury's Administrative Policies

*N/A - These are new measures being tracked by the Bureau of Revenue Collections, therefore, data for previous years is unavailable.

DEPARTMENT: TREASURY

DIVISION: Solid Waste Accounting

INDEX: 047100

ORIGIN/PURPOSE:

Harford County Solid Waste Services was established as of July 1, 1992, to account for the County's solid waste operation. This Division is responsible for billing and collection of all fees associated with the County's solid waste services and for providing detailed information and reporting on these fees.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	64,823	54,823	48,272	64,644	64,644
20	CONTRACTUAL SERVICES	5,096	5,300	5,400	5,100	5,100
30	SUPPLIES & MATERIALS	1,198	302	1,450	700	700
40	BUSINESS & TRAVEL	538	213	1,015	615	615
50	CAPITAL OUTLAY	427	0	59,000	0	0
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	GRAND TOTAL	<u>72,082</u>	<u>60,638</u>	<u>115,137</u>	<u>71,059</u>	<u>71,059</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>72,082</u>	<u>60,638</u>	<u>115,137</u>	<u>71,059</u>	<u>71,059</u>

DEPARTMENT: TREASURY**DIVISION: Solid Waste Accounting****INDEX: 047100****FINANCIAL NOTES:**

The (\$44,078) net decrease in funding for Solid Waste Accounting is the result of:

	FY 08	FY 09	CHANGE	
o		2,800	2,800	FY 09 Market Adjustment as a result of the SMART Pay & Classificatino Study conducted during FY 08
o		2,927	2,927	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	3,189	3,597	408	Pension / Retirement rate adjustments
o	1,200	12,797	11,597	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employee's share, as well as staff opting for changes in their level of coverage
o	1,373	0	(1,373)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	3,000	3,000	0	Other Professional Services - provides \$2,300 for the Weighmaster Support Plan and \$700 for miscellaneous expenses
o	4,050	2,650	(1,400)	Line items significantly adjusted, based on actual expense history:
		FY 08	FY 09	Change
		2,300	2,000	(300) Telephone Service
		450	250	(200) General Office Supplies
		300	200	(100) Computer Supplies
		400	0	(400) Duplicating Machine Supplies
		600	200	(400) Training Seminars
		<u>4,050</u>	<u>2,650</u>	<u>(1,400)</u>
o	59,000	0	(59,000)	Equipment - no equipment is recommended for FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: SOLID WASTE ACCOUNTING

Index No. 047100

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	1.00	49,682	1.00	39,228	0.00	0
Accounting Technician II	0.00	0	0.00	0	1.00	44,115 A
SALARY TOTAL	1.00	49,682	1.00	39,228	1.00	44,115
OTHER PERSONAL SERVICES						
Pension		4,094		3,189		4,045
Workers' Compensation		119		141		172
Health Benefits		11,700		1,200		12,797
OPEB		0		1,373		0
FICA		3,801		3,001		3,375
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		19,854		9,044		20,529
TOTAL PERSONAL SERVICES	1.00	69,536 *	1.00	48,272	1.00	64,644

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Technician I position reclassified to an Accounting Technician II as a result of the SMART Pay & Classification Study conducted in FY 08 - #2894

DEPARTMENT: TREASURY

DIVISION: 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.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	527,756	461,458	602,697	647,681	647,681
20	CONTRACTUAL SERVICES	25,954	23,245	31,485	25,830	25,830
30	SUPPLIES & MATERIALS	97,168	104,463	112,700	114,700	114,700
40	BUSINESS & TRAVEL	2,542	383	3,870	2,800	2,800
	GRAND TOTAL	653,420	589,549	750,752	791,011	791,011
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER	653,420	589,549	750,752	791,011	791,011

DEPARTMENT: TREASURY

DIVISION: Water and Sewer Accounting

INDEX: 045000

FINANCIAL NOTES:

The \$40,259 net increase in funding for Water and Sewer Accounting is the result of:

	FY 08	FY 09	CHANGE	
o		16,703	16,703	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		32,613	32,613	the FY 09 Wage Package of a Merit + 3% COLA for eligible staff
o	446,947	449,510	2,563	Full Time Salaries
				911 Salary Step & / or Grade adjustments based on the recommendations of the Dept. of Human Resources
			1,652	Staff Turnover 0.37%
			<u>2,563</u>	
o	65,069	68,594	3,525	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	36,337	41,220	4,883	Pension / Retirement rate adjustments
o	15,643	0	(15,643)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund

INDEX: 045000

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: WATER & SEWER ACCOUNTING

Index No. 045000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	88,096	1.00	54,909	1.00	61,769
Accounting Clerk II	4.00	165,779	4.00	140,155	4.00	153,994
Accounting Technician I	2.00	110,805	2.00	111,877	2.00	122,155
Accounting Technician II	1.00	61,444	1.00	65,815	1.00	71,852
Water & Sewer Accounting Supervisor	1.00	69,263	1.00	74,191	1.00	81,815
TOTAL FULL-TIME SALARIES	9.00	495,387	9.00	446,947	9.00	491,585
TEMPORARY SALARIES		1,024		1,024		1,024
SALARY TOTAL	9.00	496,411	9.00	447,971	9.00	492,609
OTHER PERSONAL SERVICES						
Pension		40,820		36,337		45,078
Workers' Compensation		1,189		1,609		1,917
Health Benefits		57,473		65,069		68,594
OPEB		0		15,643		0
Overtime		500		500		500
FICA		38,013		34,308		37,723
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		139,255		154,726		155,072
TOTAL PERSONAL SERVICES	9.00	635,666 *	9.00	602,697	9.00	647,681

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY - WATER & SEWER ACCOUNTING OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

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 County 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 ensure high value for service dollars, ensure accountability, and insist upon customer satisfaction.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$531,121	\$527,756	\$461,456	\$602,697	\$637,862
Number of staff	7	7	7	7	7
<u>Output:</u>					
Fiscal Year Revenues	\$14,843,303	\$15,974,938	\$16,735,146	\$17,013,628	\$17,353,900
<u>Outcome:</u>					
Number of accounts billed per person	5,754	5,869	5,942	6,071	6,192

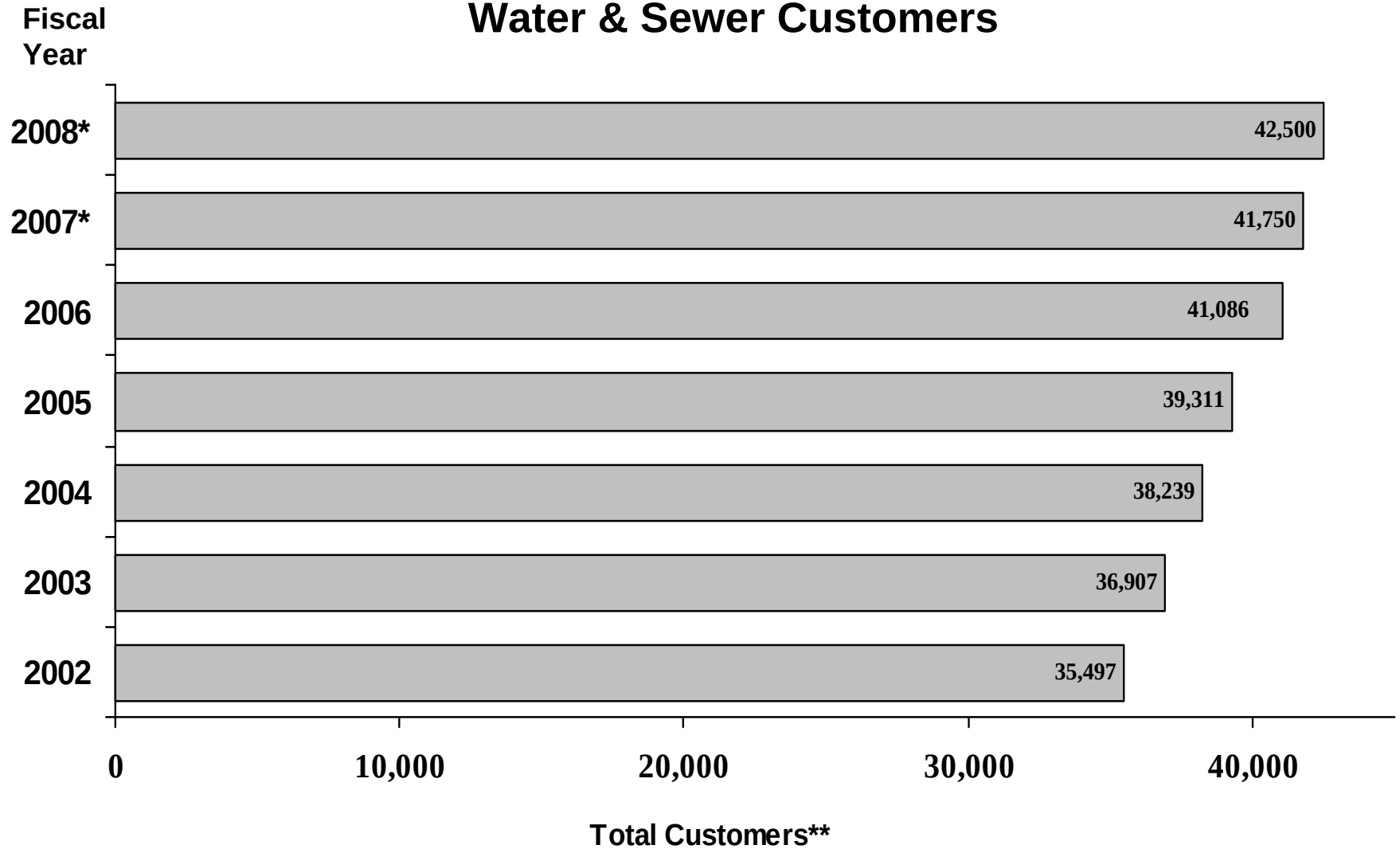
Explanation and Analysis of Performance Measures

To ensure collection of all Water and Sewer usage bills in an efficient and cost effective manner.

Major Related Plans and Policies

Harford County Code and Water and Sewer Rules and Regulations

Water and Sewer Accounting Customer Growth Water & Sewer Customers

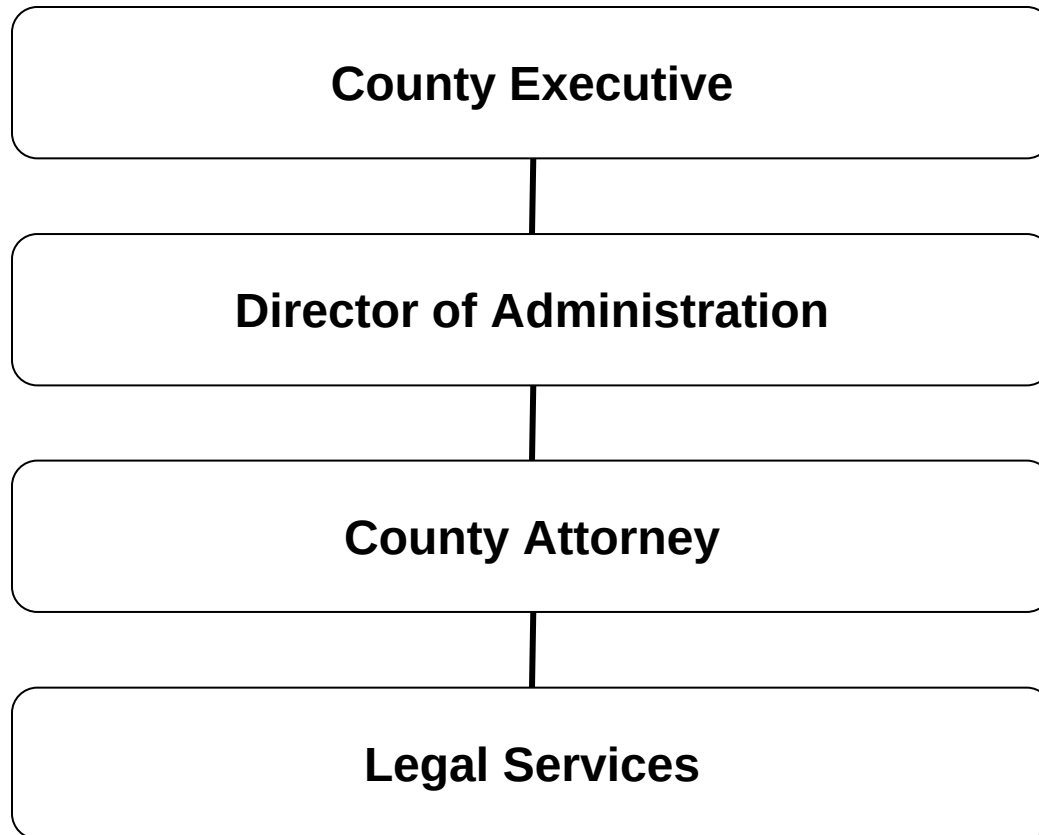


*Projected

** 25,000 accounts were added for the septic portion of the Bay Restoration Fund in October 2005

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DEPARTMENT OF LAW



LAW

ORIGIN/PURPOSE:

The Department of Law, created by Charter Section 403 and amended by Bill 76-35, is administered by the appointed County Attorney, who is the chief legal officer of the Executive Branch and is responsible for all the legal affairs of the County Executive, County departments, agencies, and offices. The department also advises non-County agencies, such as the Board of Library Trustees, and the Sheriff's Office on selected matters, as directed by the County Executive.

MISSION STATEMENT:

PROVIDE TIMELY AND ACCURATE ADVICE, AS WELL AS COMPETENT AND DILIGENT REPRESENTATION TO THE EXECUTIVE BRANCH AND APPROPRIATE COUNTY AGENCIES IN SUPPORT OF THEIR OBJECTIVES THROUGH PROACTIVE INVOLVEMENT

FY '08 - '09 KEY GOALS:

- 1 TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENTS
- 2 TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENTS
- 3 TO PROVIDE EFFECTIVE COLLECTION SERVICES
- 4 TO BECOME MORE PROACTIVELY INVOLVED AS A MANAGEMENT RESOURCE
- 5 TO IDENTIFY / ADVOCATE FOR NEEDED LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND PRIORITIES

LAW

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,347,858	1,525,318	1,812,080	1,906,000	1,906,000
20	CONTRACTUAL SERVICES	32,630	28,805	46,240	34,700	34,700
30	SUPPLIES & MATERIALS	11,522	14,802	15,050	13,450	13,450
40	BUSINESS & TRAVEL	34,880	34,439	47,275	38,220	38,220
50	CAPITAL OUTLAY	5,000	0	0	0	0
70	MISCELLANEOUS	24,483	22,780	28,948	28,948	28,948
	GRAND TOTAL	<u>1,456,373</u>	<u>1,626,144</u>	<u>1,949,593</u>	<u>2,021,318</u>	<u>2,021,318</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	1,456,373	1,626,144	1,949,593	2,021,318	2,021,318
	GRAND TOTAL	<u>1,456,373</u>	<u>1,626,144</u>	<u>1,949,593</u>	<u>2,021,318</u>	<u>2,021,318</u>
	<u>SUMMARY BY DIVISION:</u>					
052000	LEGAL SERVICES	1,456,373	1,626,144	1,949,593	2,021,318	2,021,318
	GRAND TOTAL	<u>1,456,373</u>	<u>1,626,144</u>	<u>1,949,593</u>	<u>2,021,318</u>	<u>2,021,318</u>

FINANCIAL NOTES:

The \$71,725 net increase in funding for the Law Department is the result of:

	FY 08	FY 09	CHANGE
o		75,705	75,705 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		50,236	50,236 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	1,211,678	1,211,103	(575) Full Time Salaries
			(561) Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(14) Turnover
			<u>(575)</u>

LAW

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	32,686	48,772	16,086 Temporary Salaries - increased hours for Investigator position from 48 to 64 hours / pay
o	259,729	238,503	(21,226) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	44,234	0	(44,234) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	110,851	125,624	14,773 Pension / Retirement rate adjustments
o	4,637	4,927	290 Workers' Compensation rate adjustments
o	93,722	96,584	2,862 FICA adjustments
o	70,995	49,500	(21,495) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	5,000	4,000	(1,000) Telephone Service
	1,320	800	(520) Fax Services
	19,500	9,500	(10,000) Legal Services
	5,500	5,000	(500) General Office Supplies
	200	0	(200) Printing-In-House
	900	350	(550) Delivery Charges
	1,950	1,000	(950) Transportation Costs
	2,500	2,000	(500) Meals
	6,000	4,500	(1,500) Lodging
	14,000	13,000	(1,000) Professional Books to maintain the Law Library
	4,605	4,850	245 Membership Fees & Dues
	9,520	4,500	(5,020) Training Seminars, Courses
	<u>70,995</u>	<u>49,500</u>	<u>(21,495)</u>
o	2,500	3,220	720 County Owned Vehicles - increases due to maintenance on older jeeps
o	800	0	(800) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	24,948	24,948	0 Grant to Public Defender's Inmate Services Project increased by request of the Public Defender's Office

DIVISION STAFF SUMMARY

DEPARTMENT: LAW
DIVISION: LEGAL SERVICES

Index No. 052000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	53,046	1.00	56,281	1.00	61,452
Administrative Specialist II	1.00	50,646	1.00	53,711	1.00	58,636
Assistant County Attorney II	1.00	89,552	1.00	94,994	1.00	103,716
County Attorney	1.00	122,160	1.00	129,593	1.00	133,472
Deputy County Attorney	1.00	110,933	1.00	117,682	1.00	122,429
Legal Assistant II	1.00	41,906	0.00	0	1.00	48,508 A
Legal Assistant III	2.00	95,637	3.00	146,455	2.00	110,777
Legal Specialist II	1.00	35,907	1.00	38,091	1.00	41,582
Legal Specialist III	1.00	51,953	1.00	55,123	1.00	60,181
Senior Assistant County Attorney	5.00	489,902	5.00	519,748	5.00	570,959
TOTAL FULL-TIME SALARIES	15.00	1,141,642	15.00	1,211,678	15.00	1,311,712
PART-TIME SALARIES						
Assistant County Attorney II	0.60	50,646	0.60	52,163	0.60	55,343
TOTAL PART-TIME SALARIES	0.60	50,646	0.60	52,163	0.60	55,343
TEMPORARY SALARIES		30,836		32,686		53,249 B
SALARY TOTAL	15.60	1,223,124	15.60	1,296,527	15.60	1,420,304
OTHER PERSONAL SERVICES						
Pension & Retirement		105,914		110,851		137,650
Workers' Compensation		2,937		4,637		5,391
Health Benefits		247,397		259,729		238,503
OPEB		0		44,234		0
FICA		89,721		93,722		101,772
Miscellaneous		2,380		2,380		2,380
TOTAL OTHER PERSONAL SERVICES		448,349		515,553		485,696
TOTAL PERSONAL SERVICES	15.60	1,671,473 *	15.60	1,812,080	15.60	1,906,000

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Legal Assistant III position downgraded to a Legal Assistant II - #2697

B - Temporary Salaries provide for an Investigator - increased hours from 48 to 64

LAW

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

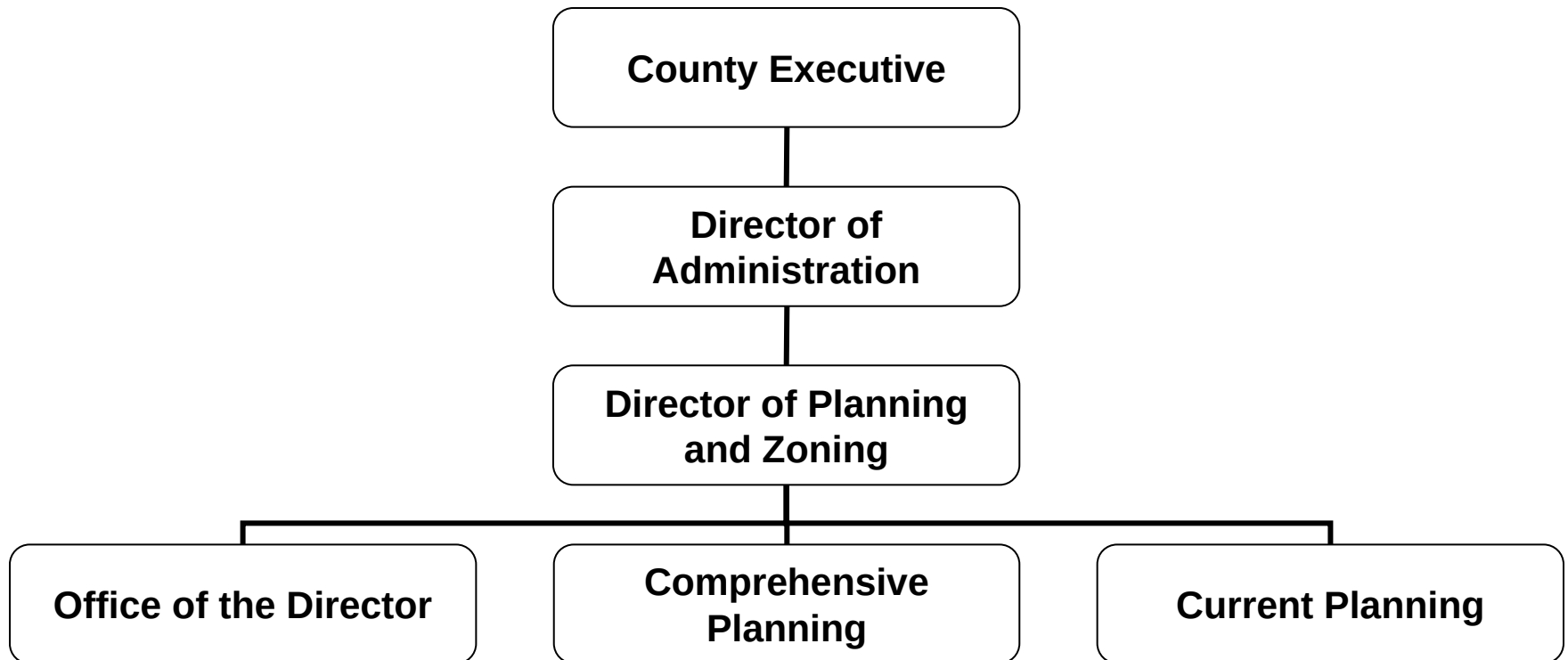
III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$1,253,102	\$1,494,600	\$1,671,473	\$1,812,080	\$190,600
Number of staff	15.00	15.00	16.00	17.00	17.00
<u>Output:</u>					
Number of deeds processed	47	57	65	40	55
Number of plats processed	297	273	211	224	240
Number of agreements processed	477	438	551	656	600
<u>Outcome:</u>					
Turnaround time in days:					
Deeds	1.45	1.56	1.79	1.71	1.70
Plats	1.53	1.75	1.67	1.59	1.60
Agreements	2.28	1.71	2.01	2.40	2.10

Performance Measure Results

The Law department strives to provide an appropriate and timely response to requests from clients. We track the average time taken to complete various tasks. By surveying clients on a regular basis, we plan to assess other aspects of our performance in the future and implement appropriate service improvements.

DEPARTMENT OF PLANNING AND ZONING



PLANNING AND ZONING

ORIGIN/PURPOSE:

The Department of Planning and Zoning was created by Section 405 of the Harford County Charter and its responsibilities outlined under Article VII, Planning and Zoning, of the Harford County Code. Responsibilities include the preparation, recommendation and enforcement of plans and regulations affecting the physical development and growth of the County, such as the Zoning Map and Zoning Code; the preparation and revision of the County's Master Plans; and the preparation and enforcement of rules and regulations governing subdivisions.

The Department is comprised of three divisions: Director of Planning and Zoning, Comprehensive Planning, and Current Planning. Comprehensive Planning is responsible for long-range planning and research and the Current Planning Division is responsible for enforcement of the development regulations.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. In order to be compliant with their GASB Statement #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 FACILITATE BALANCED AND APPROPRIATE GROWTH IN ACCORDANCE WITH THE APPROVED MASTER PLAN

FY '08 - '09 KEY GOALS:

- 1 TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES
- 2 TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH
- 3 TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

PLANNING AND ZONING

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,512,625	2,663,164	3,193,405	3,696,347	3,696,347
20	CONTRACTUAL SERVICES	38,517	57,505	61,253	98,153	98,153
30	SUPPLIES & MATERIALS	48,008	36,739	66,775	53,775	53,775
40	BUSINESS & TRAVEL	31,656	33,348	40,675	42,660	42,660
50	CAPITAL OUTLAY	2,751,032	6,218,289	12,367,568	1,708,683	1,708,683
70	MISCELLANEOUS	60,238	638,331	1,253,549	1,357,566	1,357,566
80	INTER-GOVERNMENTAL/INTER-FUND EXP.	0	0	0	4,749	4,749
	GRAND TOTAL	5,442,076	9,647,376	16,983,225	6,961,933	6,961,933

SUMMARY BY FUND:

11	GENERAL	2,662,619	2,906,844	3,258,225	3,860,708	3,860,708
27	AG PRESERVATION - COUNTY	2,425,865	5,459,204	13,000,000	2,286,208	2,286,208
28	AG PRESERVATION - STATE	353,592	1,281,328	725,000	815,017	815,017
	GRAND TOTAL	5,442,076	9,647,376	16,983,225	6,961,933	6,961,933

SUMMARY BY DIVISION:

GENERAL FUND:

061000	DIRECTOR OF PLANNING & ZONING	244,884	369,442	320,189	330,665	330,665
062000	COMPREHENSIVE PLANNING	972,495	948,866	1,111,159	1,613,920	1,613,920
063000	CURRENT PLANNING	1,445,240	1,588,536	1,826,877	1,916,123	1,916,123

AG PRESERVATION - COUNTY

064270	AG PRESERVATION - COUNTY	2,425,865	5,459,204	13,000,000	2,286,208	2,286,208

AG PRESERVATION - STATE

062480	AG PRESERVATION - STATE	353,592	1,281,328	725,000	815,017	815,017

	GRAND TOTAL	5,442,076	9,647,376	16,983,225	6,961,933	6,961,933

	SUMMARY OF GRANT BUDGETS					17,666

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant I	1.00	33,657	1.00	35,714	1.00	38,992
Administrative Secretary II	1.00	44,155	1.00	46,833	1.00	51,142
Administrative Specialist I	2.00	109,262	0.00	0	0.00	0
Administrative Specialist II	0.00	0	2.00	120,874	2.00	131,987
Clerk Typist	1.00	26,137	1.00	26,930	1.00	36,108
Database Administrator	0.00	0	0.00	0	1.00	74,131
Deputy Director of Planning and Zoning	1.00	100,779	1.00	106,906	1.00	116,726
Director, Planning and Zoning	1.00	101,528	1.00	107,699	1.00	110,933
GIS Corrdinator	0.00	0	0.00	0	1.00	111,127
GIS Public Access Technician	0.00	0	0.00	0	1.00	56,447
Permits Clerk	1.00	27,466	1.00	29,158	1.00	31,839
Planner I	3.00	116,225	5.00	199,950	6.00	255,096
Planner II	7.00	350,924	6.00	321,724	5.00	287,207
Planner III	8.00	608,292	8.00	645,272	8.00	708,219
Planning & Zoning Division Chief	1.00	94,994	0.00	0	0.00	0
Planning Assistant I	1.00	41,412	1.00	34,664	1.00	37,857
Planning Assistant II	8.00	379,806	7.00	349,317	7.00	382,553
Programmer Analyst I	0.00	0	0.00	0	1.00	71,974
Secretary I	1.00	28,301	1.00	30,037	1.00	32,792
Zoning Inspector I	1.00	35,714	0.00	0	0.00	0
Zoning Inspector II	2.00	98,572	3.00	142,898	3.00	156,594
FULL-TIME SALARIES	40.00	2,197,224	39.00	2,197,976	43.00	2,691,724
SALARY OFFSET		(139,000)		(157,330)		(133,664)
TOTAL FULL-TIME SALARIES	40.00	2,058,224	39.00	2,040,646	43.00	2,558,060
TEMPORARY SALARIES		32,109		20,800		20,800
SALARY TOTAL	40.00	2,090,333	39.00	2,061,446	43.00	2,578,860

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - AG PRESERVATION - STATE</u>						
Planner III		30,000		30,000		30,000
SALARY TOTAL	0.00	30,000	0.00	30,000	0.00	30,000

PLANNING AND ZONING - AG PRESERVATION - COUNTY

Ag Specialist / Planner II	0.00	0	1.00	97,844	1.00	47,917
SALARY TOTAL	0.00	0	1.00	97,844	1.00	47,917

PLANNING AND ZONING - DEPARTMENT TOTALS

TOTAL FULL-TIME SALARIES	40.00	2,227,224	40.00	2,325,820	44.00	2,769,641
SALARY OFFSET		(139,000)		(157,330)		(133,664)
TEMPORARY SALARIES		32,109		20,800		20,800
PLANNING & ZONING SALARY TOTAL	40.00	2,120,333	40.00	2,189,290	44.00	2,656,777

PLANNING AND ZONING

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,482,625	2,633,164	3,030,973	3,588,822	3,588,822
20	CONTRACTUAL SERVICES	38,517	57,155	57,253	97,153	97,153
30	SUPPLIES & MATERIALS	48,008	35,044	52,275	50,275	50,275
40	BUSINESS & TRAVEL	31,656	33,348	39,175	41,160	41,160
50	CAPITAL OUTLAY	1,575	71,580	0	0	0
70	MISCELLANEOUS	60,238	76,553	78,549	78,549	78,549
80	INTER-GOVERNMENTAL/INTER-FUND EXP.	0	0	0	4,749	4,749
	GRAND TOTAL	<u>2,662,619</u>	<u>2,906,844</u>	<u>3,258,225</u>	<u>3,860,708</u>	<u>3,860,708</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	<u>2,662,619</u>	<u>2,906,844</u>	<u>3,258,225</u>	<u>3,860,708</u>	<u>3,860,708</u>
	GRAND TOTAL	<u>2,662,619</u>	<u>2,906,844</u>	<u>3,258,225</u>	<u>3,860,708</u>	<u>3,860,708</u>
<u>SUMMARY BY DIVISION:</u>						
061000	DIRECTOR OF PLANNING & ZONING	244,884	369,442	320,189	330,665	330,665
062000	COMPREHENSIVE PLANNING	972,495	948,866	1,111,159	1,613,920	1,613,920
063000	CURRENT PLANNING	<u>1,445,240</u>	<u>1,588,536</u>	<u>1,826,877</u>	<u>1,916,123</u>	<u>1,916,123</u>
	GRAND TOTAL	<u>2,662,619</u>	<u>2,906,844</u>	<u>3,258,225</u>	<u>3,860,708</u>	<u>3,860,708</u>

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	33,657	1.00	35,714	1.00	38,992
Administrative Secretary II	1.00	44,155	1.00	46,833	1.00	51,142
Administrative Specialist I	2.00	109,262	0.00	0	0.00	0
Administrative Specialist II	0.00	0	2.00	120,874	2.00	131,987
Clerk Typist	1.00	26,137	1.00	26,930	1.00	36,108
Database Administrator	0.00	0	0.00	0	1.00	74,131
Deputy Director of Planning and Zoning	1.00	100,779	1.00	106,906	1.00	116,726
Director, Planning and Zoning	1.00	101,528	1.00	107,699	1.00	110,933
GIS Coordinator	0.00	0	0.00	0	1.00	111,127
GIS Public Access Technician	0.00	0	0.00	0	1.00	56,447
Permits Clerk	1.00	27,466	1.00	29,158	1.00	31,839
Planner I	3.00	116,225	5.00	199,950	6.00	255,096
Planner II	7.00	350,924	6.00	321,724	5.00	287,207
Planner III	8.00	608,292	8.00	645,272	8.00	708,219
Planning & Zoning Division Chief	1.00	94,994	0.00	0	0.00	0
Planning Assistant I	1.00	41,412	1.00	34,664	1.00	37,857
Planning Assistant II	8.00	379,806	7.00	349,317	7.00	382,553
Programmer Analyst I	0.00	0	0.00	0	1.00	71,974
Secretary I	1.00	28,301	1.00	30,037	1.00	32,792
Zoning Inspector I	1.00	35,714	0.00	0	0.00	0
Zoning Inspector II	2.00	98,572	3.00	142,898	3.00	156,594
FULL-TIME SALARIES	40.00	2,197,224	39.00	2,197,976	43.00	2,691,724
SALARY OFFSET		<u>(139,000)</u>		<u>(157,330)</u>		<u>(133,664)</u>
TOTAL FULL-TIME SALARIES	40.00	2,058,224	39.00	2,040,646	43.00	2,558,060
TEMPORARY SALARIES		<u>32,109</u>		<u>20,800</u>		<u>20,800</u>
SALARY TOTAL	<u>40.00</u>	<u>2,090,333</u>	<u>39.00</u>	<u>2,061,446</u>	<u>43.00</u>	<u>2,578,860</u>

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		183,444		180,387		249,293
Workers' Compensation		36,338		58,175		72,468
Health Benefits		416,848		480,055		476,741
OPEB		0		76,928		0
FICA		169,782		168,522		205,440
Miscellaneous		5,600		5,460		6,020
TOTAL OTHER PERSONAL SERVICES		812,012		969,527		1,009,962
TOTAL PERSONAL SERVICES	40.00	2,902,345 *	39.00	3,030,973	43.00	3,588,822

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PLANNING AND ZONING

DIVISION: 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 proper and legal County development, thus preserving the general integrity and welfare of the community. As mandated by Harford County Code, Chapter 16, Article V, Section 24, the department is administered by a professional planner who supervises, directs, and supports a complement of staff personnel and collateral agencies and programs. The Director is also required to analyze and monitor divisional budgetary expenditures to maintain control within approved guidelines.

The Director is mandated to revise and enforce the rules and regulations governing the physical evolution and growth of the County and must maintain an administrative liaison with the County Council to provide that legislative body with sufficient information to render equitable decisions.

FY '08- '09 GOAL:

1 TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	231,424	274,668	302,611	310,038	310,038
20	CONTRACTUAL SERVICES	5,471	18,975	11,153	10,553	10,553
30	SUPPLIES & MATERIALS	1,411	1,002	2,075	1,325	1,325
40	BUSINESS & TRAVEL	6,578	3,217	4,350	4,000	4,000
50	CAPITAL OUTLAY	0	71,580	0	0	0
80	FLEET MANAGEMENT RENTALS	0	0	0	4,749	4,749
	GRAND TOTAL	244,884	369,442	320,189	330,665	330,665
	<u>FUNDING SOURCE:</u>					
11	GENERAL	244,884	369,442	320,189	330,665	330,665

DEPARTMENT: PLANNING AND ZONING**DIVISION: Director of Planning and Zoning****INDEX: 061000****FINANCIAL NOTES:**

The \$10,476 net increase in funding for Director of Planning and Zoning is the result of:

	FY 08	FY 09	CHANGE
o		8,503	8,503 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		7,360	7,360 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	45,634	42,121	(3,513) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes
o	7,524	0	(7,524) OPEB - instead of allocating OPEB as a % of salaries by division, FY 09 is appropriated as a lump sum in the Benefits account for each fund
o	17,477	19,714	2,237 Pension / Retirement rate adjustments
o	15,813	16,093	280 FICA adjustment
o	600	1,000	400 Training Seminars, Courses & Meetings - increase new American Institute of Certified Planners (AICP) requirement for training
o	250	0	(250) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	4,053	4,053	0 Other Contractual Services - Laserfiche Software Assurance Plan - Yearly Maintenance Fee

DEPARTMENT: PLANNING AND ZONING

DIVISION: Director of Planning and Zoning

INDEX: 061000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	9,800	8,050	(1,750)	Based on actual expense history:
		FY 08	FY 09	Change
		6,000	5,500	(500) Telephone Services
		600	500	(100) Fax Services
		300	100	(200) Meals - Special Purpose
		1,000	800	(200) Computer Supplies
		400	50	(350) Other Supplies & Materials
		1,100	800	(300) Mileage
		400	300	(100) Lodging
		<u>9,800</u>	<u>8,050</u>	<u>(1,750)</u>
o	0	4,749	4,749	Fleet Management Rentals - all vehicle replacements are now purchased through the new fleet management program. These funds provide for lease costs to replace (1) van - #0989.

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: DIRECTOR OF PLANNING AND ZONING

Index No. 061000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	44,155	1.00	46,833	1.00	51,142
Administrative Specialist I	1.00	54,631	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	60,437	1.00	65,992
Director, Planning and Zoning	1.00	101,528	1.00	107,699	1.00	110,934
SALARY TOTAL	3.00	200,314	3.00	214,969	3.00	228,068
OTHER PERSONAL SERVICES						
Pension & Retirement		16,506		17,477		21,524
Workers' Compensation		481		774		915
Health Benefits		43,515		45,634		42,121
OPEB		0		7,524		0
FICA		14,870		15,813		16,990
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		75,792		87,642		81,970
TOTAL PERSONAL SERVICES	3.00	276,106 *	3.00	302,611	3.00	310,038

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

PLANNING & ZONING - DIRECTOR'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To maintain the integrity of Growth Management Strategies.

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:

IV. Economic Opportunity

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$241,589	\$263,476	\$276,106	\$302,611	\$310,038
Number of staff	3	3	3	3	3
<u>Output:</u>					
Number of programs initiated	4	5	5	5	4
<u>Efficiency:</u>					
Number of programs completed or adopted	3	3	3	5	4
<u>Service Quality:</u>					
Number of public meetings held for initiatives	N/A*	N/A*	6	31	8
<u>Outcome:</u>					
Percent of initiated growth management programs completed or passed	75%	60%	60%	100%	100%

Explanation and Analysis of Performance Measures

FY 07 Initiated: Purchase of Development Rights (PDR) rewrite, Zoning Code, Subdivision Regulations, AG Preservation and Watershed Restoration Action Strategy (WRAS),

FY07 Completed or Passed: PDR, AG Preservation and WRAS

FY08 Initiated: AG Preservation, Historic Landmark designation (Asbury Church), Comprehensive Zoning Fee, Comprehensive Zoning Review process, and Priority Preservation Plan

FY08 Completed or Passed: All initiatives.

Note: number of meetings in FY08 includes 21 meetings held for ongoing Zoning Code and Subdivision Regulation initiative not yet passed.

Estimate FY09 Initiated: AG Preservation, Comprehensive Zoning, Water Resources, Critical Area update

Estimate FY09 Completed or Passed: AG Preservation, Critical Area update, Zoning Code rewrite, Subdivision Regulations rewrite. Comprehensive Zoning and Water

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

*N/A - This is a new measure being tracked by Planning & Zoning, therefore data for previous years is unavailable.

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****ORIGIN/PURPOSE:**

The responsibility of the Comprehensive Planning Division is to prepare the long-range plans guiding the physical growth of the County. This responsibility requires substantial research and data collection on land use and demographic and economic trends. Additionally, this division is required to prepare ordinances and suggest programs to implement those plans.

The Division also manages grants from State agencies to support particular planning projects in the County, including: Transportation Management Program, the Chesapeake Bay Critical Area Program, and Coastal Zone Management Program.

This Division also has the responsibility of maintaining and sustaining the Geographic Information System (GIS) as well as providing technical support of the GIS system to all of the County Department and agencies.

FY '08 - '09 GOALS:

- 2 TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH
- 3 TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	868,307	828,441	970,135	1,427,971	1,427,971
20	CONTRACTUAL SERVICES	10,227	14,405	18,900	58,700	58,700
30	SUPPLIES & MATERIALS	18,551	11,955	22,500	24,400	24,400
40	BUSINESS & TRAVEL	13,597	17,512	21,075	24,300	24,300
50	CAPITAL OUTLAY	1,575	0	0	0	0
70	MISCELLANEOUS	60,238	76,553	78,549	78,549	78,549
	GRAND TOTAL	972,495	948,866	1,111,159	1,613,920	1,613,920
<u>FUNDING SOURCE:</u>						
11	GENERAL	972,495	948,866	1,111,159	1,613,920	1,613,920

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

The \$502,761 net increase in funding for Comprehensive Planning is the result of:

	FY 08	FY 09	CHANGE	
o		77,934	77,934	FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		42,386	42,386	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	10,400	10,400	0	Temporary salaries - summer intern to assist with Agricultural & Historical Preservation
o	628,633	632,170	3,537	Full-Time Salaries
			23,666	Offset (Critical Area Grant 6,000, Transportation Mgmt Grant 17,666)
			(20,129)	Staff Turnover (3.18%)
			<u>3,537</u>	
o		385,177	385,177	Positions transferred from GIS:
			# of Positions	Salary
			1.0	100,776
			1.0	67,226
			1.0	51,189
			1.0	65,270
			<u>4.0</u>	<u>284,461</u>
				Fringe
				43,774
				32,544
				28,716
				21,265
				<u>126,299</u>
				Total
				136,452
				93,017
				74,220
				81,488
				<u>385,177</u>
o	145,998	115,783	(30,215)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employee share, as well as staff opting for changes in their level of coverage
o	27,508	0	(27,508)	OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	64,745	71,153	6,408	Pension / Retirement rate adjustments
o	30,109	31,766	1,657	Workers' Compensation rate adjustments
o	60,922	59,382	(1,540)	FICA Adjustment
o	900	900	0	Other Professional Services - Courier Services \$100, BMC T (software)+ Maintenance \$500 and Catering Services \$300 for workshops

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE			
o		51,400	51,400	Funding reallocated from GIS 025000:		
			2,000	Telephone Service - 1 Blackberry, 2 Verizon Broadband Service for remote data collection		
			2,000	Data Processing Hardware - Maintenance		
			35,000	Data Processing Software - Maintenance		
			1,500	General Office Supplies		
			4,000	Computer Hardware Components		
			500	Computer Supplies		
			500	Mileage		
			200	Parking & Tolls		
			400	Transportation Costs		
			300	Meals		
			5,000	Training Seminars, Courses & Meetings		
			<u>51,400</u>			
o	2,700	4,000	1,300	Legal Notice - increase advertising associated with Comprehensive Zoning process		
o	21,975	15,900	(6,075)	Based on actual expense history:		
			FY 08	FY 09	Change	
			5,500	6,000	500	Fuel Charges
			500	400	(100)	Office Equipment Service
			675	400	(275)	Professional Books & Periodicals
			7,000	3,500	(3,500)	Printing - Commercial
			3,500	2,500	(1,000)	Mileage
			500	100	(400)	Meals
			4,300	3,000	(1,300)	Training Seminars
			<u>21,975</u>	<u>15,900</u>	<u>(6,075)</u>	

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	1,500	500	(1,000)	Funding reallocated to Agricultural Preservation:
			(400)	Space & Real Estate Rental
			(500)	Other Supplies & Materials
			(100)	Delivery Charges
			<u>(1,000)</u>	
o	2,000	4,000	2,000	Lodging - new American Institute of Certified Planners (AICPA) requirements for training
o	2,300	1,600	(700)	Membership Fees & Dues - Memberships for Director and all Planners for American Planning Association (APA), National Trust for Historical Preservation, Maryland Association of Floodplain & Stormwater Managers (MAFSM), and Maryland Association of Historic District Commissions (MAHDC)
o	2,000	0	(2,000)	In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	60,883	60,883	0	Grants & Contributions:
	FY 08	FY 09	Change	
	38,310	49,803	11,493	Operating Dues
	250	250	0	Membership Dues
	15,593	4,100	(11,493)	Training / Education
	6,730	6,730	0	Purchasing Agreement
	<u>60,883</u>	<u>60,883</u>	<u>0</u>	
o	17,666	17,666	0	County Match/Transfers Out - Unified Transportation Work Program

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	54,631	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	60,437	1.00	65,993
Database Administrator	0.00	0	0.00	0	1.00	74,131 A
GIS Coordinator	0.00	0	0.00	0	1.00	111,127 B
GIS Public Access Technician	0.00	0	0.00	0	1.00	56,447 C
Planner I	2.00	75,562	4.00	158,066	5.00	213,220 D
Planner II	5.00	260,558	4.00	228,573	3.00	186,945
Planner III	4.00	319,475	4.00	338,887	4.00	371,000
Planning & Zoning Division Chief	1.00	94,994	0.00	0	0.00	0
Planning Assistant II	1.00	36,978	0.00	0	0.00	0
Programmer Analyst I	0.00	0	0.00	0	1.00	71,974 E
FULL-TIME SALARIES	14.00	842,198	13.00	785,963	17.00	1,150,838
SALARY OFFSET		<u>(139,000)</u>		<u>(157,330)</u>		<u>(133,664) F</u>
TOTAL FULL TIME SALARIES	14.00	703,198	13.00	628,633	17.00	1,017,174
TEMPORARY SALARIES		<u>19,130</u>		<u>10,400</u>		<u>10,400</u>
SALARY TOTAL	<u>14.00</u>	<u>722,328</u>	<u>13.00</u>	<u>639,033</u>	<u>17.00</u>	<u>1,027,574</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		70,720		64,745		106,458
Workers' Compensation		20,928		30,109		40,486
Health Benefits		130,116		145,998		162,872
OPEB		0		27,508		0
FICA		65,992		60,922		88,202
Miscellaneous		<u>1,960</u>		<u>1,820</u>		<u>2,380</u>
TOTAL OTHER PERSONAL SERVICES		<u>289,716</u>		<u>331,102</u>		<u>400,398</u>
TOTAL PERSONAL SERVICES	<u>14.00</u>	<u>1,012,044 *</u>	<u>13.00</u>	<u>970,135</u>	<u>17.00</u>	<u>1,427,971</u>

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

***FY 07 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) Database Administrator, MIS transferred to Planning & Zoning - Comprehensive Planning #2161
- B - One (1) Deputy Chief, MIS transferred to Planning & Zoning Comprehensive Planning and reclassified as a GIS Corrdinator #0079
- C - One (1) GIS Public Access Techician, MIS transferred to Planning & Zoning - Comprehensive Planning #2811
- D - One (1) vacant Planner II position filled as a Planner I - #1253
- E - One (1) Programmer Analyst I, MIS transferred to Planning & Zoning - Comprehensive Planning #1963
- F - Offset - less grant funds available for salary (Critical Care Grant (\$33,000), Transportation Management Grant (\$70,664) & Ag. Preservation (\$30,000)

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To encourage public participation and provide departmental outreach.

Department Objective:

To respond to requests for community presentations and provide educational awareness programs, including the promotion of agricultural and historic preservation and environmental protection, by conducting meetings, events, or other presentations yearly, and by promoting opportunities for public participation.

County Goal(s) Supported:

II. Education

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$870,859	\$947,208	\$1,012,044	\$970,135	\$1,427,971
Number of staff	14	14	14	14	18
<u>Output:</u>					
Number of public meetings scheduled	N/A*	N/A*	163	100	125
<u>Efficiency:</u>					
Amount of staff dollars spent per meeting	N/A*	N/A*	\$6,209	\$9,701	\$11,424
<u>Service Quality:</u>					
Number of meetings held in comparison to number of meeting scheduled	N/A*	N/A*	163 scheduled and 157 held	100 scheduled and 80 held	125 scheduled and 100 held
<u>Outcome:</u>					
Percentage of meetings that were successfully held	N/A*	N/A*	96%	80%	80%

Explanation and Analysis of Performance Measures

Through advisory boards, commissions, and community presentations, we encourage public participation in our planning programs and processes. Participation in presentations promoting preservation programs as well as educational and community related functions to helps us to promote programs.

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

*N/A - These are new measures being tracked by Planning and Zoning, therefore data for previous years is unavailable.

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide quality customer service and enforce regulations in an effective and timely manner.

Department Objective:

To maintain a response time of 30 working days or less to written inquiries and/or requests for information regarding comprehensive planning issues.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$870,859	\$947,208	\$1,012,044	\$970,135	\$1,427,971
Number of staff	14	14	14	14	18
<u>Output:</u>					
Number of written inquiries/requests for information	N/A*	N/A*	644	600	600
<u>Efficiency:</u>					
Amount of staff dollars spent per inquiry/request	N/A*	N/A*	\$1,572	\$1,617	\$2,380
<u>Service Quality:</u>					
Average number of days to respond to each inquiry/request	N/A*	N/A*	1 day	10 days	10 days
<u>Outcome:</u>					
Percent of inquiries/requests responded to within the 30 day goal	N/A*	N/A*	100	100%	100%

Explanation and Analysis of Performance Measures

By keeping the number of working days required to respond to informational requests at 30 or less, we maintain an efficient process in Comprehensive Planning. (Note, this does not include technical analysis or study work.)

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

*N/A - These are new measures being tracked by Planning & Zoning, therefore data for previous years is unavailable.

DEPARTMENT: PLANNING AND ZONING**DIVISION: Current Planning****INDEX: 063000****ORIGIN/PURPOSE:**

The primary responsibility of the Current Planning Division is to enforce the Zoning Code and Subdivision Regulations of the County, including provisions for protection of the natural environment. The Division is comprised of three sections: Development Review, Permits Review and Zoning Enforcement, as well as a planner handling Board of Appeals.

The Development Review Section examines subdivision plans and detailed site plans for all proposed development to ensure compliance with all applicable requirements of the Zoning Code and Subdivision Regulations.

The Permits Review Section has responsibility for coordinating the review and approval of all building permits in conjunction with other County and State agencies. A staff planner is assigned to the coordination of applications with the Board of Appeals and preparation of staff reports.

The Zoning Enforcement Section is responsible for zoning inspections and litigation of violations.

FY '08 - '09 GOALS:

- 1 TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH
- 2 TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,382,894	1,530,055	1,758,227	1,850,813	1,850,813
20	CONTRACTUAL SERVICES	22,819	23,775	27,200	27,900	27,900
30	SUPPLIES & MATERIALS	28,046	22,087	27,700	24,550	24,550
40	BUSINESS & TRAVEL	11,481	12,619	13,750	12,860	12,860
	GRAND TOTAL	<u>1,445,240</u>	<u>1,588,536</u>	<u>1,826,877</u>	<u>1,916,123</u>	<u>1,916,123</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,445,240</u>	<u>1,588,536</u>	<u>1,826,877</u>	<u>1,916,123</u>	<u>1,916,123</u>

DEPARTMENT: PLANNING AND ZONING**DIVISION: Current Planning****INDEX: 063000****FINANCIAL NOTES:**

The \$89,246 net increase in funding for Current Planning is the result of:

	FY 08	FY 09	CHANGE
o		88,093	88,093 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		47,704	47,704 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	1,197,044	1,198,351	1,307 Full Time Salaries
			1,307 Staff Turnover <u>0.11%</u>
o	10,400	10,400	0 Temporary Salaries - One part time inspector / Seasonal Zoning Inspector
o	288,423	271,749	(16,674) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employee share, as well as staff opting for changes in their level of coverage
o	41,896	0	(41,896) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	98,165	110,815	12,650 Pension / Retirement rate adjustments
o	27,292	28,316	1,024 Workers' Compensation rate adjustments
o	91,787	92,165	378 FICA Adjustment
o	28,100	22,650	(5,450) Based on actual expense history:

FY 08	FY 09	Change	
13,000	11,500	(1,500)	Legal Notice
2,500	1,500	(1,000)	Duplicating Machine Supplies
8,000	7,500	(500)	General Office Mailing
1,000	500	(500)	Building Supplies
200	50	(150)	Medical Supplies
1,300	800	(500)	Computer Supplies
500	0	(500)	Other Supplies & Materials
1,600	800	(800)	Non-Targeted Charges - FVS
<u>28,100</u>	<u>22,650</u>	<u>(5,450)</u>	

DEPARTMENT: PLANNING AND ZONING

DIVISION: Current Planning

INDEX: 063000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	11,500	13,200	1,700 Office Equipment - Copier leases 1 @ \$2,755 per year and 1 @ \$8,035 plus extra charges for overages (based on spending)
o	2,500	3,000	500 Telephone Service - increase in cell phone usage and cost
o	50	260	210 Meals - increase based on per diem costs associated with the Environmental training seminar
o	0	500	500 Lodging - increase to send planner to Environmental workshop out of area
o	850	0	(850) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	1,500	1,500	0 Training Seminars, Courses & Mtgs. - allow for staff training/development (GIS, Wetlands and others including increase for American Institute of Certified Planners (AICP) requirement for additional training)

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: CURRENT PLANNING

Index No. 063000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	33,657	1.00	35,714	1.00	38,992
Clerk Typist	1.00	26,137	1.00	26,930	1.00	36,108
Deputy Director of Planning and Zoning	1.00	100,779	1.00	106,906	1.00	116,726
Permits Clerk	1.00	27,466	1.00	29,158	1.00	31,839
Planner I	1.00	40,663	1.00	41,884	1.00	41,876
Planner II	2.00	90,366	2.00	93,151	2.00	100,262
Planner III	4.00	288,817	4.00	306,385	4.00	337,219
Planning Assistant I	1.00	41,412	1.00	34,664	1.00	37,857
Planning Assistant II	7.00	342,828	7.00	349,317	7.00	382,553
Secretary I	1.00	28,301	1.00	30,037	1.00	32,792
Zoning Inspector I	1.00	35,714	0.00	0	0.00	0
Zoning Inspector II	2.00	98,572	3.00	142,898	3.00	156,594
TOTAL FULL-TIME SALARIES	23.00	1,154,712	23.00	1,197,044	23.00	1,312,818
TEMPORARY SALARIES		12,979		10,400		10,400
SALARY TOTAL	23.00	1,167,691	23.00	1,207,444	23.00	1,323,218
OTHER PERSONAL SERVICES						
Pension & Retirement		96,218		98,165		121,311
Workers' Compensation		14,929		27,292		31,067
Health Benefits		243,217		288,423		271,749
OPEB		0		41,896		0
FICA		88,920		91,787		100,248
Miscellaneous		3,220		3,220		3,220
TOTAL OTHER PERSONAL SERVICES		446,504		550,783		527,595
TOTAL PERSONAL SERVICES	23.00	1,614,195 *	23.00	1,758,227	23.00	1,850,813

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

PLANNING & ZONING - CURRENT PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide quality customer service and enforce regulations in an effective and timely manner.

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:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$1,452,590	\$1,552,830	\$1,614,195	\$1,758,227	\$1,850,813
Number of staff	22	22	23	23	23
<u>Output:</u>					
Number of zoning inspection cases	997	1,138	1,065	1,000	1,000
Number of written requests for information	145	161	338	200	250
<u>Efficiency:</u>					
Amount of staff dollars spent per zoning inspection case	\$1,457	\$1,365	\$1,516	\$1,758	\$1,851
Amount of staff dollars spent per informational item request	\$10,018	\$9,645	\$4,776	\$8,791	\$7,403
<u>Service Quality:</u>					
Average number of days to respond to each zoning case	4 days	4 days	7 days	4 days	4 days
Average number of days to respond to each informational request	16 days	18 days	7 days	20 days	20 days
<u>Outcome:</u>					
Percent of zoning inspection cases that receive a response within the target time	100%	100%	84%	100%	100%
Percent of written inquiries and/or requests for information that are fulfilled within the 30 day requirement	100%	100%	100%	100%	100%

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, we maintain an efficient process in zoning enforcement. (Please note, this does not include technical analysis requests, or Development Review projects.)

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

DEPARTMENT: PLANNING AND ZONING

DIVISION: 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. 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.

About 25% of the easement purchases are paid for by the County in cash; while 75% 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. An IPA can range in years from 10, 20, or 30 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 lump sum 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.

By July 2008, the County will have purchased an estimated 43,000 acres of farmland through County, State and Federal Agricultural Preservation programs.

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - County

INDEX: 064270

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	0	0	132,432	77,525	77,525
50	CAPITAL OUTLAY	2,749,457	6,146,709	12,367,568	1,708,683	1,708,683
70	MISCELLANEOUS	(323,592)	(687,505)	500,000	500,000	500,000
	GRAND TOTAL	<u>2,425,865</u>	<u>5,459,204</u>	<u>13,000,000</u>	<u>2,286,208</u>	<u>2,286,208</u>
<u>SUMMARY BY FUND:</u>						
27	AG PRESERVATION - COUNTY	<u>2,425,865</u>	<u>5,459,204</u>	<u>13,000,000</u>	<u>2,286,208</u>	<u>2,286,208</u>
<u>SUMMARY BY DIVISION:</u>						
064270	AG PRESERVATION - COUNTY	<u>2,425,865</u>	<u>5,459,204</u>	<u>13,000,000</u>	<u>2,286,208</u>	<u>2,286,208</u>
	GRAND TOTAL	<u>2,425,865</u>	<u>5,459,204</u>	<u>13,000,000</u>	<u>2,286,208</u>	<u>2,286,208</u>

DEPARTMENT: PLANNING AND ZONING**DIVISION: Agricultural Preservation - County****INDEX: 064270****FINANCIAL NOTES:**

The (\$10,713,792) net decrease in funding for Agricultural Preservation - County Program is the result of:

	FY 08	FY 09	CHANGE
o		3,290	3,290 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		1,597	1,597 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	97,844	43,888	(53,956) Full Time Salaries (53,956) Staff Turnover <u>(122.94%)</u>
o	7,954	4,025	(3,929) Pension / Retirement rate adjustments
o	352	1,962	1,610 Workers' Compensation rate adjustments
o	15,253	14,081	(1,172) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	3,425	5,185	1,760 OPEB - this is not a % of salaries by division, for FY 09 OPEB has been estimated by the Department of Treasury
o	7,464	3,357	(4,107) FICA Adjustment
o	12,367,568	1,708,683	(10,658,885) Agricultural Purchases - Agricultural Preservation easement purchases
o	500,000	500,000	0 Agricultural Preservation - This allocation is used as a match to easement purchases made by the State through the Maryland Agricultural Land Preservation Foundation. These funds are only tapped when matching funds under the County's State Agricultural Preservation have been exhausted for the fiscal year.

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - AG PRESERVATION - COUNTY
DIVISION: AG PRESERVATION - COUNTY

Index No. 064270

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Ag Specialist / Planner II	<u>0.00</u>	<u>0</u>	<u>1.00</u>	<u>97,844</u>	<u>1.00</u>	<u>47,917</u>
SALARY TOTAL	<u>0.00</u>	<u>0</u>	<u>1.00</u>	<u>97,844</u>	<u>1.00</u>	<u>47,917</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		7,955		4,394
Workers' Compensation		0		352		2,142
Health Benefits		0		15,253		14,081
OPEB		0		3,424		0
FICA		0		7,464		3,666
Miscellaneous		0		140		140
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>34,588</u>		<u>24,423</u>
TOTAL PERSONAL SERVICES	<u>0.00</u>	<u>0 *</u>	<u>1.00</u>	<u>132,432</u>	<u>1.00</u>	<u>72,340</u>

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PLANNING AND ZONING

DIVISION: 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. 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:

- o a portion of the State's Property Transfer Tax, which is assessed on all real property transfers
- o Local subdivision matching funds for easement purchases
- o 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 with the local as follows:
 - ◇ 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.

By July 2008, the County will have purchased an estimated 43,000 acres of farmland through County, State and Federal Agricultural Preservation programs.

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	0	350	4,000	1,000	1,000
30	SUPPLIES AND MATERIALS	0	1,695	14,500	3,500	3,500
40	BUSINESS AND TRAVEL	0	0	1,500	1,500	1,500
70	MISCELLANEOUS	323,592	1,249,283	675,000	779,017	779,017
	GRAND TOTAL	353,592	1,281,328	725,000	815,017	815,017
<u>FUNDING SOURCE:</u>						
28	AGRICULTURAL PRESERVATION - STATE	353,592	1,281,328	725,000	815,017	815,017
<u>SUMMARY BY DIVISION:</u>						
064280	AGRICULTURAL PRESERVATION - STATE	353,592	1,281,328	725,000	815,017	815,017
		353,592	1,281,328	725,000	815,017	815,017

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

FINANCIAL NOTES:

The \$90,017 net increase in funding for Agricultural Preservation - State Program is the result of:

	FY 08	FY 09	CHANGE
o	30,000	30,000	0 Full-time Salaries - offsets a Planner III position in Comprehensive Planning #062000. This planner is Harford County's Program Administrator for the County's State Ag Preservation Program.
o	2,500	1,000	(1,500) Other Professional Services - catering services for AG program functions to promote program
o	16,000	3,500	(12,500) Line items adjusted due to costs associated with Ag program promotions:
	FY 08	FY 09	Change
	1,500	400	(1,100) Other Supplies & Materials
	1,500	1,000	(500) Printing-In-House
	10,500	2,000	(8,500) Printing - Commercial
	0	100	100 General Office Supplies
	1,500	0	(1,500) Space & Real Estate Rental
	1,000	0	(1,000) Other Food Supplies
	<u>16,000</u>	<u>3,500</u>	<u>(12,500)</u>
o	675,000	779,017	104,017 Agricultural Preservation - Harford County's match to (MALPF) Maryland Agricultural Land Preservation Foundation for easement purchases the Foundation will make on the County's behalf - based on actual expense history and consistent with request.

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - AG PRESERVATION - STATE
DIVISION: AG PRESERVATION - STATE

Index No. 064280

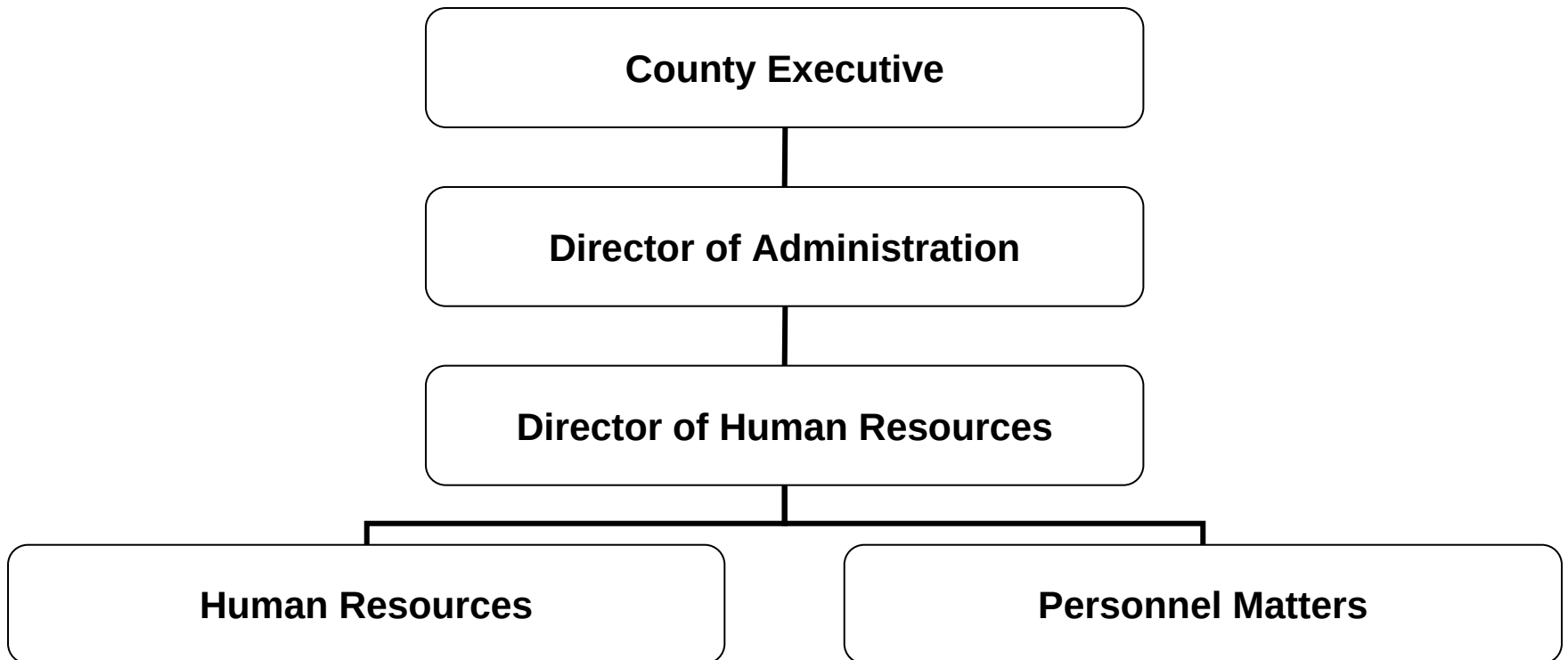
POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner III		<u>30,000</u>		<u>30,000</u>		<u>30,000</u>
TOTAL PERSONAL SERVICES		<u>30,000</u> *		<u>30,000</u>		<u>30,000</u>

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

GRANTS PLANNING AND ZONING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Critical Area Management Grant	33,000	0	06/30/09 State Recurring	The County is required by law to implement the Harford County Chesapeake Bay Critical Area Management Program. Grant contributes to the salary of one or more full-time County budgeted positions and some costs for printing, postage, etc. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries in the amount of \$33,000.	The County is required, by law, to continue to operate the program if grant ends. Salary costs would increase due to the loss of the grant offset of County funded personnel.
Unified Transportation Work Program	88,330	17,666	06/30/09 Federal Recurring	Supports the Regional Transportation Planning Process which is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. Grant offsets the salaries of County-funded personnel and helps to purchase software/equipment and training to complete associated work. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries.	This grant supports a federally mandated program. No additional staff would be required. Salary costs would increase due to the loss of the grant offset for County funded personnel.
TOTALS:	\$121,330	\$17,666			

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DEPARTMENT OF HUMAN RESOURCES



HUMAN RESOURCES

ORIGIN/PURPOSE:

The Department of Human Resources was originally formed under Harford County Charter, Article IV, Section 402 (amended by Bill No. 88 - 35) and Sections 601 - 607 as the Office of Personnel. Bill No. 91 - 37 changed the name to more accurately reflect the duties and responsibilities of the department.

The department is divided into four vital areas of responsibility: Recruitment and Selection; Employee Benefits; Wellness & Training; Classification, Compensation and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations activities are also responsibilities of the department.

MISSION STATEMENT:

PROMOTE A POSITIVE ATTITUDE WITHIN THE WORKFORCE THROUGH COMMUNICATION AND EDUCATION OF POLICIES, PROCEDURES AND PROGRAMS WITH SUPPORT, EQUALITY, TRUST AND RESPECT

FY '08 - '09 KEY GOALS:

- 1 TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ASCERTAIN THE RETENTION OF EMPLOYEES
- 2 TO EDUCATE AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE

HUMAN RESOURCES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,954,356	1,731,108	2,435,036	2,409,267	2,409,267
20	CONTRACTUAL SERVICES	236,163	237,248	535,000	517,000	354,000
30	SUPPLIES & MATERIALS	51,180	45,691	49,200	37,000	37,000
40	BUSINESS & TRAVEL	37,230	33,119	45,300	159,650	159,650
50	CAPITAL OUTLAY	26,859	6,518	0	0	0
70	MISCELLANEOUS	100,015	151,546	153,000	138,000	138,000
80	INTER-GOVERNMENTAL	0	0	0	3,360	3,360
	GRAND TOTAL	2,405,803	2,205,230	3,217,536	3,264,277	3,101,277
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,803,224	1,867,926	2,247,536	2,281,052	2,208,052
25	HIGHWAYS	478,611	213,041	591,900	600,425	555,425
51	WATER & SEWER OPERATING	123,968	124,263	378,100	382,800	337,800
	GRAND TOTAL	2,405,803	2,205,230	3,217,536	3,264,277	3,101,277
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
082000	HUMAN RESOURCES	828,528	812,807	997,636	979,917	979,917
084110	GENERAL - PERSONNEL MATTERS	974,696	1,055,119	1,249,900	1,301,135	1,228,135
<u>HIGHWAYS FUND:</u>						
084250	HIGHWAYS - PERSONNEL MATTERS	478,611	213,041	591,900	600,425	555,425
<u>WATER & SEWER FUND:</u>						
084510	WATER & SEWER - PERSONNEL MATTERS	123,968	124,263	378,100	382,800	337,800
	GRAND TOTAL	2,405,803	2,205,230	3,217,536	3,264,277	3,101,277

HUMAN RESOURCES

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,436,122	1,470,818	1,708,536	1,709,542	1,709,542
20	CONTRACTUAL SERVICES	163,477	173,234	304,500	286,500	213,500
30	SUPPLIES & MATERIALS	51,180	45,691	49,200	37,000	37,000
40	BUSINESS & TRAVEL	37,230	33,119	45,300	119,650	119,650
50	CAPITAL OUTLAY	26,859	6,518	0	0	0
70	MISCELLANEOUS	88,356	138,546	140,000	125,000	125,000
80	INTER-GOVERNMENTAL	0	0	0	3,360	3,360
	GRAND TOTAL	1,803,224	1,867,926	2,247,536	2,281,052	2,208,052

SUMMARY BY FUND:

11	GENERAL	1,803,224	1,867,926	2,247,536	2,281,052	2,208,052
	GRAND TOTAL	1,803,224	1,867,926	2,247,536	2,281,052	2,208,052

SUMMARY BY DIVISION:

GENERAL FUND:

082000	HUMAN RESOURCES	828,528	812,807	997,636	979,917	979,917
084110	GENERAL - PERSONNEL MATTERS	974,696	1,055,119	1,249,900	1,301,135	1,228,135
	GRAND TOTAL	1,803,224	1,867,926	2,247,536	2,281,052	2,208,052

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****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 its duties and responsibilities. The department is divided into four vital areas of responsibility: Recruitment and Selection; Employee Benefits; Wellness & Training; Classification and Compensation; and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations activities are also responsibilities of the department.

FY '08 - '09 GOALS:

- 1 TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ASCERTAIN THE RETENTION OF EMPLOYEES
- 2 TO EDUCATE, MAINTAIN AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE
- 3 TO PRESERVE THE HEALTH AND WELL BEING OF HARFORD COUNTY EMPLOYEES BY PROMOTING WELLNESS

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	713,614	728,785	882,036	901,807	901,807
20	CONTRACTUAL SERVICES	13,548	12,875	28,100	23,100	23,100
30	SUPPLIES & MATERIALS	37,277	31,510	42,200	32,000	32,000
40	BUSINESS & TRAVEL	37,230	33,119	45,300	19,650	19,650
50	CAPITAL OUTLAY	26,859	6,518	0	0	0
80	INTERGOVERNMENTAL	0	0	0	3,360	3,360
	GRAND TOTAL	828,528	812,807	997,636	979,917	979,917
	<u>FUNDING SOURCE:</u>					
11	GENERAL	828,528	812,807	997,636	979,917	979,917

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****FINANCIAL NOTES:**

The (\$17,719) net decrease in funding for Human Resources is the result of:

	FY 08	FY 09	CHANGE
o	597,126	561,517	(35,609) Full-Time Salaries
			(24,251) Staff Turnover (4.32%)
			(11,358) Step/Grade adjustments based on recommendations of the Department of Human Resources
			<u>(35,609)</u>
o			36,527 FY 09 Wage Package of a Merit increase + 3% COLA for eligible staff
o			17,939 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
			New position for FY 09:
o		43,343	43,343
			# of positions 1
			Salary 32,800
			Fringe 10,543
			Total 43,343
			One Human Resources Clerk position converted from temporary to permanent for FY 09
o	66,963	44,823	(22,140) Temporary Salaries provide for a CDL Trainer and a summer hire. Decrease based on actual expenses
o	85,177	92,768	7,591 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	50,281	51,491	1,210 Pension / Retirement rate adjustments
o	20,899	0	(20,899) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	51,834	46,742	(5,092) FICA rate adjustments
o	4,000	1,000	(3,000) Overtime adjustment based on actual expense history

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	20,000	0	(20,000) In-House Training centralized under Human Resources - Personnel Matters for better control
o	0	3,360	3,360 Fleet Management Rentals - All vehicles are now repaced under the new fleet management program. These funds provide for the replacement of 1 vehicle.
o	70,900	50,050	(20,850) Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
8,000	6,000	(2,000)	Telephone Service
9,000	7,000	(2,000)	Management Services
2,200	1,200	(1,000)	Office Equipment Services
12,000	10,000	(2,000)	General Office Supplies
7,000	5,000	(2,000)	Printing In-House
8,000	6,000	(2,000)	Printing - Commercial
700	600	(100)	Delivery Charges
1,500	500	(1,000)	Meal - Special Purpose
150	50	(100)	Parking and Tolls
1,000	750	(250)	Transportation Costs
2,500	500	(2,000)	Audio-Visual Supplies
100	0	(100)	Medical Supplies
3,200	2,200	(1,000)	Other Supplies and Materials
3,000	2,000	(1,000)	Lodging
3,000	2,500	(500)	Fuel Charges
1,500	1,000	(500)	Mileage
6,750	3,750	(3,000)	Training Seminars, Courses, & Meetings
1,300	1,000	(300)	Meals
70,900	50,050	(20,850)	

DIVISION STAFF SUMMARY

DEPARTMENT: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES

Index No. 082000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	66,458	1.00	73,265	1.00	56,229
Administrative Specialist I	1.00	53,046	1.00	56,281	0.00	0
Benefits Program Manager	1.00	60,801	1.00	64,508	1.00	71,126
Clerk Typist	1.00	26,137	0.00	0	0.00	0
Deputy Director of Human Resources	1.00	79,569	1.00	84,411	1.00	93,076
Director, Human Resources	1.00	110,933	1.00	107,699	1.00	110,933
Human Resources Analyst	1.00	55,317	1.00	58,680	1.00	55,297
Human Resources Clerk	1.00	30,015	2.00	60,994	3.00	100,453 A
Human Resources Specialist	1.00	45,784	1.00	48,569	3.00	150,587 B
Human Resources Technician	1.00	40,276	1.00	42,719	0.00	0
TOTAL FULL-TIME SALARIES	10.00	568,336	10.00	597,126	11.00	637,701
TEMPORARY SALARIES		48,934		66,963		47,512
SALARY TOTAL	10.00	617,270	10.00	664,089	11.00	685,213
OTHER PERSONAL SERVICES						
Pension & Retirement		46,831		50,281		59,087
Workers' Compensation		8,075		4,356		4,769
Health Benefits		105,788		85,177		97,526
OPEB		0		20,899		0
Overtime		5,000		4,000		1,000
FICA		46,016		51,834		52,672
Miscellaneous		1,400		1,400		1,540
TOTAL OTHER PERSONAL SERVICES		213,110		217,947		216,594
TOTAL PERSONAL SERVICES	10.00	830,380	10.00	882,036	11.00	901,807

*FY 07 Salaries and Other Professional Services are enacted not audited amounts.

A - One (1) Human Resources Clerk position created in FY 09 due to workload - #3504

B - One (1) Administrative Specialist I position and one (1) Human Resources Technician position upgraded to Human Resources Specialists - #1988, #0199

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To increase the proficiency of the recruitment and selection process and to ensure the retention of employees.

Department Objective:

To diversify the County workforce through objective fair management practices in the recruitment and selection process.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$20,000	\$20,000	\$7,750	\$22,000	\$22,000
Number of staff	5	5	5	5	5
<u>Output:</u>					
Number of employment applications processed	2,570	2,380	3,349	2,004	2,150
Number of position postings	147	75	189	157	175
Number of employees hired	233	201	326	205	210
Percent of minority applicants hired	12%	12%	11%	18%	18%
<u>Efficiency:</u>					
Percent of position vacancies filled with qualified candidates	100%	100%	100%	100%	100%
<u>Service Quality:</u>					
Percent of interviews monitored for fair practice	12%	10%	1%	1%	15%
<u>Outcome:</u>					
Percent of employees who complete probationary period	98%	98%	98%	98%	98%

Explanation and Analysis of Performance Measures

These performance measures reflect the ability to effectively recruit qualified candidates to include minority representation through fair employment practices.

Major Related Plans and Policies

EEO / Affirmative Action

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To educate, maintain, and develop a highly trained County workforce.

Department Objective:

To conduct continuing education programs and opportunities for County employees.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	\$20,000	\$20,000	\$20,000	\$20,000
Number of staff	N/A*	1	1	1	1
<u>Output:</u>					
Number of management classes scheduled	N/A*	23	10	25	25
Number of computer skills classes scheduled	N/A*	45	37	45	45
<u>Efficiency:</u>					
Distributed cost of management courses	N/A*	\$21,826	\$17,302	\$25,000	\$25,000
Distributed cost of Human Resource courses	N/A*	\$0	\$0	\$0	\$0
Distributed cost of computer skills courses	N/A*	\$21,210	\$27,572	\$45,000	\$45,000
<u>Service Quality:</u>					
Number of management classes cancelled	N/A*	5	0	N/A	N/A
Number of computer skills classes cancelled	N/A*	17	7	N/A	N/A
<u>Outcome:</u>					
Number of employees attending management classes	N/A*	238	156	250	200
Number of employees attending Human Resource classes	N/A*	252	165	300	300
Number of employees attending computer classes	N/A*	278	289	350	350

Explanation and Analysis of Performance Measures

Human Resources will continue management, computer, and Human Resource courses to further benefit not only the employees, but the efficiency of County Government.

*N/A - These are new measures being tracked by Human Resources, therefore, data for previous years is unavailable.

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To preserve the health and well being of Harford County employees by promoting wellness.

Department Objective:

To communicate the wellness message of good health and disease prevention.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	43,000	40,000	40,000	40,000
Number of staff	N/A*	1	1	1	1
Amount spent on preventive services	N/A*	\$20,131	\$23,255	\$35,000	\$23,500
Amount spent on wellness fairs and promotions	N/A*	\$14,755	\$15,102	\$20,000	\$15,500
<u>Output:</u>					
Number of flu shots for employees/retirees	N/A*	375	591	425	600
Number of wellness fairs, including on-site visitations	4	5	1	1	1
<u>Service Quality:</u>					
Percent of employees reached via promotions and preventive services	N/A*	55%	55%	65%	60%
Percent of employees/retirees who participated in wellness fairs	N/A*	40%	40%	60%	55%
<u>Outcome:</u>					
Benefits preserved with no reduction in service?	N/A*	Yes	Yes	Yes	Yes
Percent of increase in health care benefit costs	N/A*	6.4%	8.0%	2.7%	2.7%

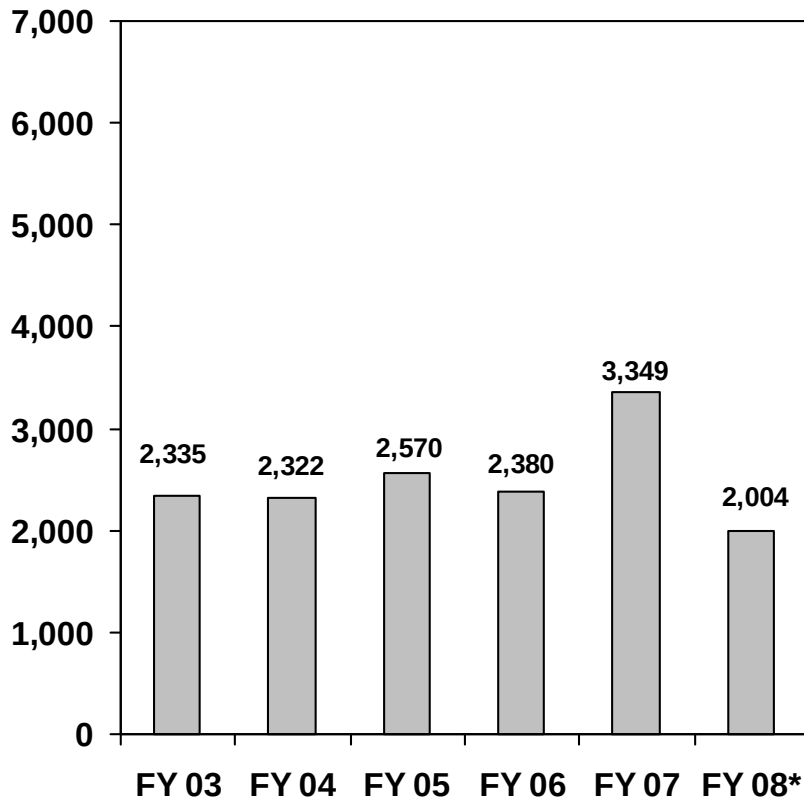
Explanation and Analysis of Performance Measures

Expanded wellness fairs to benefits open enrollment period. On-site wellness fair at Parks & Recreation, plus fitness fair and wellness fair distribution of monthly wellness newsletter expanded to include retirees.

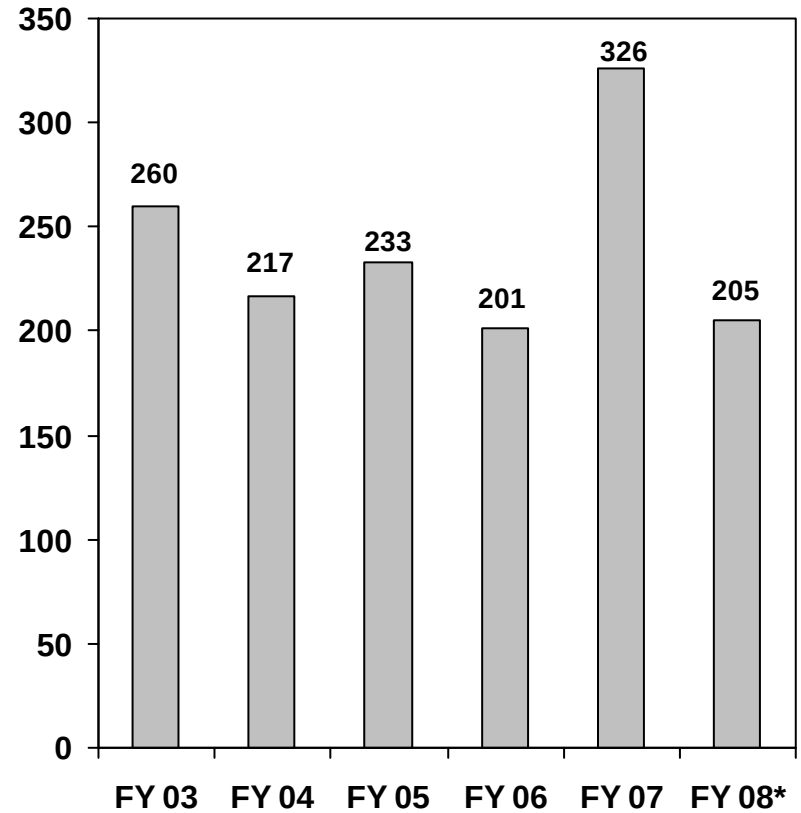
*N/A - These are new measures being tracked by Human Resources, therefore data for previous years is unavailable.

Department of Human Resources

Applications Processed



Employees Hired



*As of June, 2008

DEPARTMENT: 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 provided 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,240,742	1,002,323	1,553,000	1,507,460	1,507,460
20	CONTRACTUAL SERVICES	222,615	224,373	506,900	493,900	330,900
30	SUPPLIES & MATERIALS	13,903	14,181	7,000	5,000	5,000
40	BUSINESS & TRAVEL	0	0	0	140,000	140,000
70	MISCELLANEOUS	100,015	151,546	153,000	138,000	138,000
	GRAND TOTAL	1,577,275	1,392,423	2,219,900	2,284,360	2,121,360
<u>SUMMARY BY FUND:</u>						
11	GENERAL	974,696	1,055,119	1,249,900	1,301,135	1,228,135
25	HIGHWAYS	478,611	213,041	591,900	600,425	555,425
51	WATER & SEWER	123,968	124,263	378,100	382,800	337,800
		1,577,275	1,392,423	2,219,900	2,284,360	2,121,360
<u>SUMMARY BY DIVISION:</u>						
084110	GENERAL - PERSONNEL MATTERS	974,696	1,055,119	1,249,900	1,301,135	1,228,135
084250	HIGHWAYS - PERSONNEL MATTERS	478,611	213,041	591,900	600,425	555,425
084510	WATER & SEWER - PERSONNEL MATTERS	123,968	124,263	378,100	382,800	337,800
		1,577,275	1,392,423	2,219,900	2,284,360	2,121,360

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS

INDEX: 084110, 084250, 084510

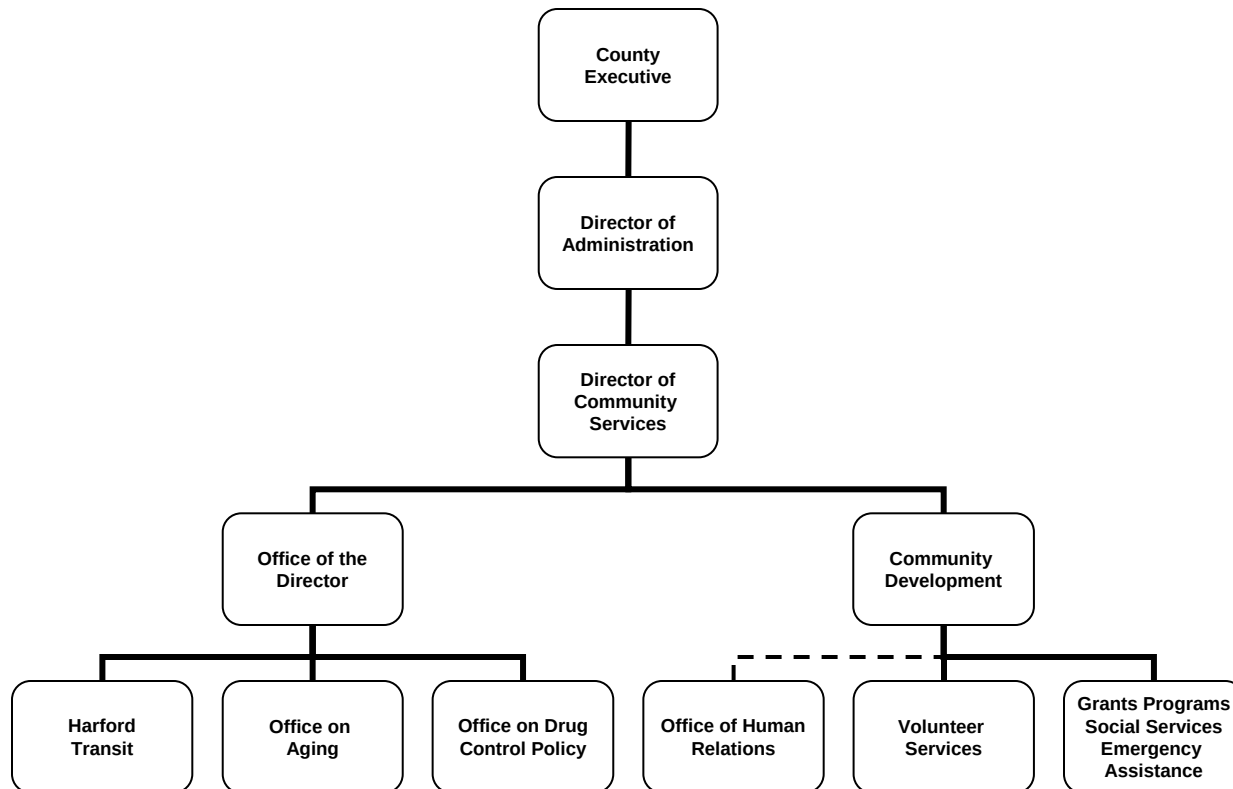
GENERAL PERSONNEL MATTERS INDEX # 084110	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
1102 Special Pays For anticipated retirement leave payouts	679,438	694,166	750,000	750,000	750,000
1602 Social Security	43,070	47,867	76,500	57,735	57,735
2401 Personnel / Recruitment	7,177	6,070	13,000	10,000	10,000
2601 Medical Services	107,918	111,542	75,000	81,000	143,000
2602 Legal Services	2,156	2,669	3,400	3,400	3,400
2603 Management Services Wellness Program	30,730	34,983	40,000	34,000	34,000
2699 Other Professional Services Consultant fees for health benefits, workload analysis study, and EOC recruitment / retention study - FY 09 funds eliminated by County Council Amendment #101	1,948	5,095	145,000	135,000	0
3511 Recreation Supplies County Store Inventory	13,903	14,181	7,000	5,000	5,000
4702 In-House Training Consolidated from other departments for better control	0	0	0	100,000	100,000
7101 Grant & Contributions Sign-on bonuses for teachers Bonuses for deputies moved to Harford County Sheriff's Office	61,000	108,000	115,000	100,000	100,000
7703 Service Awards	27,356	30,546	25,000	25,000	25,000
TOTAL INDEX	974,696	1,055,119	1,249,900	1,301,135	1,228,135

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS**INDEX: 084110, 084250, 084510**

HIGHWAYS FUND PERSONNEL MATTERS INDEX #084250	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
1102 Special Pays For anticipated retirement leave payouts	433,271	175,129	450,000	450,000	450,000
1602 Social Security	24,314	13,161	45,900	34,425	34,425
2401 Personnel / Recruitment	641	627	4,000	4,000	4,000
2601 Medical Services	7,380	7,150	30,000	31,000	31,000
2602 Legal Services	2,156	2,669	3,500	3,500	3,500
2603 Management Services Wellness Program	4,186	6,264	7,000	6,000	6,000
2699 Other Professional Services Consultant fees for health benefits and workload analysis study - FY 09 funds eliminated by County Council Amendment # 102	721	1,541	45,000	45,000	0
4702 In-House Training Consolidated from other departments for better control	0	0	0	20,000	20,000
7703 Service Awards	5,942	6,500	6,500	6,500	6,500
TOTAL INDEX	478,611	213,041	591,900	600,425	555,425
WATER & SEWER PERSONNEL MATTERS INDEX #084510					
1102 Special Pays For anticipated retirement leave payouts	56,339	66,883	200,000	200,000	200,000
1602 Social Security	4,310	5,117	30,600	15,300	15,300
2401 Personnel / Recruitment	641	1,053	5,000	5,000	5,000
2601 Medical Services	49,898	35,410	80,000	81,000	81,000
2602 Legal Services	2,156	2,669	4,000	4,000	4,000
2603 Management Services Wellness Program	4,186	5,090	7,000	6,000	6,000
2699 Other Professional Services Consultant fees for health benefits and workload analysis study - FY 09 funds eliminated by County Council Amendment # 103	721	1,541	45,000	45,000	0
4702 In-House Training Consolidated from other departments for better control	0	0	0	20,000	20,000
7703 Service Awards	5,717	6,500	6,500	6,500	6,500
TOTAL INDEX	123,968	124,263	378,100	382,800	337,800

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DEPARTMENT OF COMMUNITY SERVICES



COMMUNITY SERVICES

ORIGIN/PURPOSE:

The Department of Community Services was established pursuant to Chapter 16, Article IV, Section 22 of the Harford County Code.

The Department of Community Services coordinates programs which meet an array of needs in Harford County. The agencies and programs that provide services are: Community Development; Grant-in-Aid; Block Grant / Home Programs; Disabilities Coordination; the Office on Aging; the Office of Drug Control Policy; Commission for Women; Volunteer Connection; Human Relations; Mediation Commission; Harford Transit; Transitional Services, Kids C.A.N. Mentoring Program, and the Rideshare Program.

The Department also meets the needs of the community by developing and maintaining close working relationships with other County, State, and private agencies. This effort has created an all encompassing network of core service provision for our citizens.

MISSION STATEMENT:

TO PROVIDE A NETWORK OF HUMAN SERVICES THAT IS EFFICIENT, EFFECTIVE, AND RESPONSIVE TO THE NEEDS OF HARFORD COUNTY CITIZENS

FY '08 - '09 KEY GOALS:

- 1 TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY
- 2 TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HUMAN SERVICES TO HARFORD COUNTY CITIZENS
- 3 TO PROVIDE INFORMATION AND ASSISTANCE TO THE ELDERLY IN ORDER TO ENABLE THEM TO REMAIN INDEPENDENT WITH AN ENHANCED QUALITY OF LIFE
- 4 TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

COMMUNITY SERVICES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,575,339	2,698,740	3,531,079	3,752,409	3,752,409
20	CONTRACTUAL SERVICES	262,765	261,933	365,613	468,245	468,245
30	SUPPLIES & MATERIALS	65,225	81,245	118,300	99,485	99,485
40	BUSINESS & TRAVEL	191,080	249,935	244,740	286,860	286,860
50	CAPITAL OUTLAY	19,470	192,360	294,000	0	0
70	MISCELLANEOUS	2,034,824	2,234,725	2,948,187	3,668,527	3,788,034
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	39,424	39,424
	GRAND TOTAL	5,148,703	5,718,938	7,501,919	8,314,950	8,434,457

SUMMARY BY FUND:

11	GENERAL	5,148,703	5,718,938	7,501,919	8,314,950	8,434,457
	GRAND TOTAL	5,148,703	5,718,938	7,501,919	8,314,950	8,434,457

SUMMARY BY DIVISION:

091000	DIRECTOR OF COMMUNITY SERVICES	555,151	634,646	663,069	712,115	712,115
094000	OFFICE OF DRUG CONTROL POLICY	518,091	709,361	821,824	1,087,985	1,087,985
095000	COMMUNITY DEVELOPMENT	1,511,483	1,585,999	1,848,102	2,342,702	2,344,702
096300	EMERGENCY ASSISTANCE	198,324	202,543	209,017	196,424	196,424
097100	OFFICE ON AGING	1,086,863	981,349	1,533,381	1,597,753	1,597,753
097200	HARFORD TRANSIT	1,278,791	1,605,040	2,426,526	2,377,971	2,495,478
	GRAND TOTAL	5,148,703	5,718,938	7,501,919	8,314,950	8,434,457

SUMMARY OF GRANT BUDGETS

1,975,689

COMMUNITY SERVICES

FINANCIAL NOTES:

The \$932,538 net increase in funding for Community Services is the result of:

	FY 08	FY 09	CHANGE
o		120,932	120,932 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		170,897	170,897 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	541,871	565,945	24,074 Temporary Salaries - this increase is primarily due to the loss of grant funding for 50% of an Evaluator's salary in the division of Office of Drug Control
o	1,986,968	1,972,362	(14,606) Full Time Salaries
			(3,049) Salary Step & / or Grade adjustments based on the recommendations of the Dept. of Human Resources
			(11,557) Staff Turnover (.59%)
			<u>(14,606)</u>
o	450,935	419,944	(30,991) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	192,686	215,544	22,858 Pension / Retirement rate adjustments
o	46,462	48,341	1,879 Workers' Compensation rate adjustments
o	69,543	0	(69,543) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	199,524	195,354	(4,170) FICA adjustments
o	8,320	0	(8,320) Uniform Rental - uniforms no longer rented
o	22,596	32,770	10,174 Office Equipment - based on actual and current leases: Office of Director +\$8,000; Office on Aging +\$1,610 and Harford Transit +\$564

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 08 FY 09 CHANGE

o 194,135 294,843 100,708 Other Professional Services

Index	FY 08	FY 09	Change	Explanation
#091000 Director of CS	25,200	33,133	7,933	Women's programs, sign language interpreters, and Children's Council @ \$18,200 and B & D contract @ \$14,933
#094000 Ofc of Drug Control Policy	134,350	209,350	75,000	Kids Can Program @ \$2,350, Juvenile Drug Court - urinalysis and psychological examinations @ \$32,000 Counseling Services for people with dual diagnosis contract is anticipated to increase @ \$115,000 In-patient beds for substance abuse treatment @ \$60,000
#095000 Community Development	14,060	27,060	13,000	Bowman System HMIS contract increases \$10,000 to \$20,000 for one-time upgrade to open system to all providers and less grant funding; Harford's Most Beautiful moved from #7101 +\$3,000, Minority business luncheon, Martin Luther King breakfast, etc. @ \$4,060
#097100 Ofc on Aging	8,850	14,300	5,450	Bus vouchers for indigent seniors, program licensing, data conversion, and temporary services. Increase due to "Aim" program becoming web-based and five additional licenses.
#097200 Harford Transit	11,675	11,000	(675)	Route Match software services contract @ \$9,675 and uniform repairs / emblems and miscellaneous expenses @ \$1,325
Dept Total	194,135	294,843	100,708	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	2,300	0	(2,300)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	3,000	6,400	3,400	Uniforms Purchase - increase to purchase ten sets of uniforms @ \$640 each
o	475,507	498,902	23,395	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	25,275	27,975	2,700	Electricity
	17,250	15,000	(2,250)	Heating Fuel
	40,800	44,100	3,300	Telephone Service
	2,500	1,500	(1,000)	Other Advertising
	4,000	5,100	1,100	Co Facility Repair & Renovation
	14,675	12,775	(1,900)	Grounds Maintenance
	17,722	16,482	(1,240)	Building / Custodial Services
	20,265	16,400	(3,865)	General Office Supplies
	6,150	3,600	(2,550)	Printing In-House
	26,600	27,600	1,000	Printing - Commercial
	20,485	8,235	(12,250)	General Office Mailing
	6,250	3,250	(3,000)	Meals - Special Purpose
	5,400	6,000	600	Other Food Supplies
	1,500	1,000	(500)	Computer Supplies
	24,845	23,645	(1,200)	Other Supplies & Materials
	46,775	60,775	14,000	County Owned Vehicles
	95,680	115,380	19,700	Fuel
	55,000	70,000	15,000	Non -Targeted Vehicle Maintenance
	12,425	9,800	(2,625)	Mileage
	3,900	4,400	500	Meals
	4,425	2,950	(1,475)	Lodging
	12,300	13,550	1,250	Transportation Costs
	1,220	720	(500)	Professional Books
	2,640	2,240	(400)	Membership Fees & Dues
	7,425	6,425	(1,000)	Training Seminars, Courses
	<u>475,507</u>	<u>498,902</u>	<u>23,395</u>	
o	294,000	0	(294,000)	Equipment - all vehicles now replaced under the new fleet management program through a yearly lease

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	0	39,424	39,424	Fleet Management Rental - lease to replace: one (1) 1/4 ton SUV #0846 two (2) buses #0814, #0808
o	202,275	732,845	530,570	Grants & Contributions
	FY 08	FY 09	Change	
	5,000	5,000	0	Office of Director - Earning by Learning
	14,000	14,000	0	Office of Director - Child care through Open Doors
	2,000	2,000	0	Office of Director - New Visions for Women
	25,235	27,505	2,270	Office of Director - Mediation Coordinator salary contribution
	5,500	6,000	500	Office of Drug Control - Prevention Associate salary contribution
	38,000	166,000	128,000	Office of Drug Control - Homecoming / Mann House support
	35,000	35,000	0	Office of Drug Control - miscellaneous drug grants
	20,000	20,000	0	Office of Drug Control - Service Reform Initiative
	0	12,000	12,000	Office of Drug Control - salary contribution for Accounting position (previously charged to grant)
	0	110,000	110,000	Community Development - Special Resource Officer for Alternative Education School
	0	100,000	100,000	Community Development - Harris Field grant
	4,200	0	(4,200)	Community Development - Harford's Most Beautiful program moved to #2699 and #3599
	0	150,000	150,000	Community Development - YMCA Aquatics Center - match for Mikulski grant (2 year match)
	0	32,000	32,000	Community Development - Salary / benefit support for Rideshare Coordinator not covered by grant
	53,340	53,340	0	Emergency Assistance - Department of Social Services
	<u>202,275</u>	<u>732,845</u>	<u>530,570</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,691,612	1,975,689	284,077	County Match / Transfers Out
	FY 08	FY 09	Change	
	80,000	80,000	0	Office of Drug Control - CSAFE - for teacher's salaries and bus transportation costs, deputy overtime
	10,000	0	(10,000)	Office of Drug Control - Law Enforcement Block Grant no longer available
	50,000	0	(50,000)	Office of Drug Control - Bureau of Justice Assistance Grant (BJA) formerly Byrne Grant reallocated to Miscellaneous Grants
	0	20,000	20,000	Office of Drug Control - DUI Court Grant
	0	50,000	50,000	Office of Drug Control - for miscellaneous grant matches reallocated from the BJA grant
	8,000	0	(8,000)	Office of Drug Control - CINS grant no longer available
	176,900	194,135	17,235	Community Development - HOME grant
	17,600	17,600	0	Community Development - Emergency Shelter Grant
	19,349	19,349	0	Community Development - American Dream Down Payment Program
	19,000	25,570	6,570	Community Development - RSVP match
	186,106	238,055	51,949	Office on Aging - IIIB Human Services - Havre de Grace Activity Center opening, growing population
	0	10,293	10,293	Office on Aging - Medicaid Waiver
	30,549	10,081	(20,468)	Office on Aging - IIIC1
	18,681	22,287	3,606	Office on Aging - IIIE Caretakers
	14,263	14,543	280	Office on Aging - Sr Health Ins Advocacy
	8,084	5,451	(2,633)	Office on Aging - CAMM
	16,461	17,014	553	Office on Aging - IIIA Area Agency Admin
	12,000	12,000	0	Office on Aging - Senior Classes
	269,634	285,844	16,210	Harford Transit - SSTAP
	543,570	612,711	69,141	Harford Transit - Section 5307
	161,000	161,000	0	Harford Transit - MTA Capital Grants
	4,465	4,368	(97)	Harford Transit - Americans with Disabilities
	22,950	26,777	3,827	Harford Transit - Job / Access / Reserve Commute
	0	117,507	117,507	Harford Transit - New Freedom
	23,000	31,104	8,104	Harford Transit - Transportation Coord. Initiative
	<u>1,691,612</u>	<u>1,975,689</u>	<u>284,077</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	1,054,300	1,079,500	25,200	Miscellaneous Grant In Aid
	FY 08	FY 09	Change	
	15,000	0	(15,000)	Emergency Assistance - Foster Care
	17,000	16,000	(1,000)	Catholic Charities
	25,000	42,500	17,500	Habitat for Humanity
	10,500	9,000	(1,500)	Meals on Wheels
	24,000	22,000	(2,000)	Kelleher-Family & Children Services
	12,500	12,000	(500)	Salvation Army
	110,000	106,000	(4,000)	SARC
	81,500	78,000	(3,500)	Arc of Harford County
	55,000	52,000	(3,000)	Mason Dixon Community Services
	35,000	35,000	0	Marriage Licenses / Spouse Abuse - per Treasury
	47,000	43,000	(4,000)	Legal Aid
	40,000	40,000	0	Harford Community Action Agency
	50,000	48,000	(2,000)	CSAT - Family & Children's Services
	67,200	66,000	(1,200)	Assoc Catholic Charities - Anna's House
	33,000	33,000	0	Inter-County Outreach
	25,400	24,000	(1,400)	Holy Family Tree
	20,000	18,000	(2,000)	Emergency Services - In-Home Aid
	0	10,000	10,000	Red Cross
	160,000	170,000	10,000	Harford Boys & Girls Club
	25,000	25,000	0	Emergency Services - Emergency Housing & Utilities
	19,000	18,000	(1,000)	Wilson Ministry Center
	15,000	13,000	(2,000)	Big Brothers / Sisters
	11,200	11,000	(200)	St. Joan of Arc
	2,000	2,000	0	Chesapeake Therapeutic Riding
	20,000	19,000	(1,000)	Open Doors
	10,000	0	(10,000)	Rebuilding Together
	38,000	70,000	32,000	Faith Communities & Civic Agencies
	12,000	6,000	(6,000)	Urban Impact
	34,000	39,000	5,000	Emergency Preparedness
	8,000	7,000	(1,000)	Alliance
	8,000	8,000	0	Homecoming for Women
	4,000	4,000	0	St Vincent De Paul
	20,000	20,000	0	Core Svc Agency - Mobile Crisis
	0	10,000	10,000	Addiction Connection Resource, Inc.
	0	3,000	3,000	Citizenship ID Subsidy Program
	<u>1,054,300</u>	<u>1,079,500</u>	<u>25,200</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	83,147	3.00	133,472	4.00	171,110
Administrative Assistant II	1.00	41,626	1.00	44,133	1.00	48,190
Administrative Budget Technician II	1.00	56,966	1.00	60,437	1.00	66,654
Administrative Secretary III	1.00	48,569	1.00	47,154	1.00	53,026
Administrative Specialist I	1.00	61,444	1.00	65,815	1.00	72,571
Administrative Specialist II	2.00	100,307	2.00	106,434	2.00	116,204
Administrator, Harford Transit	1.00	59,259	1.00	62,836	1.00	68,605
Administrator, Office on Aging	1.00	84,454	1.00	64,722	1.00	70,672
Assistant Manager, Harford Transit	1.00	55,124	1.00	56,774	1.00	60,180
Assistant Senior Center Manager	1.00	31,708	1.00	34,836	0.00	0
Bus Driver	1.00	42,784	1.00	46,276	1.00	50,528
Clerical Assistant	1.00	30,379	0.00	0	0.00	0
Client Advocacy Services Asst. Manager	0.00	0	1.00	57,331	0.00	0
Client Advocacy Services Manager	1.00	68,299	1.00	72,477	2.00	145,020
Client Advocacy Services Specialist	1.00	53,517	1.00	37,214	1.00	47,535
Communications Specialist I	2.00	64,659	2.00	67,613	2.00	71,695
Communications Specialist II	0.00	0	0.00	0	1.00	43,897
Community Resources Coordinator	1.00	50,453	1.00	53,517	2.00	117,945
Coordinator for Disabilities	1.00	53,517	1.00	56,773	1.00	61,997
Deputy Director of Community Services	1.00	84,410	1.00	89,552	1.00	97,764
Director of Community Services	1.00	110,933	1.00	117,682	1.00	121,217
Grants Administrator	0.00	0	1.00	53,088	1.00	57,955
Harford Transit Safety/Training Supervisor	1.00	38,649	1.00	41,005	1.00	47,518
Housing Services Counselor	1.00	53,517	1.00	56,774	1.00	61,997
Juvenile Drug Court Coordinator	1.00	50,904	1.00	54,010	1.00	58,977
Long Term Care Coordinator	1.00	54,010	1.00	46,169	1.00	51,937
Manager, Harford Transit	1.00	0	1.00	50,818	1.00	57,137
Manager, Senior Center Division	2.00	115,067	1.00	54,674	1.00	57,731
Manager, Substance Abuse & Drug Ctrl	1.00	73,784	1.00	78,262	1.00	85,455
Planner I	1.00	61,444	1.00	65,815	0.00	0

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Secretary I	2.00	82,696	2.00	73,270	0.00	0
Secretary II	0.00	0	0.00	0	1.00	52,392
Senior Center Manager	1.00	39,977	1.00	46,169	0.00	0
Senior Center Specialist	2.00	87,067	2.00	91,866	3.00	154,389
FULL-TIME SALARIES	36.00	1,838,670	37.00	1,986,968	37.00	2,170,298
SALARY OFFSET		(52,757)		0		0
TOTAL FULL-TIME SALARIES	36.00	1,785,913	37.00	1,986,968	37.00	2,170,298
TEMPORARY SALARIES		501,325		541,871		614,322
SALARY TOTAL	36.00	2,287,238	37.00	2,528,839	37.00	2,784,620
OTHER PERSONAL SERVICES						
Pension & Retirement		187,015		192,686		237,458
Workers' Compensation		32,488		46,462		53,365
Health Benefits		390,592		450,935		419,944
OPEB		0		69,543		0
Overtime		34,632		36,650		36,650
FICA		183,402		199,524		213,932
Miscellaneous		6,090		6,440		6,440
TOTAL OTHER PERSONAL SERVICES		834,219		1,002,240		967,789
TOTAL PERSONAL SERVICES	36.00	3,121,457	37.00	3,531,079	37.00	3,752,409

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COMMUNITY SERVICES**DIVISION: 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 coordinates programs which meet an array of needs in Harford County. The agencies and programs that provide services are: Community Development; Grant-in-Aid; Block Grant / Home Programs; Disabilities Coordination; the Office on Aging; the Office of Drug Control Policy; Commission for Women; Volunteer Connection; Harford Transit; Human Relations; Kid's C.A.N. Mentoring Program; Mediation Commission, Transitional Services and the Rideshare Program.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	511,519	555,038	556,489	592,537	592,537
20	CONTRACTUAL SERVICES	14,615	50,940	36,250	51,283	51,283
30	SUPPLIES & MATERIALS	7,757	9,134	18,130	15,780	15,780
40	BUSINESS & TRAVEL	4,127	3,534	5,965	4,010	4,010
70	MISCELLANEOUS	17,133	16,000	46,235	48,505	48,505
	GRAND TOTAL	555,151	634,646	663,069	712,115	712,115
<u>FUNDING SOURCE:</u>						
11	GENERAL	555,151	634,646	663,069	712,115	712,115

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Director of Community Services****INDEX: 091000****FINANCIAL NOTES:**

The \$49,046 net increase in funding for Community Services - Director of Community Services is the result of:

	FY 08	FY 09	CHANGE			
o		16,418	16,418	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08		
o		22,837	22,837	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff		
o	406,862	410,447	3,585	Full Time Salaries		
			1,403	Staff Turnover 0.34%		
			2,182	Salary Step & / or Grade adjustments based on the recommendations of the Dept. of Human Resources		
			3,585			
o	41,352	48,707	7,355	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage		
o	33,692	37,203	3,511	Pension / Retirement rate adjustments		
o	9,257	10,056	799	Workers' Compensation rate adjustments		
o	14,240	0	(14,240)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund		
o	35,743	31,526	(4,217)	FICA adjustments		
o	25,200	33,133	7,933	Other Professional Services:		
			FY 08	FY 09	Change	
			12,500	5,500	(7,000)	Support / Initiate programs for women and their families based on actual expense history
			10,000	10,000	0	Sign Language Interpreter
			0	14,933	14,933	B & D contract
			2,700	2,700	0	Children's Council
			25,200	33,133	7,933	
o	1,000	0	(1,000)	In-House Training funds reallocated to Human Resources - Personnel Matters for better control		

INDEX: 091000

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: DIRECTOR OF COMMUNITY SERVICES

Index No. 091000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	45,248	1.00	47,990	1.00	52,915
Administrative Secretary III	1.00	48,569	1.00	47,154	1.00	53,026
Administrative Specialist II	1.00	55,317	1.00	58,680	1.00	64,063
Deputy Director of Community Services	1.00	84,410	1.00	89,552	1.00	97,764
Director of Community Services	1.00	110,933	1.00	117,682	1.00	121,217
Secretary I	1.00	42,356	1.00	45,804	0.00	0
Secretary II	0.00	0	0.00	0	1.00	52,392 A
TOTAL FULL-TIME SALARIES	6.00	386,833	6.00	406,862	6.00	441,377
TEMPORARY SALARIES		62,158		14,363		14,824
SALARY TOTAL	6.00	448,991	6.00	421,225	6.00	456,201
OTHER PERSONAL SERVICES						
Pension & Retirement		36,459		33,692		41,855
Workers' Compensation		6,261		9,257		10,981
Health Benefits		53,411		41,352		48,707
OPEB		0		14,240		0
FICA		33,310		35,743		33,813
Miscellaneous		1,120		980		980
TOTAL OTHER PERSONAL SERVICES		130,561		135,264		136,336
TOTAL PERSONAL SERVICES	6.00	579,552 *	6.00	556,489	6.00	592,537

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Secretary I position upgraded to Secretary II - #2284

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****ORIGIN/PURPOSE:**

Established by a grant in 1980, the Office of Drug Control Policy is responsible for the assessment, development, implementation, and evaluation of the County-wide drug prevention program. The program's philosophy embraces the concept of collaboration of all communities components, from individuals and families to public and private organizations in order to address the issue of drug use and abuse. Programming is conducted through a variety of grants, and there are on-going efforts to obtain additional funding.

FY '08 - '09 GOAL:

1 TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	325,399	379,422	383,169	435,420	435,420
20	CONTRACTUAL SERVICES	61,153	45,404	142,310	216,810	216,810
30	SUPPLIES & MATERIALS	20,005	28,750	28,570	25,955	25,955
40	BUSINESS & TRAVEL	14,469	22,768	21,275	20,800	20,800
50	CAPITAL OUTLAY	860	2,354	0	0	0
70	MISCELLANEOUS	96,205	230,663	246,500	389,000	389,000
	GRAND TOTAL	518,091	709,361	821,824	1,087,985	1,087,985
	<u>FUNDING SOURCE:</u>					
11	GENERAL	518,091	709,361	821,824	1,087,985	1,087,985

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

The \$266,161 net increase in funding for Community Services - Office of Drug Control Policy is the result of:

	FY 08	FY 09	CHANGE	
o		10,248	10,248	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		19,771	19,771	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	95,016	113,651	18,635	Temporary Salaries - for Assistant Coordinator - Juvenile Drug Court; Community Resources Coordinator; and Program Evaluator. In FY 09, 50% of the Evaluator's salary is not available to be charged to the grant.
o	56,320	59,298	2,978	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	22,042	26,293	4,251	Pension / Retirement rate adjustments
o	20,764	22,808	2,044	FICA adjustment
o	6,174	0	(6,174)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	5,608	6,085	477	Worker's Compensation rate adjustments
o	350	0	(350)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	134,350	209,350	75,000	Other Professional Services:
		FY 08	FY 09	Change
		100,000	115,000	15,000
				Contract for two counselors licensed to treat individuals with dual diagnosis. Current contract is \$102,000. Additional funding provided to cover anticipated contract cost increase.
		0	60,000	60,000
				In-patient beds for substance abuse treatment
		32,000	32,000	0
				Juvenile Drug Court - for urinalysis and psychological examinations
		2,350	2,350	0
				Kids Can - background checks, etc.
		<u>134,350</u>	<u>209,350</u>	<u>75,000</u>
o	41,795	38,555	(3,240)	Line items significantly adjusted, based on actual expense history:
		FY 08	FY 09	Change
		1,500	1,000	(500)
		3,665	3,000	(665)
		2,310	1,610	(700)
		1,000	750	(250)
		16,095	15,095	(1,000)
		4,000	3,500	(500)
		11,000	12,000	1,000
		1,225	1,000	(225)
		1,000	600	(400)
		<u>41,795</u>	<u>38,555</u>	<u>(3,240)</u>
				Other Advertising
				General Office Supplies
				General Office Mailing
				Computer Supplies
				Other Supplies & Materials
				Mileage
				Transportation Costs
				Lodging
				Membership Fees & Dues

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	98,500	239,000	140,500	Grants & Contributions
		FY 08	FY 09	Change
		5,500	6,000	500
		38,000	166,000	128,000
				Salary support for Prevention Associate
				Funding support for half-way houses
				due to new State requirement that funds
				be used for those homes taking
				methadone patients
		20,000	20,000	0
		35,000	35,000	0
		0	12,000	12,000
		<u>98,500</u>	<u>239,000</u>	<u>140,500</u>
				Service Reform Initiative (SRI)
				Miscellaneous grants
				Salary support for Accounting position
				no longer chargeable to grant
o	148,000	150,000	2,000	County Match / Transfers Out
		FY 08	FY 09	Change
		80,000	80,000	0
				CSAFE (HOTSPOTS) - for teacher
				salaries, bus transportation costs, and
				deputy overtime
		8,000	0	(8,000)
				Child in Need of Assistance (CINS) no longer
				available
		10,000	0	(10,000)
				Local Law Enforcement Block Grant no
				longer available
		0	20,000	20,000
		50,000	50,000	0
		<u>148,000</u>	<u>150,000</u>	<u>2,000</u>
				DUI Court Grant
				Miscellaneous grant matches

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE OF DRUG CONTROL POLICY

Index No. 094000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	41,626	1.00	44,133	1.00	48,190
Juvenile Drug Court Coordinator	1.00	50,904	1.00	54,010	1.00	58,977
Manager, Substance Abuse & Drug Control	1.00	73,784	1.00	78,262	1.00	85,455
TOTAL FULL-TIME SALARIES	3.00	166,314	3.00	176,405	3.00	192,622
TEMPORARY SALARIES		109,314		95,016		122,854 A
SALARY TOTAL	3.00	275,628	3.00	271,421	3.00	315,476
OTHER PERSONAL SERVICES						
Pension & Retirement		22,712		22,042		28,597
Workers' Compensation		3,803		5,608		6,644
Health Benefits		55,852		56,320		59,298
OPEB		0		6,174		0
FICA		21,085		20,764		24,565
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		104,292		111,748		119,944
TOTAL PERSONAL SERVICES	3.00	379,920 *	3.00	383,169	3.00	435,420

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary - in Fy 08 grant funding offset 50% of the Evaluator's salary. In FY 09 this offset is not available.

DEPARTMENT OF COMMUNITY SERVICES - OFFICE OF DRUG CONTROL

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To reduce substance abuse in Harford County.

Department Objective:

To encourage and expand prevention services involving County government, non-profits and citizens to reduce substance abuse within the County using federal, state, and local funding.

County Goal(s) Supported:

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Substance Abuse Programs	121	105	102	100	100
Funds from Grants	\$990,645	\$874,416	\$1,011,727	\$500,000	\$550,000
Number of grants applied for	10	19	14	12	14
<u>Output:</u>					
Number of participants	10,754	14,369	11,605	15,000	12,500
Progress reports related to grants	24	40	56	40	45
Number of grants awarded	10	16	14	12	12
<u>Efficiency:</u>					
Number of grants renewed	10	16	14	12	12
<u>Service Quality:</u>					
Results of:					
Participant Surveys	Excellent	Excellent	Excellent	Excellent	Excellent
Progress Reports	40	40	56	40	42
<u>Outcome:</u>					
Reduction of 12th graders using marijuana & binge drinking	N/A*	(2.7%)	(2.5%)	(2.5%)	(1.5%)
Number of drug / alcohol overdoses	N/A*	21	31		

Explanation and Analysis of Performance Measures

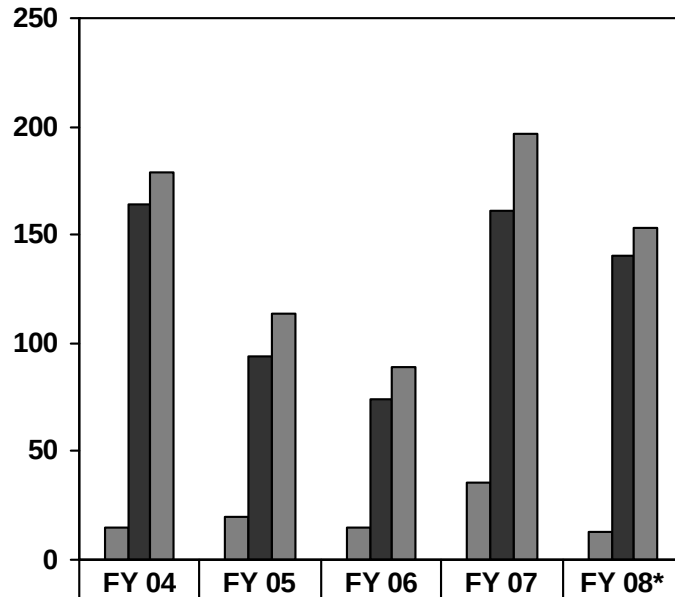
The Maryland Adolescent Survey reflects alcohol and drug use among Harford County youth. This will be compared to the State average. The number of participants in treatment and the number of deaths related to drugs and alcohol will be tracked and compared to previous years statistics.

Major Related Plans and Policies

Use Federal Drug Free Grants, Drug Court Grants, and State Public Safety Grants to enhance public safety.

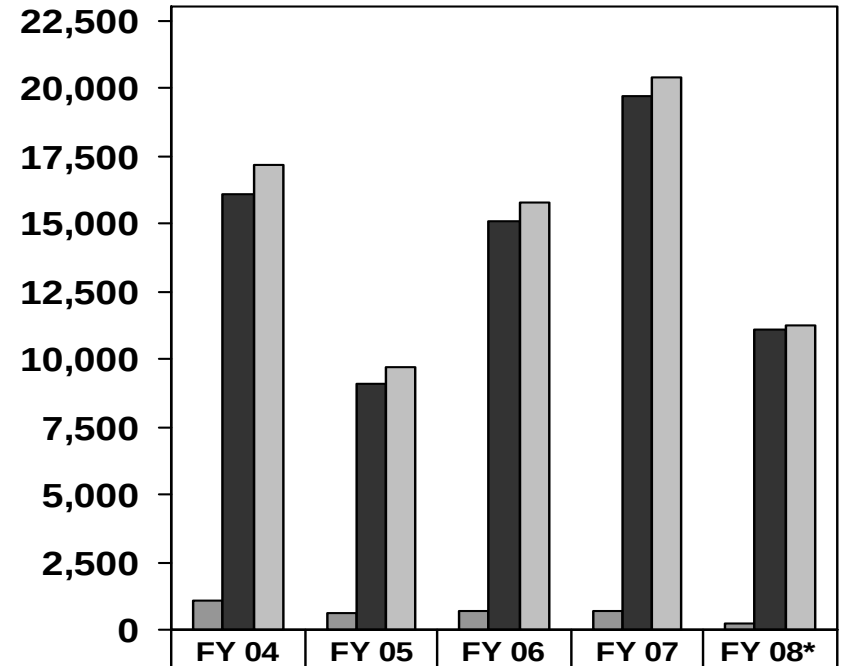
Community Services Office of Drug Control Policy

Programs



	FY 04	FY 05	FY 06	FY 07	FY 08*
■ Recurring	15	20	15	36	13
■ Single	164	94	74	161	140
■ Total	179	114	89	197	153

People Served



	FY 04	FY 05	FY 06	FY 07	FY 08*
■ Participants	1,079	600	697	728	195
■ Attendees	16,079	9,100	15,066	19,662	11,067
■ Total	17,158	9,700	15,763	20,390	11,262

*Estimated as of 6/1/08

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****ORIGIN/PURPOSE:**

Administrative Policy 300-01 provides for financial and programmatic development assistance to designated private, nonprofit human services agencies in Harford County. In FY 01, the name of this index changed from Local Grants to Community Development. Through Community Development, qualified organizations, new or established, are assisted in delivering public service needs which may not be provided within the County government structure.

This Division administers local, state, and federal grant funds given to organizations meeting citizen needs. Community Development designs programs for and writes / administers grants from outside sources resulting in additional services without additional taxpayer costs. It also provides technical assistance to any agency or organization requesting assistance.

FY '08 - '09 GOAL:

2 TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HUMAN SERVICES TO HARFORD COUNTY CITIZENS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	400,257	433,931	585,143	614,713	614,713
20	CONTRACTUAL SERVICES	1,910	5,102	14,710	28,160	28,160
30	SUPPLIES & MATERIALS	7,481	7,005	8,900	8,175	8,175
40	BUSINESS & TRAVEL	6,361	6,453	8,000	8,500	8,500
50	CAPITAL OUTLAY	0	3,074	0	0	0
70	MISCELLANEOUS	1,095,474	1,130,434	1,231,349	1,683,154	1,685,154
	GRAND TOTAL	1,511,483	1,585,999	1,848,102	2,342,702	2,344,702
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,511,483	1,585,999	1,848,102	2,342,702	2,344,702

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:**

The \$496,600 net increase in funding for Community Services - Community Development is the result of:

o	20,039	20,039	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08				
o	31,544	31,544	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff				
o	276,947	261,705	(15,242) Full Time Salaries				
			(1,546) Step/Grade Adjustment				
			(13,696) Turnover	(5.23%)		Community Resource Coordinator vacancy filled at lower step	
			(15,242)				
o	170,081	173,755	3,674 Temporary Salaries - for Community Resources Coordinator, Human Relations Coordinator and Grants Specialist I				
o	29,391	31,622	2,231 Pension / Retirement rate adjustments				
o	5,484	5,330	(154) Workers' Compensation rate adjustments				
o	58,230	56,426	(1,804) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage				
o	34,197	33,312	(885) FICA adjustments				
o	9,693	0	(9,693) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund				
o	14,060	27,060	13,000 Other Professional Services:				
				FY 08	FY 09	Change	
			Minority / Women's Business	615	615	0	Luncheon
			Women's Commission	450	450	0	Annual Dinner
			Bowman System Homeless	10,000	20,000	10,000	no grant funding available
			Management Information				+\$5,000 and one-time
			System (HMIS)				upgrade to open service
							to all providers +\$5,000
			Harford's Most Beautiful	0	3,000	3,000	Moved from #095000-7101
			Martin Luther King	945	945	0	Annual Breakfast
			Miscellaneous Services	2,050	2,050	0	
				14,060	27,060	13,000	

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	400	0	(400)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	10,800	11,425	625	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	500	950	450	Telephone Service
	1,700	500	(1,200)	General Office Supplies
	750	400	(350)	Printing In-House
	1,100	1,900	800	Printing Commercial
	600	875	275	General Office Mailing
	500	300	(200)	Other Food Supplies
	2,000	3,000	1,000	Mileage
	500	750	250	Transportation Costs
	900	1,200	300	Lodging
	250	50	(200)	Professional Books
	2,000	1,500	(500)	Training Seminars
	10,800	11,425	625	
o	4,200	392,000	387,800	Grants & Contributions
	FY 08	FY 09	Change	
	4,200	0	(4,200)	Harford's Most Beautiful Program - funds moved to #2699 and #3599
	0	100,000	100,000	Harris Field Grant
	0	150,000	150,000	YMCA Aquatics Center - first year match for Mikulski grant (2 year requirement)
	0	32,000	32,000	Salary/benefit support for Rideshare Coordinator not covered by grant
	0	110,000	110,000	Special Resource Officer for Alternative Education School
	4,200	392,000	387,800	

INDEX: 095000

FY 08	FY 09	CHANGE

	FY 08	FY 09	Change	
	17,600	17,600	0	Match for Emergency Shelter Grant
	176,900	194,135	17,235	Home Grant
	19,000	25,570	6,570	RSVP match
	19,349	19,349	0	American Dream Down Payment Program
	<u>232,849</u>	<u>256,654</u>	<u>23,805</u>	

FY 08	FY 09	Change	
17,000	16,000	(1,000)	Catholic Charities
25,000	42,500	17,500	Habitat for Humanity
10,500	9,000	(1,500)	Meals on Wheels
24,000	22,000	(2,000)	Kelleher-Family & Children Services
12,500	12,000	(500)	Salvation Army
110,000	106,000	(4,000)	SARC
81,500	78,000	(3,500)	ARC of Harford County
55,000	52,000	(3,000)	Mason Dixon Community Services
35,000	35,000	0	Marriage Licenses / Spouse Abuse
47,000	43,000	(4,000)	Legal Aid
40,000	40,000	0	Harford Community Action Agency
50,000	48,000	(2,000)	CSAT - Family & Children's Services
67,200	66,000	(1,200)	Assoc Catholic Charities - Anna's House
33,000	33,000	0	Inter-County Outreach
25,400	24,000	(1,400)	Holy Family Tree
0	10,000	10,000	American Red Cross
160,000	170,000	10,000	Harford Boys & Girls Club
19,000	18,000	(1,000)	Wilson Ministry Center

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:****FY 08 FY 09 CHANGE**

Grant in Aid to various non-profit organizations (cont'd)

FY 08	FY 09	Change	
15,000	13,000	(2,000)	Big Brothers / Sisters
11,200	11,000	(200)	St. Joan of Arc
2,000	2,000	0	Chesapeake Therapeutic Riding
20,000	19,000	(1,000)	Open Doors
10,000	0	(10,000)	Rebuilding Together
38,000	70,000	32,000	Faith Communities & Civic Agencies
12,000	6,000	(6,000)	Urban Impact
34,000	39,000	5,000	Emergency Preparedness
8,000	7,000	(1,000)	Alliance
8,000	8,000	0	Homecoming for Women
4,000	4,000	0	St. Vincent De Paul
20,000	20,000	0	Core Service Agency - Mobile Crisis
0	10,000	10,000	Addiction Connection Resource, Inc.
0	3,000	3,000	Citizenship ID Subsidy Program
<u>994,300</u>	<u>1,036,500</u>	<u>42,200</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: COMMUNITY DEVELOPMENT

Index No. 095000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	44,990	1.00	47,754	1.00	52,141
Community Resources Coordinator	1.00	50,453	1.00	53,517	2.00	117,945 A
Coordinator for Disabilities	1.00	53,517	1.00	56,773	1.00	61,997
Grants Administrator	0.00	0	1.00	53,088	1.00	57,955
Planner I	1.00	61,444	1.00	65,815	0.00	0
TOTAL FULL-TIME SALARIES	4.00	210,404	5.00	276,947	5.00	290,038
TEMPORARY SALARIES		129,283		170,081		189,706
SALARY TOTAL	4.00	339,687	5.00	447,028	5.00	479,744
OTHER PERSONAL SERVICES						
Pension & Retirement		21,153		29,391		34,920
Workers' Compensation		3,560		5,484		5,943
Health Benefits		42,705		58,230		56,426
OPEB		0		9,693		0
FICA		25,986		34,197		36,700
Miscellaneous		840		1,120		980
TOTAL OTHER PERSONAL SERVICES		94,244		138,115		134,969
TOTAL PERSONAL SERVICES	4.00	433,931 *	5.00	585,143	5.00	614,713

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Planner I position reclassified to Community Resource Coordinator as a result of the SMART Pay & Classification Study conducted in FY 08 - #2806

COMMUNITY SERVICES - COMMUNITY DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To enhance the ability of public and private sector organizations to provide human services to Harford County citizens.

Department Objective:

To wisely allocate tax dollars to coordinate public and private resources to enhance the quality of life in Harford County.

County Goal(s) Supported:

III. Efficient County Government

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Community Service Programs	18	20	38	21	38
Funds from Grants	\$10,000,000	\$8,565,697	\$8,342,376	\$8,000,000	\$8,000,000
<u>Output:</u>					
Activities sponsored / co-sponsored	40	51	93	50	93
Organizations and projects served	25	25	249	25	249
Number of programs funded	57	73	110	70	110
Progress reports submitted to federal and state agencies	57	60	60	60	60
<u>Efficiency:</u>					
Outside funds leveraged	\$7,376,697	\$7,575,611	\$6,382,437	\$7,500,000	\$6,300,000
Leveraged partnerships	65	73	110	70	110
<u>Service Quality:</u>					
Results of participant surveys	Excellent	Excellent	Excellent	Excellent	Excellent
<u>Outcome:</u>					
Number of people attended / affected by Community Services programs	750	1,263	1,373	1,260	1,373
Participants of County funded human service programs	44,000	68,512	83,250	68,512	83,250

Explanation and Analysis of Performance Measures

People affected by Community Service programs include County employees and citizens who attend training and seminars sponsored by the Community Services department as well as those who access department services throughout the year. Increases in 2007 reflect addition of the Harford County Mediation Program and the Harford County Rideshare Program, as well as changes to the Volunteer Connection Program.

Major Related Plans and Policies

Harford County Consolidated Plan, U.S. Census Data, Continuum of Care Plan

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Emergency Assistance****INDEX: 096300****ORIGIN/PURPOSE:**

By authority of the annual Budget and Appropriation Ordinance, funds to the Maryland Department of Social Services / Harford County provide assistance to citizens as follows:

- o Assistance to persons in emergency situations for whom there are no or insufficient state or federal funds to help. Illustratively, aid is provided in forestalling evictions / foreclosures, temporary shelter, utility payments, medical (optical and dental needs, prescription drugs) and other miscellaneous emergency needs. Funds are also used for the PREP Program (Prisoners Released from Harford County Detention Center).
- o State Foster Care Board monthly supplements are forwarded to approved foster parents for each child in their care that month. Supplements increase the agency's ability to recruit foster parents for Harford County children who must be placed out of the homes of their parents or relatives. Based on the child's age (birth through 11 years of age and 12 years and older), supplements are used for items for which foster families would have to pay "out of pocket" such as class trips, caps and gowns, and other incidentals. Funds may also be used for foster parent applicants who cannot afford the cost of required medical examinations.
- o In-home aide care to severely disabled adults, thereby preventing family break-up, institutionalization, and / or hospitalization.
- o Matching funds to those funds provided by outside sources, funds are used to meet the emergency needs of Harford County citizens.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	81,191	86,996	95,677	100,084	100,084
30	SUPPLIES & MATERIALS	0	186	0	0	0
70	MISCELLANEOUS	117,133	115,361	113,340	96,340	96,340
	GRAND TOTAL	198,324	202,543	209,017	196,424	196,424
<u>FUNDING SOURCE:</u>						
11	GENERAL	198,324	202,543	209,017	196,424	196,424

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Emergency Assistance****INDEX: 096300****FINANCIAL NOTES:**

The (\$12,593) net decrease in funding for Community Services - Emergency Assistance is the result of:

	FY 08	FY 09	CHANGE	
o		1,997	1,997	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted in FY 08
o		4,114	4,114	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	10,953	10,617	(336)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	4,616	5,207	591	Pension/Retirement Rate Adjustments
o	1,987	0	(1,987)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	113,340	96,340	(17,000)	Grants and Contributions
	FY 08	FY 09	Change	
	53,340	53,340	0	Emergency Assistance - DSS
	15,000	0	(15,000)	CS Foster Care - per recommendation of the Community Development Review Board (CDRB)
	20,000	18,000	(2,000)	CS In-Home Aid - per recommendation of the Community Development Review Board (CDRB)
	25,000	25,000	0	CS Emergency Housing & Utility
	<u>113,340</u>	<u>96,340</u>	<u>(17,000)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: EMERGENCY ASSISTANCE

Index No. 096300

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Housing Services Counselor	1.00	53,517	1.00	56,774	1.00	61,997
TOTAL FULL TIME SALARIES	1.00	53,517	1.00	56,774	1.00	61,997
TEMPORARY SALARIES		13,000		16,660		16,660
SALARY TOTAL	1.00	66,517	1.00	73,434	1.00	78,657
OTHER PERSONAL SERVICES						
Pension & Retirement		4,410		4,616		5,685
Workers' Compensation		128		204		242
Health Benefits		10,466		10,953		10,617
OPEB		0		1,987		0
FICA		4,094		4,343		4,743
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		19,238		22,243		21,427
TOTAL PERSONAL SERVICES	1.00	85,755 *	1.00	95,677	1.00	100,084

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****ORIGIN/PURPOSE:**

The Office on Aging was created by Harford County Code, Article XXIX, Chapter 9, Section 178, Bill No. 81-13. In addition, it is designated by the Maryland Department of Aging as the Area Agency on Aging for Harford County, the entity which administers Federal and State programs serving older adults. The purpose of the Office on Aging is to develop and provide a wide variety of services for older adults, their families and caregivers, designed to promote maximum independence and dignity, and to prevent unnecessary institutionalization.

FY '08 - '09 GOAL:

- 3 TO PROVIDE INFORMATION AND ASSISTANCE TO THE ELDERLY IN ORDER TO ENABLE THEM TO REMAIN INDEPENDENT WITH AN ENHANCED QUALITY OF LIFE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	687,826	603,103	1,093,847	1,147,484	1,147,484
20	CONTRACTUAL SERVICES	109,188	69,790	69,635	77,815	77,815
30	SUPPLIES & MATERIALS	25,360	30,992	49,950	36,975	36,975
40	BUSINESS & TRAVEL	5,179	4,279	9,805	5,755	5,755
50	CAPITAL OUTLAY	2,477	48,332	24,000	0	0
70	MISCELLANEOUS	256,833	224,853	286,144	329,724	329,724
	GRAND TOTAL	1,086,863	981,349	1,533,381	1,597,753	1,597,753
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,086,863	981,349	1,533,381	1,597,753	1,597,753

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

The \$64,372 net increase in funding for Community Services - Office on Aging is the result of:

	FY 08	FY 09	CHANGE
o		52,265	52,265 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		51,017	51,017 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	87,477	89,242	1,765 Temporary Salaries - provides for Senior Center custodian, part-time Senior Center instructors, and a Nutrition Program Assistant
o	659,176	656,366	(2,810) Full Time Salaries (2,031) Step/Grade Adjustments (779) Staff Turnover (.12%) <u>(2,810)</u>
o	61,787	68,132	6,345 Pension / Retirement rate adjustments
o	187,686	157,099	(30,587) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	13,334	13,007	(327) Workers' Compensation rate adjustments
o	23,071	0	(23,071) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	58,216	57,116	(1,100) FICA adjustments

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	17,000	19,000	2,000	Printing - Commercial - provides funding for the monthly publication of Senior News and Caregiver's "Toolkit"
o	15,000	4,000	(11,000)	General Office Mailing - postage for Senior News publication based on actual expense history
o	8,850	14,300	5,450	Other Professional Services - funding provides for bus vouchers for indigent seniors, Ombudsman / Aim program licensing, data conversion and temporary office services as required. Increase primarily for cost of "Aim" becoming web-based which will double the license cost in addition to five more licenses required.
o	66,845	62,565	(4,280)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	9,100	10,710	1,610	Office Equipment
	3,375	5,075	1,700	Electricity
	24,000	27,750	3,750	Telephone Service
	550	200	(350)	Office Equipment Service
	500	0	(500)	Operating Equipment
	7,900	6,000	(1,900)	Grounds Maintenance
	6,120	4,880	(1,240)	Building / Custodial Service
	6,250	3,250	(3,000)	Meals - Special Purpose
	2,200	500	(1,700)	Printing In-House
	650	1,000	350	Paper Supplies
	400	1,200	800	Other Food Supplies
	800	0	(800)	Lodging
	5,000	2,000	(3,000)	Mileage
	66,845	62,565	(4,280)	

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	250	0	(250)	In-House Training funds moved to Human Resources - Personnel Matters for better control
o	24,000	0	(24,000)	Equipment - no equipment is recommended in FY 09
o	286,144	329,724	43,580	County Match / Transfers Out Local match required for Federal and State grants
		FY 08	FY 09	Change
		186,106	238,055	51,949
				IIIB Human Services - additional funding for growing aging population
		0	10,293	10,293
		14,263	14,543	280
				Medicaid Waiver
		8,084	5,451	(2,633)
				Sr Health Ins Advocacy
		16,461	17,014	553
				CAMM
		30,549	10,081	(20,468)
				IIIA Area Agency Admin
		18,681	22,287	3,606
				IIIC1
		12,000	12,000	0
				IIIE Caretakers
				Senior Classes
		286,144	329,724	43,580

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Administrative Assistant I	0.00	0	0.00	0	2.00	68,779	A
Administrative Budget Technician II	1.00	56,966	1.00	60,437	1.00	66,654	
Administrative Specialist I	1.00	61,444	1.00	65,815	1.00	72,571	
Administrator, Office on Aging	1.00	84,454	1.00	64,722	1.00	70,672	
Assistant Senior Center Manager	1.00	31,708	1.00	34,836	0.00	0	
Clerical Assistant	1.00	30,379	0.00	0	0.00	0	
Client Advocacy Services Assistant Manager	0.00	0	1.00	57,331	0.00	0	
Client Advocacy Services Manager	1.00	68,299	1.00	72,477	2.00	145,020	B
Client Advocacy Services Specialist	1.00	53,517	1.00	37,214	1.00	47,535	
Long Term Care Coordinator	1.00	54,010	1.00	46,169	1.00	51,937	
Manager, Senior Center Division	2.00	115,067	1.00	54,674	1.00	57,731	
Secretary I	0.00	0	1.00	27,466	0.00	0	
Senior Center Manager	1.00	39,977	1.00	46,169	0.00	0	
Senior Center Specialist	2.00	87,067	2.00	91,866	3.00	154,389	C
FULL-TIME SALARIES	13.00	682,888	13.00	659,176	13.00	735,288	
SALARY OFFSET		(52,757)		0		0	
TOTAL FULL TIME SALARIES	13.00	630,131	13.00	659,176	13.00	735,288	
TEMPORARY SALARIES		71,267		87,477		97,433	
SALARY TOTAL	13.00	701,398	13.00	746,653	13.00	832,721	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		65,606		61,787		76,098
Workers' Compensation		9,312		13,334		14,546
Health Benefits		129,331		187,686		157,099
Overtime		1,000		1,000		1,000
OPEB		0		23,071		0
FICA		57,770		58,216		63,780
Miscellaneous		1,890		2,100		2,240
TOTAL OTHER PERSONAL SERVICES		264,909		347,194		314,763
TOTAL PERSONAL SERVICES	13.00	966,307 *	13.00	1,093,847	13.00	1,147,484

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Assistant Senior Center Manager position filled as an Administrative Assistant I - #3277

One (1) Secretary I position reclassified to Administrative Assistant I as a result of the SMART Pay & Classification Study conducted in FY 08 - #2609

B - One (1) Client Advocacy Services Assistant Manager reclassified to Client Advocacy Services Manager as a result of the SMART Pay & Classification Study conducted in FY 08 - #2703

C - One (1) Senior Center Manager position reclassified to Senior Center Specialist - #3276

COMMUNITY SERVICES - OFFICE ON AGING OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide information and assistance to the elderly in order to enable them to remain independent with an enhanced quality of life.

Department Objective:

To inform the elderly and the 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:

II. Education

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Service categories provided per the Older Americans Act	14	14	14	14	14
Funds from grants utilized	\$1,481,478	\$1,206,898	\$1,346,292	\$1,297,391	\$1,386,420
Senior centers operated	4	4	5	5	5
<u>Output:</u>					
Total meals financed by Office on Aging Funds	60,052	63,343	54,711	65,413	65,413
Number of responses to requests for senior services	7,170	8,851	8,898	9,900	9,500
<u>Efficiency:</u>					
Average response time (in working days) to requests for information	1.2	1.2	1.2	1.2	1.2
Percent of congregate meals ordered served to participants	93.38%	91.08%	91.74%	92%	94%
<u>Service Quality:</u>					
Progress reports submitted to federal and state agencies	4	4	4	4	4
Results of participant surveys	Good	Good	Good	Good	Good
<u>Outcome:</u>					
Percent of frail elderly served by Office on Aging programs avoiding nursing home placement	100%	89.63%	91.23%	95%	93%

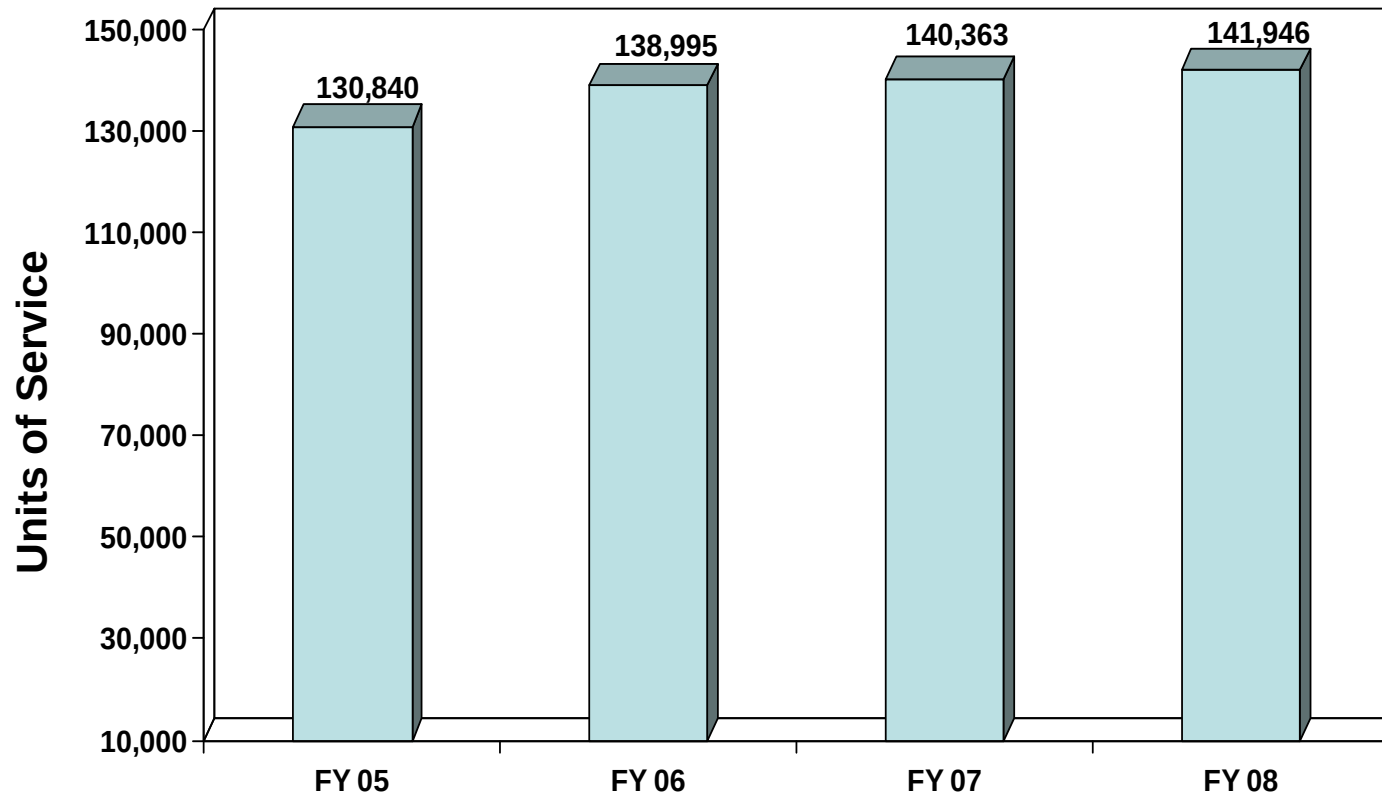
Explanation and Analysis of Performance Measures

The number of elderly is expected to double from 21,691 in 1990 to 43,751 by 2010. It is important for funding to increase incrementally to meet the needs of seniors, their families and their caregivers. Trained staff members assess the needs of clients seeking help and determine what assistance and referrals will best meet the needs of our senior citizens.

Major Related Plans and Policies

Area Aging Plan, Harford County Consolidated Plan, U.S. Census Data

**Community Services
Office on Aging
Units of Service to Harford County Seniors**



DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****ORIGIN/PURPOSE:**

Harford Transit provides public and specialized transportation services in Harford County. Services include ten public bus routes operating Monday through Friday, as well as door-to-door service for the elderly and disabled persons.

FY '08 - '09 GOAL:

- 4 TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	569,147	640,250	816,754	862,171	862,171
20	CONTRACTUAL SERVICES	75,899	90,697	102,708	94,177	94,177
30	SUPPLIES & MATERIALS	4,622	5,178	12,750	12,600	12,600
40	BUSINESS & TRAVEL	160,944	212,901	199,695	247,795	247,795
50	CAPITAL OUTLAY	16,133	138,600	270,000	0	0
70	MISCELLANEOUS	452,046	517,414	1,024,619	1,121,804	1,239,311
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	39,424	39,424
	GRAND TOTAL	1,278,791	1,605,040	2,426,526	2,377,971	2,495,478
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,278,791	1,605,040	2,426,526	2,377,971	2,495,478

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****FINANCIAL NOTES:**

The \$68,952 net increase in funding for Community Services - Harford Transit is the result of:

	FY 08	FY 09	CHANGE
o		21,073	21,073 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
		41,614	41,614 the FY 09 Wage Package of a Step + a 3% COLA for eligible staff
o	410,804	410,634	(170) Full Time Salaries
			(1,654) Salary Step & / or Grade adjustments based on the recommendations of the Dept. of Human Resources
			1,484 Staff Turnover 0.36%
			<u>(170)</u>
o	96,394	87,797	(8,597) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	41,158	45,979	4,821 Pension / Retirement rate adjustments
o	12,575	13,642	1,067 Workers' Compensation rate adjustments
o	14,378	0	(14,378) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	11,675	11,000	(675) Other Professional Services - funding provides for Route Match software service contract @ \$9,675 and uniform repairs / emblems and miscellaneous expenses @ \$1,325
o	2,136	2,700	564 Office Equipment - increase for new copier lease acquired in FY 08
o	8,320	0	(8,320) Uniform Rental - currently purchasing uniforms
o	300	0	(300) In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	3,000	6,400	3,400 Uniform Purchase - purchase of ten sets of uniforms @ \$640 each

INDEX: 097200

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	37,899	2.00	85,482	1.00	49,416
Administrator, Harford Transit	1.00	59,259	1.00	62,836	1.00	68,605
Assistant Manager, Harford Transit	1.00	55,124	1.00	56,774	1.00	60,180
Bus Driver	1.00	42,784	1.00	46,276	1.00	50,528
Communications Specialist I	2.00	64,659	2.00	67,613	2.00	71,695
Communications Specialist II	0.00	0	0.00	0	1.00	43,897 A
Harford Transit Safety/Training Supervisor	1.00	38,649	1.00	41,005	1.00	47,518
Manager, Harford Transit	1.00	0	1.00	50,818	1.00	57,137
Secretary I	1.00	40,340	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	9.00	338,714	9.00	410,804	9.00	448,976
TEMPORARY SALARIES		116,303		158,274		172,845
SALARY TOTAL	9.00	455,017	9.00	569,078	9.00	621,821
OTHER PERSONAL SERVICES						
Pension & Retirement		36,675		41,158		50,303
Workers' Compensation		9,424		12,575		15,009
Health Benefits		98,827		96,394		87,797
Overtime		33,632		35,650		35,650
OPEB		0		14,378		0
FICA		41,157		46,261		50,331
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		220,975		247,676		240,350
TOTAL PERSONAL SERVICES	9.00	675,992 *	9.00	816,754	9.00	862,171

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position reclassified to Communication Specialist II as a result of the SMART Pay & Classification Study conducted in FY 08 - #0217

COMMUNITY SERVICES - HARFORD TRANSIT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide dependable and effective transportation to the County's transit-dependent population by connecting population centers.

Department Objective:

To continue to operate a fixed bus system serving population centers in Havre de Grace, Aberdeen, Bel Air, Edgewood, Joppa, and points in between. Provide demand response service to the elderly and to citizens with disabilities.

County Goal(s) Supported:

III. Efficient County Government

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Number of fixed routes	10	10	10	10	10
Number of buses	30	30	31	30	31
<u>Output:</u>					
Number of fixed route trips	16,250	16,250	18,144	16,350	16,350
Number of demand response trips	3,200	3,232	3,328	3,232	3,425
<u>Efficiency:</u>					
Percent of Maryland Transit Administration fare box recovery requirement met	100%	100%	100%	100%	100%
<u>Service Quality:</u>					
Percent of riders elderly or disabled	38%	29%	30%	32%	30%
<u>Outcome:</u>					
Total number of passengers transported	239,000	253,703	297,546	255,000	307,059
Number of elderly and disabled passengers transported	91,500	74,322	89,263	76,000	92,117

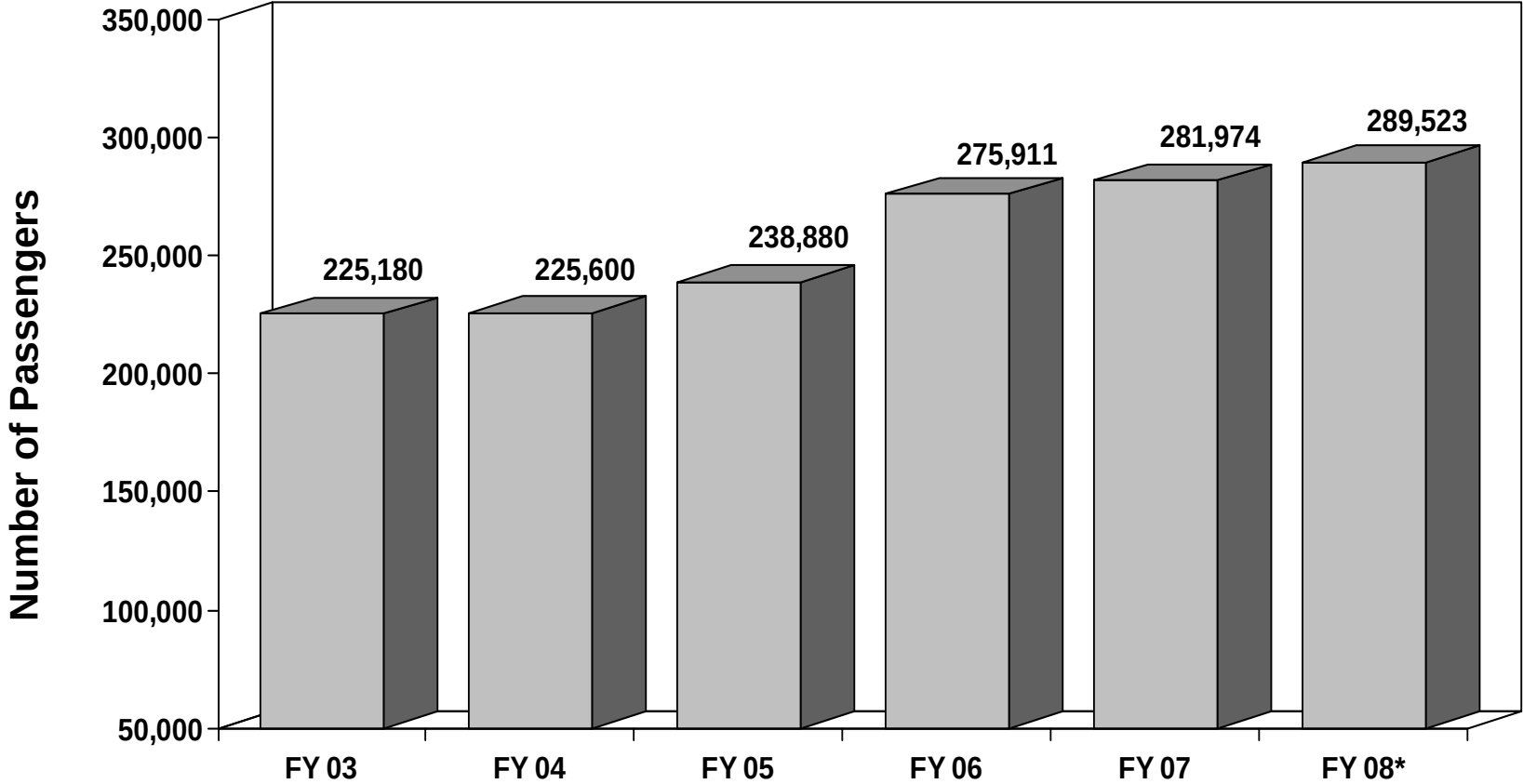
Explanation and Analysis of Performance Measures

Bus transportation within the County enables those without access to automobile transportation to reach places of employment, education, medical treatment and commerce. Increasing ridership on fixed routes requires dependable service at convenient times and locations. The Maryland Transit Administration sets guidelines as to what percentage of the agency budget should be recovered via fare revenues; meeting these guidelines is a goal for Harford Transit.

Major Related Plans and Policies

Harford County Transportation Plan, Area Aging Plan

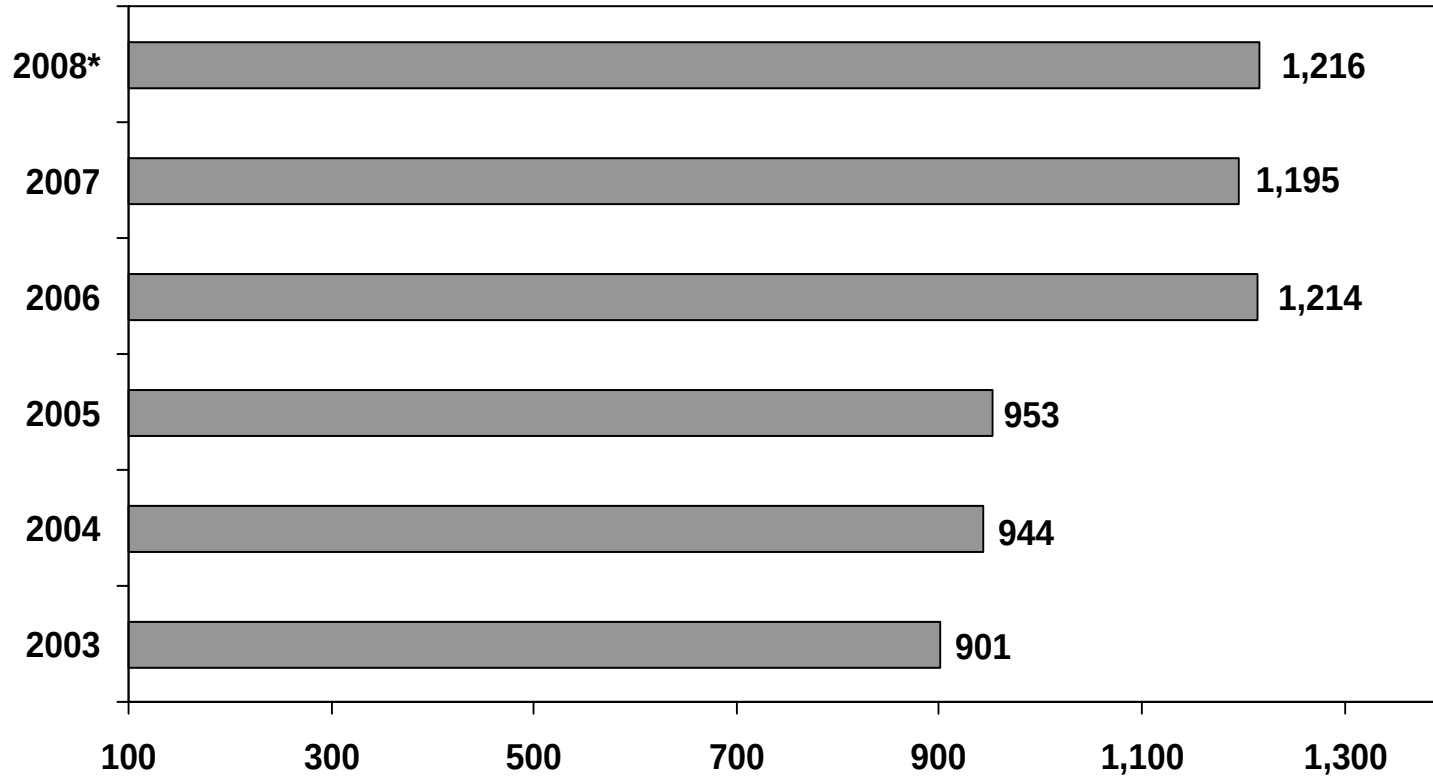
**Community Services
Harford Transit
Annual Bus Ridership**



***Projected**

Community Services Harford Transit Countywide Bus Routes

Fiscal Year



*Projected

Average Daily Ridership

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>DIRECTOR OF COMMUNITY SERVICES</u> MACRO – Maryland Association of Conflict Resolution Organizations ADR Performance Grant	52,115	0	06/30/09 State Renewable	Operational support grant – purpose is to support the community mediation in a manner that is most appropriate for us individually, at our discretion. The County grant and support services are the only in-kind contributions.	None
<u>OFFICE OF DRUG CONTROL POLICY</u> Juvenile Drug Court	50,000	0	06/30/09 State Renewable	This grant pays for a life skills counselor and drug testing for juvenile offenders.	None
CSAFE	201,866	80,000	06/30/09 State Renewable	A recurring grant that provides funds to enhance public safety in the Edgewood area, using community policing, after school programs, drug treatment, community mobilization and nuisance abatement. If grant ended, overtime for Sheriff's Office, after school activities, and addiction services funding would be needed.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Drug Prevention	101,452	0	06/30/09 Federal Renewable	This is a recurring grant which provides funding for the community-based alcohol, tobacco, and other drug prevention efforts developed by and implemented by the Office of Drug Control Policy (ODCP). Funds two positions: Process Evaluator and Prevention Associate. If grant ended, there is not adequate funding to continue prevention efforts.	None
Drug Free Community Support Grant	99,721	0	09/30/09 Federal Renewable	This grant provides increased resources and funding for after-school programs, family management programs, parenting classes, and other prevention activities. School teachers, health care providers, social workers and other professionals will receive specialized training in media violence, children of alcoholics and intervention techniques. Funds are provided for overtime for law enforcement, school personnel and bus drivers. If grant ended, program would no longer exist.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CINS Diversion - Bridges to Success	38,004	0	06/30/09 State Renewable	This grant is to divert youth from formal delinquent involvement in the juvenile justice system through a formalized program of specialized services. Harford County doesn't provide this service. Funds are subcontracted to a non-profit organization, that in turn uses formal bid processes to award a contract to provide the services. If grant ended, sufficient funds do not exist to sustain this program.	None
Miscellaneous Grants	50,000	50,000	06/30/09	Funding provided to procure grants that support local initiatives in any of the following areas: law enforcement, prosecution and drug court programs; prevention / education, corrections, drug treatment, corrections, drug treatment and planning / evaluation / technology improvement, in order to prevent and control crime.	None
DUI – Subsequent Offenders Court	60,000	20,000	09/30/09 Federal Renewable	This grant provides DUI Court support.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Drug Treatment Court Commission Grants	278,781	0	06/30/09 State Renewable	This grant provides drug treatment through DUI Court, Juvenile Drug Court and Adult Drug Court.	None
Anti-Gang Grant	161,029	0	06/30/09 Federal	Funds are provided for gang suppression efforts through law enforcement agencies, State's Attorney's Office, Harford County Schools, Office of Drug Control Policy, Juvenile Services, Boys and Girls Club, and the faith community.	None
<u>COMMUNITY DEVELOPMENT</u> Emergency Shelter Grant	39,775	17,600	09/30/09 Federal Renewable	Provides for maintenance and operating costs for emergency shelters, homeless prevention activities, and direct client services to eligible individuals and families. If grant ended, program would cease.	None
American Dream Down Payment Initiative	31,269	19,349	Until dollars expended. Federal Renewable	Down payment assistance program for low income first-time homebuyers.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Home Investment Partnership (HOME)	694,135	194,135	Until dollars expended. Federal Renewable	Grant is to develop and improve housing for eligible renters, homebuyers, and existing homeowners. Grant funds one employee in Community Services and \$45,000 of Administrative funds are also contributed to the Housing Agency for staffing costs. Provides first-time buyer programs, owner-occupied rehab and senior rehab. If grant ended, there would be no funds in the operating budget to continue program, but projects in progress would continue to completion.	None
Community Development Block Grant (CDBG)	1,080,000	0	Until all dollars are expended. Federal Renewable	This is a federal grant which benefits low and moderate income households, eliminates slums and blight, and meets urgent community development needs. Grant funds two full-time and one part-time positions. If grant ended, projects in progress would continue to completion.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Emergency and Transitional Housing Services (ETHS)/Homeless Prevention Program (HPP)	189,096	0	06/30/09 State Renewable	To assist homeless persons / families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters. This is the second year of a three year grant. If grant ended the program would no longer exist.	None
Emergency Food Assistance Program (TEFAP)	20,000	0	09/30/09 State Renewable	This is a recurring grant to supply food to food pantries. Grant currently funds one part-time position. If grant ended program would no longer exist.	None
Homeless Women's Crisis Shelter Home	66,944	0	06/30/09 State Renewable	This grant pays for the salary of a case manager employed by SARC.	None
Service – Linked Housing	33,484	0	06/30/09 State Renewable	This grant pays for the salary of a case manager employed by Inner County Outreach.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Supportive Housing Grant	442,340	0	09/30/09 Federal Renewable	These grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services. Most provide an administrative portion for Harford County. Grants are distributed to Harford Family House, Alliance, and Anna's House.	None
Citizens Corps/CERT (Citizens Emergency Response Training)	15,500	0	03/31/09 Federal Renewable	This grant provides funding to support organizing a Citizens Emergency Response Training program for volunteers. This program is in cooperation with EOC. Typical expenditures include funding instructional materials, instructors, and marketing items.	None
R.S.V.P. Retired and Senior Volunteer Program	130,426	25,570	09/30/09 Federal Renewable	Grant provides volunteer opportunities for persons 55 years of age or older, addressing priority community needs in areas of health, environment, public safety, education, hunger, homelessness and other human needs. Provides funding for three grant employees and two part-time consultants.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Rideshare	88,066	0	06/30/09 Federal / State Renewable	Grant provides the funding of the Ridesharing/Commuter Assistance programs in the Baltimore/Washington area. The grant funds one full-time position, and would cease to exist if funding were to end.	
<u>OFFICE ON AGING</u> IIIB Human Services / Ombudsman	396,351	238,055	09/30/09 Federal Renewable	This is a recurring grant which provides a variety of services to people over 60, including care management, ombudsman, guardianship, program development, operation of senior centers, information and assistance, legal services, and in-home health services, etc. This grant partially funds 13 grant employees. If grant were to end, other sources of funding would be needed.	This is a mandated program. If funding ended, we may be required to continue some services.
Senior Health Insurance Program (SHIP)	34,012	14,543	03/31/09 Federal Renewable	A recurring grant which provides health insurance counseling, assists people with organizing medical bills, advocates with medical providers and provides information and referral. Grant partially funds one employee. If grant ended services would be reduced.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Medicare Patrol (formerly CAMM)	12,805	5,451	06/30/09 State Renewable	Grant provides partial funding for one position to educate the public regarding "Curbing Abuse in Medicare and Medicaid (CAMM)". If grant ended we would attempt to continue program with volunteers.	None
IIIA Area Agency Administration	66,396	17,014	09/30/09 Federal Renewable	A recurring grant that funds Older American Act programs' administrative costs. Partially funds two positions. If grant ended current operating budget doesn't contain funding for services.	This is a mandated program. If funding ended we may be required to continue some services.
Senior Information and Assistance	17,684	0	06/30/09 State Renewable	A recurring grant that provides for one-on-one information and counseling to Harford County senior citizens, their families and caregivers to help them remain independent in the community for as long as possible. If grant ended services would be reduced.	None.
Senior Care Program	320,666	0	06/30/09 State Renewable	A recurring grant which provides support for in-home services for lower income and disabled elderly preventing self-neglect and medical neglect. If grant ended in-home services would not be provided.	None.

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Emergency Fund	32,000	0	Money rolls over from year to year	Grant provides for emergency needs for seniors not covered by other services. Typical expenditures include funding for medications, temporary assistance with utility bills, housing costs, and durable medical equipment.	None
Senior Classes	87,000	12,000	On-going	Grant provides optional educational and recreational elective classes for seniors. Fees paid to contractual instructors based on the number of people registering for individual classes. All costs paid by participants.	None
Group Senior Assisted Housing	27,475	0	06/30/09 State Renewable	Grant helps to prevent self-neglect for clients who are frail, but not judged to be disabled enough for nursing home care. Will assist disabled individuals, age 62 and over, to pay for assisted living. If grant ended, program would cease due to lack of funding.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Medicaid Waiver Administration / Case Management	147,291	10,293	06/30/09 Federal and State Renewable	Grant provides very low income, disabled senior adults a choice between assisted living care, in-home care, or nursing home care to enable them to remain in the community before institutionalization. Local in-kind contribution of \$39,850 allows us to obtain more Federal funding. If grant ended seniors would be advised by Office on Aging staff about other options available.	None
Vulnerable Elderly Program Initiative	14,867	0	06/30/09 State Renewable	Grant provides services through Senior Health Insurance Program (SHIP) for one-to-one counseling for Medicare and Medigap health insurance concerns. SHIP helps seniors understand Medicare coverage, how HMO's and other managed care systems work, provides information on and referral to Pharmacy Assistance and Medical Assistance programs when applicable, advocates for seniors with health insurance related concerns, and provides presentations to senior advocacy groups.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Ombudsman	10,374	0	06/30/09 State Renewable	A recurring grant which works in conjunction with the Older Americans Act grant to help fund the Ombudsman program to investigate complaints and resolve concerns on behalf of elderly living in skilled nursing facilities and assisted living homes.	None
IIIC2 Home Delivered Meals	102,825	0	09/30/09 Federal Renewable	Grant provides Meals on Wheels to homebound seniors who would otherwise be unable to afford them. This prevents malnutrition among the frail elderly who are unable to shop and cook for themselves. If grant ended the program would cease due to lack of funding.	None
State Nutrition	54,727	0	06/30/09 State Renewable	Grant is used to enhance the IIIC2 Home Delivered Meal Program.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
IIID - Health Education and Screening, Physical Fitness, Medical Management	14,678	0	09/30/09 Federal Renewable	The purpose of this grant is to prevent disease and promote health. Citizens are given access to health risk assessments, routine health screening, physical fitness programs, health and nutrition counseling, and medication management education. If grant ended the program would cease due to lack of funding.	None
IIIE Caregivers Support	88,704	22,287	09/30/09 Federal Renewable	This grant provides supportive services to family caregivers of the elderly through the Office on Aging. Services for caregivers provided by this grant include information, assistance, respite care services, such as chore and personal care, and information for elderly grandparents raising their grandchildren. If grant ended service to caregivers would be greatly reduced and existing staff would have to assume extra duties.	None
IIIC1 Nutrition	186,652	10,081	09/30/09 Federal Renewable	A recurring grant to bring senior adults together in a social setting, and provide them with meals. County provides in-kind building space. If grant ended the program would cease due to lack of funding.	None

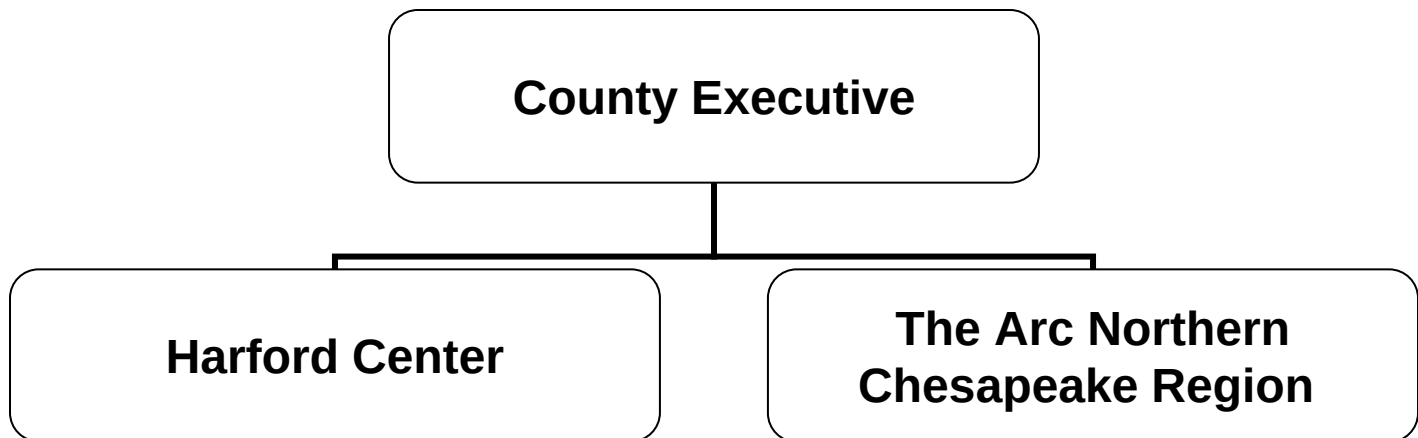
GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cultural Arts Programming	1,750	0	06/30/09 Cultural Arts Board Renewable	To provide cultural programming at senior centers. The County provides in-kind staff time and facility usage. If grant ended a reduction of programming at senior centers would occur.	None
P.A.C.E. People with Arthritis Can Exercise	6,000	0	05/31/09 State Renewable	Grant provides funding to educate the public on arthritis self-help courses and exercise classes for people with arthritis.	None
<u>HARFORD TRANSIT</u> SSTAP	456,215	285,844	06/30/09 State Renewable	A recurring grant which provides transportation services to elderly persons and / or persons with disabilities in Harford County. This grant partially funds 11 existing grant and temporary employees. If grant ended, services would be reduced / eliminated.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Americans with Disabilities Act Grant (ADA)	18,891	4,368	06/30/09 State Renewable	The County is mandated to provide ADA comparable service for all of our fixed routes. This service benefits our disabled citizens who rely on the specialized service to get to work, medical appointments and shopping. This grant continues employment of three grant employees.	Since ADA is mandated, fixed bus routes or other demand/response services would have to be cut to continue the ADA.
Section 5307	1,526,087	612,711	06/30/09 Federal and State Renewable	A recurring grant that provides operating assistance for rural and urban area public transportation for Harford County. The grant partially funds continuing employment of grant employees. If grant ended services to citizens would be drastically reduced or eliminated.	None
Transportation Coordination Initiative	118,744	31,104	06/30/09 State Renewable	A recurring grant to enhance coordination of transportation services between the public sector and private non-profit organizations serving persons with disabilities. Grant funds one driver and one dispatcher. If grant ended services to persons w/disabilities would be reduced unless operational funds could be provided.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Section 5307 MTA Capital	1,449,000	161,000	06/30/09 Federal and State Renewable	A recurring grant providing capital funds to purchase vehicles, prevention maintenance on vehicles, & computer equipment for use in the Harford County public bus system. Low-cost transportation is provided on 10 public fixed routes with complimentary ADA para-transit service. Demand/response service is provided for people over age 60 & persons w/disabilities of all ages. If grant ended there isn't enough current funding to cover grant. Local funds would be required to purchase or replace vehicles.	None
Job Access/Reverse Commute	208,779	26,777	06/30/09 Federal and State Renewable	A recurring grant supporting Harford County economic development initiatives in the Edgewood area by transporting workers to 7-3 & 3-11 shift jobs. In FY06, service was initiated to provide service to Harford County citizens to White Marsh jobs, shopping & educational opportunities. Grant continues employment of seven employees. If grant ended service would be discontinued.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
New Freedom Project	290,980	117,507	6/30/2009 Federal Renewable	This grant will provide new bus which will operate between the hours of 4:00 p.m. and 9:00 p.m. on weekdays and 8:00 a.m. to 4:00 p.m. on Saturdays. The project will serve the two primary transit service areas of the Route 22 / Route 40 corridor between Havre de Grace and Bel Air, and the Route 40 corridor between Aberdeen and Edgewood; and has been designed to provide transportation to employment, health care, and education facilities primarily to persons with disabilities, but will also serve low income wage earners and senior citizens.	
TOTALS:	\$9,614,956	\$1,,975,689			

HANDICAPPED CARE CENTERS



HANDICAPPED CARE CENTERS

ORIGIN/PURPOSE:

Handicapped Care Centers is a group of budgetary funds supporting mentally/physically handicapped rehabilitation services. These services are provided by two private, non-profit organizations - the Harford Center, Inc., and the ARC Northern Chesapeake Region. These programs offer educational and vocational opportunities with the community for mentally/physically handicapped residents.

County contributions to these organizations are payable to the Maryland State Department of Health and Mental Hygiene and must be, at a minimum, the amount paid by County Government in Fiscal Year 1984. These payments are mandated by the Development Disabilities Law, Section 7-705, in the Health General Article of the Annotated Code of Maryland.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	1,780,890	2,094,716	2,294,716	2,419,716	2,419,716
	GRAND TOTAL	<u>1,780,890</u>	<u>2,094,716</u>	<u>2,294,716</u>	<u>2,419,716</u>	<u>2,419,716</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	1,780,890	2,094,716	2,294,716	2,419,716	2,419,716
	GRAND TOTAL	<u>1,780,890</u>	<u>2,094,716</u>	<u>2,294,716</u>	<u>2,419,716</u>	<u>2,419,716</u>
	<u>SUMMARY BY DIVISION:</u>					
141000	HARFORD CENTER	432,143	482,143	532,143	582,143	582,143
142000	ARC NORTHERN CHESAPEAKE REGION	1,348,747	1,612,573	1,762,573	1,837,573	1,837,573
	GRAND TOTAL	<u>1,780,890</u>	<u>2,094,716</u>	<u>2,294,716</u>	<u>2,419,716</u>	<u>2,419,716</u>

FINANCIAL NOTES:

The \$125,000 net increase in funding for the Handicapped Care Centers as a result of:

	FY 08	FY 09	CHANGE		FY 08	FY 09	CHANGE	
o	103,965	103,965	0	Grants & Contributions				
					FY 08	FY 09	CHANGE	
				The Harford Center, Inc.	64,670	64,670	0	Paid to the State of Md Dept.
				The ARC Northern Ches. Region	39,295	39,295	0	of Health & Mental Hygiene,
					<u>103,965</u>	<u>103,965</u>	<u>0</u>	per State law set in 1984
o	2,190,751	2,315,751	125,000	Payments to Other Gov't Agencies				
					FY 08	FY 09	CHANGE	
				The Harford Center, Inc.	467,473	517,473	50,000	
				The ARC Northern Ches. Region	1,723,278	1,798,278	75,000	
					<u>2,190,751</u>	<u>2,315,751</u>	<u>125,000</u>	

DEPARTMENT: HANDICAPPED CARE CENTERS**DIVISION: The Harford Center, Inc.****INDEX: 141000****ORIGIN/PURPOSE:**

The Harford Center, Inc., was created by Bill No. 78-3, Article XXV of the Harford County Code, to operate a residential and day-care training and rehabilitation center to properly care for and provide necessary services to the severely / profoundly developmentally disabled and multi-handicapped adults. The Center services the following individuals: mentally retarded, autistic, brain damaged, cerebral palsied, hearing impaired, visually impaired, physically handicapped, emotionally disturbed, dually diagnosed Mentally Handicapped (MH) and Mental Retardation (MR), and head trauma.

FY '08 - '09 GOAL:

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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	432,143	482,143	532,143	582,143	582,143
	GRAND TOTAL	432,143	482,143	532,143	582,143	582,143
	<u>FUNDING SOURCE:</u>					
11	GENERAL	432,143	482,143	532,143	582,143	582,143

FINANCIAL NOTES:

The \$50,000 net increase in funding for Handicapped Care Centers - The Harford Center is the result of:

	FY 08	FY 09	CHANGE
o	64,670	64,670	0 Grants & Contributions Paid to the State of Maryland Department of Health & Mental Hygiene, per State law set in 1984.
o	467,473	517,473	50,000 Payment to Other Gov't Agencies - Harford County's funding to support services of the Harford Center

DEPARTMENT: HANDICAPPED CARE CENTERS
DIVISION: The ARC Northern Chesapeake Region
INDEX: 142000

ORIGIN/PURPOSE:

The ARC Northern Chesapeake Region creates opportunities for people with mental retardation to develop and exercise the competence that will empower them to make choices in the pursuit of their own personal futures and to participate fully in the life of the community. It also provides support for families of persons with mental retardation to enable them to provide a stable and nurturing environment for all family members. The ARC provides direct services in the areas of residential, community supported living arrangements, individual support services, family support services, foster care, adoption, employment, and transportation services. The ARC also provides individual and systems advocacy plus information and referral services.

FY '08 - '09 GOAL:

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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	1,348,747	1,612,573	1,762,573	1,837,573	1,837,573
	GRAND TOTAL	1,348,747	1,612,573	1,762,573	1,837,573	1,837,573
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,348,747	1,612,573	1,762,573	1,837,573	1,837,573

FINANCIAL NOTES:

The \$75,000 net increase in funding for Handicapped Care Centers - The ARC Northern Chesapeake Region is a result of:

	FY 08	FY 09	CHANGE	
o	39,295	39,295	0	Grants & Contributions Paid to the State of Maryland Department of Health & Mental Hygiene, per State law set in 1984
o	1,723,278	1,798,278	75,000	Payment to Other Gov't Agencies - Harford County's funding to support services of the ARC - including support rehabilitation of homes

THE ARC NORTHERN CHESAPEAKE REGION OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To minimize staff turnover and to increase retention in order to maintain a qualified workforce.

Department Objective:

To maintain a turnover rate in Vocational Services of less than 20% and to maintain a turnover rate in Residential Services of less than 50%.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$956,652	\$1,309,452	\$1,573,278	\$1,573,278	\$1,798,278
<u>Output:</u>					
# of staff who have left the ARC within the past 12 months	N/A*	44	58	58	50
# of new hires within the past 12 months	N/A*	60	91	64	80
<u>Efficiency:</u>					
Average cost of training a new hire	N/A*	\$2,462	\$1,721	\$2,663	\$1,700
Average time spent on paperwork per termination	N/A*	5 hours	5 hours	5 hours	5 hours
Average time spent on paperwork per new hire	N/A*	8 hours	8 hours	8 hours	8 hours
<u>Service Quality:</u>					
Percent of employees satisfied with their employment	N/A*	N/A*	N/A*	N/A	65%
Percent of employees hired who remain 1 year or longer	60%	50%	**	55%	58%
<u>Outcome:</u>					
Average turnover rate in the past twelve months for Vocational Services	19.00%	23.81%	51.00%	20.00%	19.00%
Average turnover rate in the past twelve months for Residential Services	24.00%	32.17%	34.00%	29.00%	33.00%

Explanation and Analysis of Performance Measures

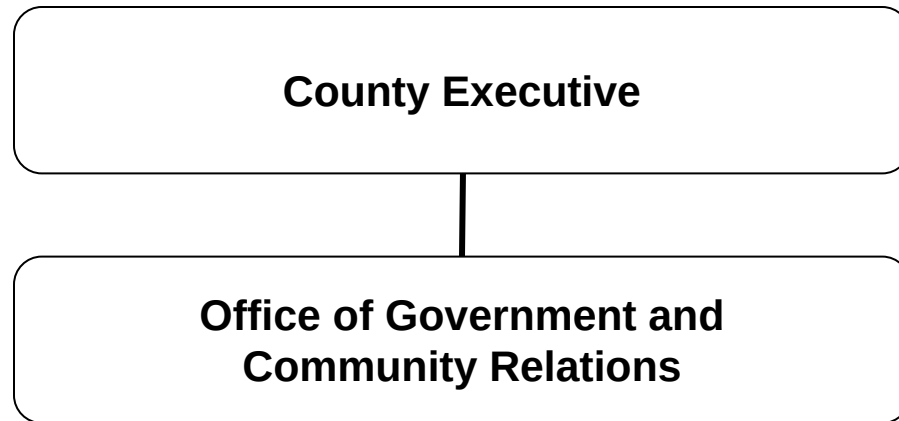
High staff turnover, recruitment, and retention is the number one issue facing service providers. This turnover rate has a strong impact on the quality of services that we provide. Stability of staff is critical to the growth and quality of life of the people who receive services from the ARC.

*N/A - These are new measures being tracked by The ARC, therefore data for previous years is unavailable.

** Data will include information for staff hired between 4/1/07 - 12/31/08

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OFFICE OF GOVERNMENTAL & COMMUNITY RELATIONS



OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ORIGIN/PURPOSE

The Office of Governmental and Community Relations was formed by Harford County Code, Chapter 9, Article XXV, Section 198, Executive Order #91-2 to provide the residents of the County with a responsive, effective means of accessing the services provided by their local government. This office responds to citizen inquiries and complaints and coordinates responses to citizen issues with either County, State and Federal agencies. This office also assists County non-profit agencies in the promotion of their efforts, coordinates the regional Community Councils, directs the Public Information Office, produces the County employee newsletter, produces informational video segments and programs and distributes press releases on issues of immediate or relevant concern or interest to the employees and the public at-large. In its dual role as Office of Public Information, this office is responsible for developing and maintaining relationships with local and regional media. Additionally, the office serves as liaison to Federal and State Agencies, the County Council, and the General Assembly on all legislative issues affecting the residents and government of Harford County.

MISSION STATEMENT:

TO PROVIDE AN EFFECTIVE INTERFACE WITH THE PUBLIC SEEKING INFORMATION OR RESOLUTION OF ISSUES OF CONCERN, AS WELL AS COORDINATING RELATIONS WITH COMMUNITY GROUPS, THE COUNTY COUNCIL, THE STATE LEGISLATIVE DELEGATION, STATE GOVERNMENT AND OTHER JURISDICTIONS; AND ADVANCE THE COUNTY'S LEGISLATIVE PRIORITIES. TO DEVELOP AND MAINTAIN, THROUGH PRO-ACTIVE MEASURES, OPEN CHANNELS OF COMMUNICATION WITH LOCAL AND REGIONAL MEDIA.

FY '08 - '09 KEY GOALS:

- 1 TO DELIVER EFFECTIVE, TIMELY COMMUNICATION AND INFORMATION SERVICES TO THE PUBLIC, ELECTED AND APPOINTED OFFICIALS, COUNTY AGENCIES, AND THE MEDIA, WITH INTEGRITY AND SENSITIVITY
- 2 TO PROVIDE EFFECTIVE INTERFACE WITH THE PUBLIC SEEKING INFORMATION OR RESOLUTION OF ISSUES OF CONCERN, AS WELL AS COORDINATING RELATIONS WITH COMMUNITY GROUPS, THE COUNTY COUNCIL, THE STATE DELEGATION AND OTHER JURISDICTIONS
- 3 TO DEVELOP STRATEGIES THAT WILL INFORM THE PUBLIC ABOUT COUNTY GOVERNMENT, OPERATIONS, AND SERVICES
- 4 TO PROVIDE PHOTOGRAPHIC, TECHNICAL AND WEB-BASED INTERNET SUPPORT TO ALL COUNTY AGENCIES FOR SPECIAL EVENTS, PROGRAMS, AND ANNOUNCEMENTS

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	343,340	418,058	496,563	504,066	504,066
20	CONTRACTUAL SERVICES	56,387	53,473	58,050	104,717	68,050
30	SUPPLIES & MATERIALS	19,454	21,003	19,550	19,500	19,500
40	BUSINESS & TRAVEL	6,982	9,517	14,300	12,300	12,300
	GRAND TOTAL	426,163	502,051	588,463	640,583	603,916

<u>SUMMARY BY FUND:</u>						
11	GENERAL	426,163	502,051	588,463	640,583	603,916
	GRAND TOTAL	426,163	502,051	588,463	640,583	603,916

<u>SUMMARY BY DIVISION:</u>						
151000	OFFICE OF GOV'T & COMMUNITY RELATIONS	426,163	502,051	588,463	640,583	603,916
	GRAND TOTAL	426,163	502,051	588,463	640,583	603,916

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

The \$15,453 net increase in funding for Office of Governmental and Community Relations is the result of:

	FY 08	FY 09	CHANGE
o		17,870	17,870 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		11,833	11,833 FY 09 Market Adjustment as a result of the SMART Pay and Classification Study conducted during FY 08
o	337,064	340,600	3,536 Full-Time Salaries 3,536 Staff Turnover <u>1.04%</u>
o	12,000	0	(12,000) Temporary Salaries - funding not required for FY 09
o	27,403	31,233	3,830 Pension / Retirement rate adjustments
o	76,265	70,405	(5,860) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	11,797	0	(11,797) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	3,750	4,250	500 Office Equipment - copier lease increased and funds provided for additional copies
o	500	0	(500) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	69,950	78,200	8,250	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	6,000	5,500	(500)	Telephone Service
	35,000	45,000	10,000	Management Services
	7,250	8,250	1,000	General Office Supplies
	2,000	1,000	(1,000)	County Owned Vehicles
	1,500	1,000	(500)	Fuel Charges
	2,000	950	(1,050)	Printing In-House & Commercial
	6,000	5,000	(1,000)	Audio Visual Supplies
	3,000	4,000	1,000	Computer Supplies
	2,500	2,000	(500)	Mileage
	2,500	2,000	(500)	Meals
	2,200	3,500	1,300	Lodging
	<u>69,950</u>	<u>78,200</u>	<u>8,250</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

Index No. 151000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	36,121	1.00	37,214	1.00	44,421
Administrative Specialist I	0.00	0	0.00	0	1.00	66,379 A
Administrative Specialist II	1.00	58,680	1.00	62,258	1.00	67,969
Director of Gov't & Community Relations	1.00	101,528	1.00	107,699	1.00	110,933
Management Assistant II	1.00	72,542	1.00	69,092	1.00	75,441
Video Producer	1.00	57,331	1.00	60,801	0.00	0
FULL-TIME SALARIES	5.00	326,202	5.00	337,064	5.00	365,143
TEMPORARY SALARIES		12,000		12,000		0 B
SALARY TOTAL	5.00	338,202	5.00	349,064	5.00	365,143
OTHER PERSONAL SERVICES						
Pension & Retirement		26,879		27,403		34,094
Workers' Compensation		783		5,263		6,248
Health Benefits		72,815		76,265		70,405
OPEB		0		11,797		0
FICA		25,418		26,071		27,476
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		126,595		147,499		138,923
TOTAL PERSONAL SERVICES	5.00	464,797 *	5.00	496,563	5.00	504,066

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Video Producer position #1578 reclassified to an Administrative Specialist I due to SMART Pay and Classification Plan Study conducted in FY 08

B - Temporary funds not required for FY 09

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide photographic, technical, and web-based internet support to all County agencies for special events, programs, and announcements

Department Objective:

To coordinate with other government agencies to prevent overlap and excessive costs as well as maximize efforts to deliver superior service

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A	\$30,550	\$34,398	\$47,988	\$73,307
Number of staff	N/A	1	1	1	1
<u>Output:</u>					
Number of photos produced	N/A	200	150	150	150
Number of web pages updated	N/A	N/A	100	300	500
<u>Efficiency:</u>					
Cost per photo	N/A	\$153	\$34	\$32	\$34
Cost per webpage	N/A	N/A	\$103	\$75	\$79
<u>Service Quality:</u>					
Percent of satisfied customers / agencies	N/A	100%	100%	100%	100%
<u>Outcome:</u>					
Savings from not outsourcing technical support	N/A	N/A	\$20,000	\$20,600	\$21,218

Explanation and Analysis of Performance Measures

By providing in-house photo services for events and in-house support for internet updates and design there is a significant savings to taxpayers

*N/A - These are new measures being tracked by Government and Community Relations, therefore, data for previous years is unavailable

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide effective interface with the public seeking information or resolution of issues of concern, as well as coordinating relations with community groups, the County Council, the State Delegation and other jurisdictions.

Department Objective:

To increase public confidence through timely, cost effective, and customer focused service and to maintain a 95% satisfaction rating.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$90,547	\$93,797	\$109,364	\$156,303	\$196,159
Number of staff	2	2	2	4	4
Number of cases	632	657	725	783	840
<u>Output:</u>					
Percent of formal concerns responded to	100%	100%	100%	100%	100%
<u>Efficiency:</u>					
Average amount spent on each citizen case	\$83.50	\$89.35	\$105.20	\$124.76	\$145.95
<u>Service Quality:</u>					
Initial follow-up within three days of receiving inquiry	60%	70%	70%	75%	80%
Number of resolved cases	600	625	700	753	800
<u>Outcome:</u>					
Percent of citizen cases resolved	97%	95%	97%	96%	95%

Explanation and Analysis of Performance Measures

By monitoring the rate of follow-up and the percentage of cases that are closed and that result in fair, accurate, and timely information being provided to the client, the office will improve its ability to provide responsive and fair customer service.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To develop strategies that will inform the public about County government, operations and services.

Department Objective:

To develop an electronic newsletter containing information about initiatives and programs offered by County Government agencies and departments.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A	N/A	N/A	N/A	\$70,726
Number of staff	N/A	N/A	N/A	N/A	4
<u>Output:</u>					
Number of newsletters produced	N/A	N/A	N/A	N/A	12
<u>Efficiency:</u>					
Cost per volume	N/A	N/A	N/A	N/A	\$1,473
<u>Service Quality:</u>					
Number of corrections to stories	N/A	N/A	N/A	N/A	10
<u>Outcome:</u>					
Circulation Number (readers)	N/A	N/A	N/A	N/A	2500

Explanation and Analysis of Performance Measures

This goal has been updated to reflect the outcome of a survey that showed that most citizens rely on electronic media applications to receive information.

*N/A - These are new measures being tracked by Government and Community Relations, therefore, data for previous years is unavailable.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide photographic, technical, and web-based internet support to all County agencies for special events, programs, and announcements

Department Objective:

To coordinate with other government agencies to prevent overlap and excessive costs as well as maximize efforts to deliver superior service

County Goal(s) Supported:

III. Efficient County Government

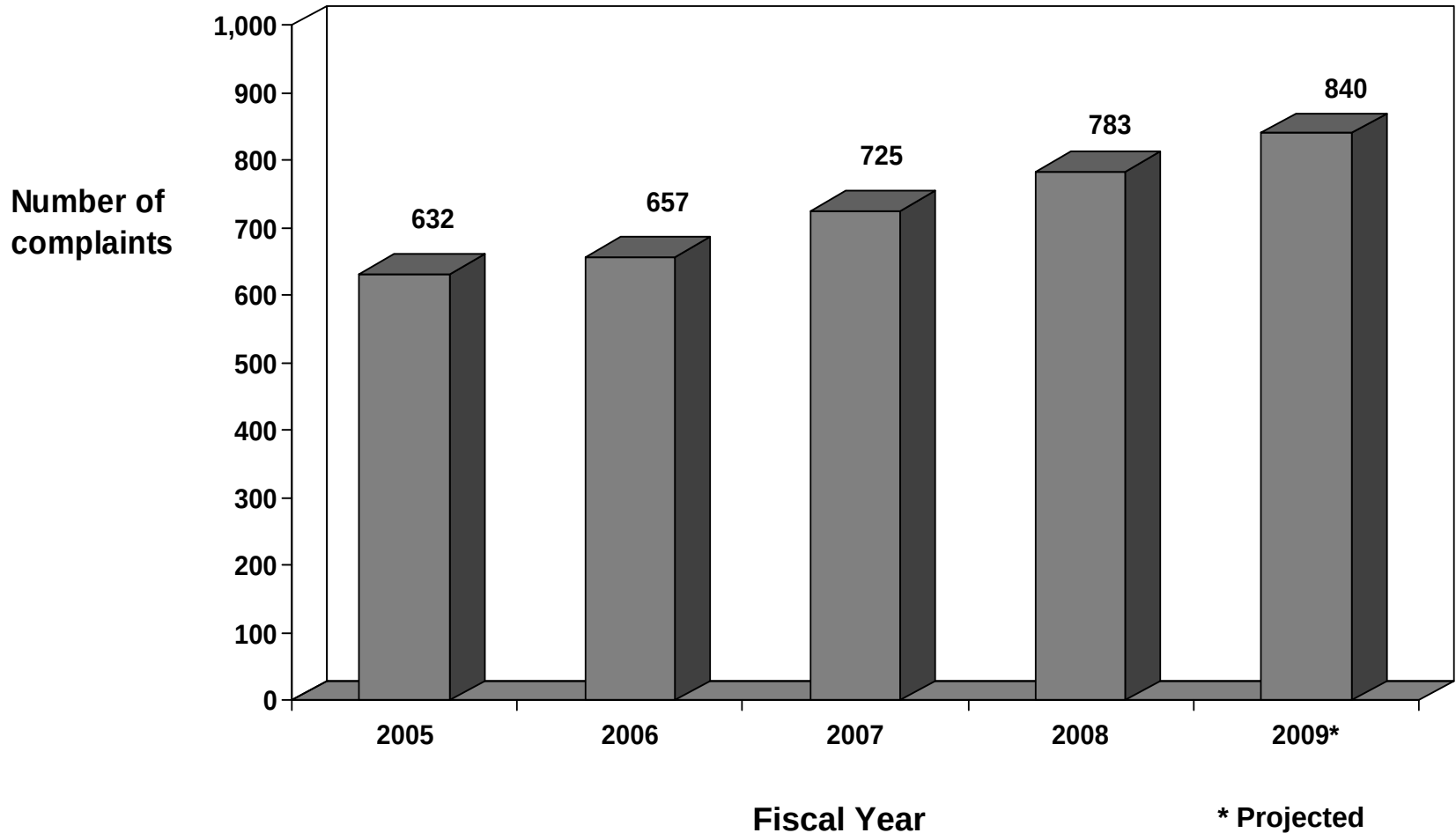
Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A	\$30,550	\$34,398	\$47,988	\$73,307
Number of staff	N/A	1	1	1	1
<u>Output:</u>					
Number of photos produced	N/A	200	150	150	150
Number of web pages updated	N/A	N/A	100	300	500
<u>Efficiency:</u>					
Cost per photo	N/A	\$153	\$34	\$32	\$34
Cost per webpage	N/A	N/A	\$103	\$75	\$79
<u>Service Quality:</u>					
Percent of satisfied customers / agencies	N/A	100%	100%	100%	100%
<u>Outcome:</u>					
Savings from not outsourcing technical support	N/A	N/A	\$20,000	\$20,600	\$21,218

Explanation and Analysis of Performance Measures

By providing in-house photo services for events and in-house support for internet updates and design there is a significant savings to taxpayers

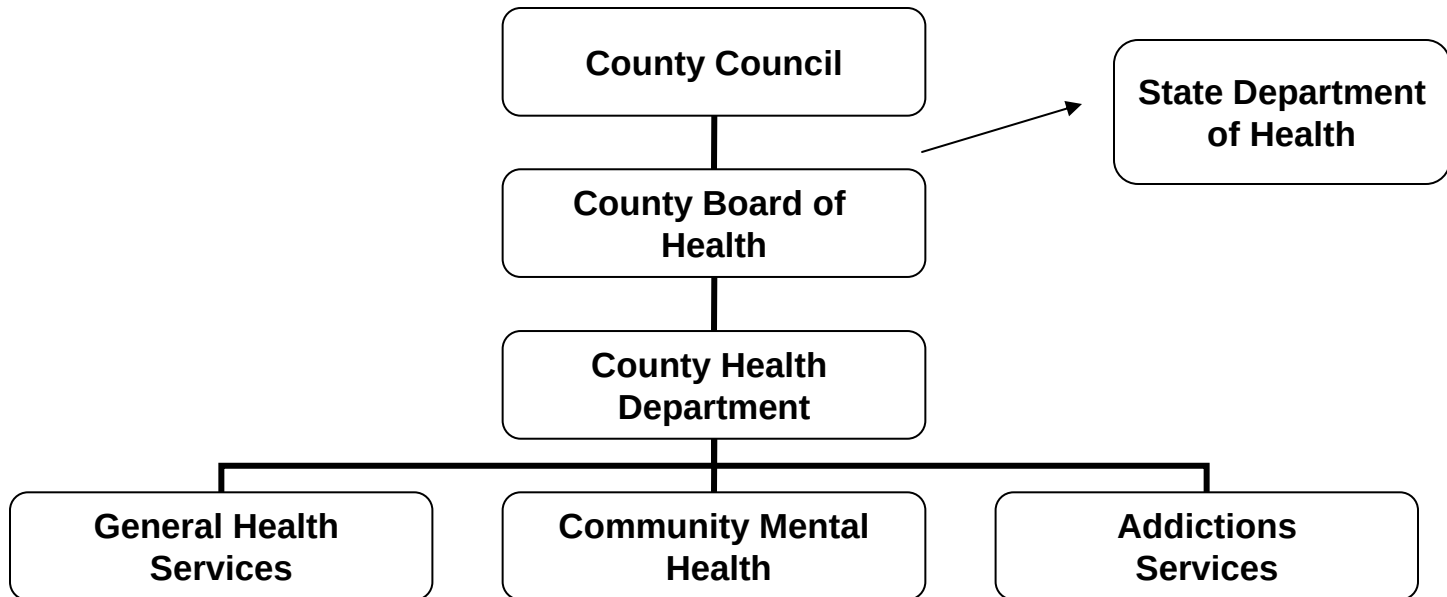
*N/A - These are new measures being tracked by Government and Community Relations, therefore, data for previous years is unavailable

OFFICE OF GOVERNMENTAL & COMMUNITY RELATIONS RESPONSES TO FORMAL COMPLAINTS



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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.

The Health Department operates under Article 25A, Section 5 (Y) of the Annotated Code of Maryland. Additionally, Chapter 9, Article II, Section 116, of the Harford County Code designates the County Council as the local Board of Health.

MISSION STATEMENT:

TO MAKE HARFORD COUNTY THE HEALTHIEST COUNTY IN THE STATE OF MARYLAND

FY '08 '09 KEY GOALS:

- 1 ESTABLISH AND MAINTAIN A COORDINATED SYSTEM OF CONTINUOUS HEALTH ASSESSMENT, POLICY DEVELOPMENT AND ASSURANCE FOR THE DELIVERY OF PUBLIC HEALTH SERVICES TO THE CITIZENS
- 2 STRIVE FOR AN OPTIMUM LEVEL OF PROTECTION AGAINST PREVENTABLE DISEASE, PREMATURE LOSS OF LIFE AND ENVIRONMENTAL POLLUTION
- 3 PREVENT AND CONTROL EPIDEMICS

HEALTH

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	28,848	94,916	26,311	26,311	26,311
20	CONTRACTUAL SERVICES	480,495	0	0	0	0
70	MISCELLANEOUS	3,263,897	3,446,622	3,713,244	3,979,440	4,093,340
	GRAND TOTAL	3,773,240	3,541,538	3,739,555	4,005,751	4,119,651
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,773,240	3,541,538	3,739,555	4,005,751	4,119,651
	GRAND TOTAL	3,773,240	3,541,538	3,739,555	4,005,751	4,119,651
<u>SUMMARY BY DIVISION:</u>						
161000	HEALTH DEPARTMENT	3,208,986	2,894,780	3,052,797	3,343,993	3,432,893
162000	COMMUNITY MENTAL HEALTH	124,324	125,824	125,824	125,824	125,824
165000	ADDICTION SERVICES	439,930	520,934	560,934	535,934	560,934
	GRAND TOTAL	3,773,240	3,541,538	3,739,555	4,005,751	4,119,651

HEALTH

FINANCIAL NOTES:

The \$380,096 net increase in funding for the Health Department, as a result of:

	FY 08	FY 09	CHANGE
o	24,441	24,441	0 Temporary Salaries - stipend for Health Officer as approved by the County Council
o	686,758	686,758	0 Grant & Contributions - Amendment No. 4 restored \$25,000 inadvertently eliminated from the FY 09 Proposed Operating budget for Addictions Services
o	3,026,486	3,406,582	380,096 Payments to Other Gov't Agencies - \$150,000 designated for Infants & Toddlers program to benefit families with special needs children; County support of State wage package - (step and 2% COLA) for County funded positions @ \$141,196; \$6,000 to provide additional funds for rabies shots for Humane Society personnel due to County Council Amendment # 2; and \$82,900 to provide for an annual salary review proposal for Sanitarian positions due to County Council Amendment # 93.

DEPARTMENT: HEALTH**DIVISION: General Health Services****INDEX: 161000****ORIGIN/PURPOSE:**

The General Health Services division is responsible for a wide spectrum of public preventative and regulatory health services. Using State, local and available grant funding sources, the division provides for integrated clinic and home visiting services to those who otherwise would not be able to secure necessary health services. Beginning in the 2001 Fiscal Year, additional funding from the Cigarette Restitution settlement became available for cancer and tobacco programs. In FY 2002, Federal funding for bioterrorism preparedness became available to the local Health Department. Due to tight fiscal conditions at both the local and state levels, Cigarette Restitution funding realized significant reductions in FY 2004, and again in FY 2005. Modest budget reductions were also realized in other programs in FY 2005. A full complement of environmental health services is provided through our Resource and Consumer Protection activities. These include: well and septic inspections and permits, plan reviews, on-site sanitary inspections, food facility inspections, complaint response, and related solid waste and air quality regulatory functions.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	28,848	94,916	26,311	26,311	26,311
20	CONTRACTUAL SERVICES	480,495	0	0	0	0
70	MISCELLANEOUS	2,699,643	2,799,864	3,026,486	3,317,682	3,406,582
	GRAND TOTAL	<u>3,208,986</u>	<u>2,894,780</u>	<u>3,052,797</u>	<u>3,343,993</u>	<u>3,432,893</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>3,208,986</u>	<u>2,894,780</u>	<u>3,052,797</u>	<u>3,343,993</u>	<u>3,432,893</u>

FINANCIAL NOTES

The \$380,096 net increase in funding for Health - General Health Services is the result of:

	FY 08	FY 09	CHANGE	
o	24,441	24,441	0	Temporary - stipend for County Health Officer as approved by the County Council
o	3,026,486	3,406,582	380,096	Payments to Other Gov't Agencies - increase of \$150,000 designated for Infants & Toddlers program to benefit families with special needs children; County support of State wage package - (step and 2% COLA) for County funded positions @ \$141,196; \$6,000 to provide additional funds for rabies shots for Humane Society personnel due to County Council Amendment # 2; and \$82,900 to provide for an annual salary review proposal for Sanitarian positions due to County Council Amendment # 93.

DIVISION STAFF SUMMARY

DEPARTMENT: HEALTH DEPARTMENT
DIVISION: GENERAL HEALTH SERVICES

Index No. 161000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>24,441</u>		<u>24,441</u>		<u>24,441</u>
SALARY TOTAL		<u><u>24,441</u></u>		<u><u>24,441</u></u>		<u><u>24,441</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>1,870</u>		<u>1,870</u>		<u>1,870</u>
TOTAL OTHER PERSONAL SERVICES		<u>1,870</u>		<u>1,870</u>		<u>1,870</u>
TOTAL PERSONAL SERVICES		<u><u>26,311</u></u> *		<u><u>26,311</u></u>		<u><u>26,311</u></u>

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: HEALTH

DIVISION: Community Mental Health

INDEX: 162000

ORIGIN/PURPOSE:

The Community Mental Health Program was privatized under a new State-wide "fee for service" system.

A local Core Services Agency has been created to address Community Mental Health needs and "broker" funding for services.

The County Health Department continues to operate a Teen Diversion Program with Federal, State, and local funds for disturbed youth who would otherwise require costly residential care. Also, a Mental Health Services Coordinator position is partially funded with County support.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>124,324</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>
	GRAND TOTAL	<u>124,324</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>124,324</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>

FINANCIAL NOTES:

The \$0 no net change in funding for Community Mental Health, funding will support Teen Diversion Program and provides for partial funding for mental health services coordination

DEPARTMENT: HEALTH**DIVISION: Addictions Services****INDEX: 165000****ORIGIN/PURPOSE:**

The Addictions Services Division represents the County's contribution toward Alcoholism and Drug Abuse services within the County. More funding for these services are provided through a State grant with additional funding being made available as a result of the Tobacco Settlement.

This division's Alcoholism Service Program provides alcohol education, treatment, referral, evaluation, in-court assessment, and group and individual therapy for those identified as having an alcohol problem or assessed as problem drinkers. Two clinics, located in Bel Air and Havre de Grace, treat persons with alcohol-related problems.

The Drug Abuse Program provides comprehensive outpatient treatment for drug abusing individuals and their families. Services provided include group, individual, and family therapy for adolescents and adults; drug identification; drug education; AIDS counseling; methadone maintenance; and urinalysis. Group treatment sessions are currently available for specific populations, such as children of chemically-dependent parents, and a women offender's group. As other common groups are identified, group programs are developed. The Drug Court Program, located in Edgewood, provides Addictions Services to court-referred adults. The Relapse Avoidance Program (RAP) provides a variety of counseling services to drug related offenders, most of whom are multiple offenders who have been incarcerated. This program is located in Bel Air.

In the summer of 2001, the Drug Abuse Program and its constituent services moved to 139 Churchville Road to provide more room for expanding services. Additional group meeting space was also secured in Suite 110 at 11-15 South Main Street. Funding provided through a State S.T.O.P. Grant and County matching funds have made these expanded services possible. Expanded services in 2002 are now being offered for Juvenile Drug Court clients in cooperation with the Department of Juvenile Justice and the court system. Intensive outpatient services were initiated in the fall of 2002 and a DUI subsequent Offender Court Program in late 2004.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	439,930	520,934	560,934	535,934	560,934
	GRAND TOTAL	439,930	520,934	560,934	535,934	560,934
	<u>FUNDING SOURCE:</u>					
11	GENERAL	439,930	520,934	560,934	535,934	560,934

DEPARTMENT: HEALTH

DIVISION: Addictions Services

INDEX: 165000

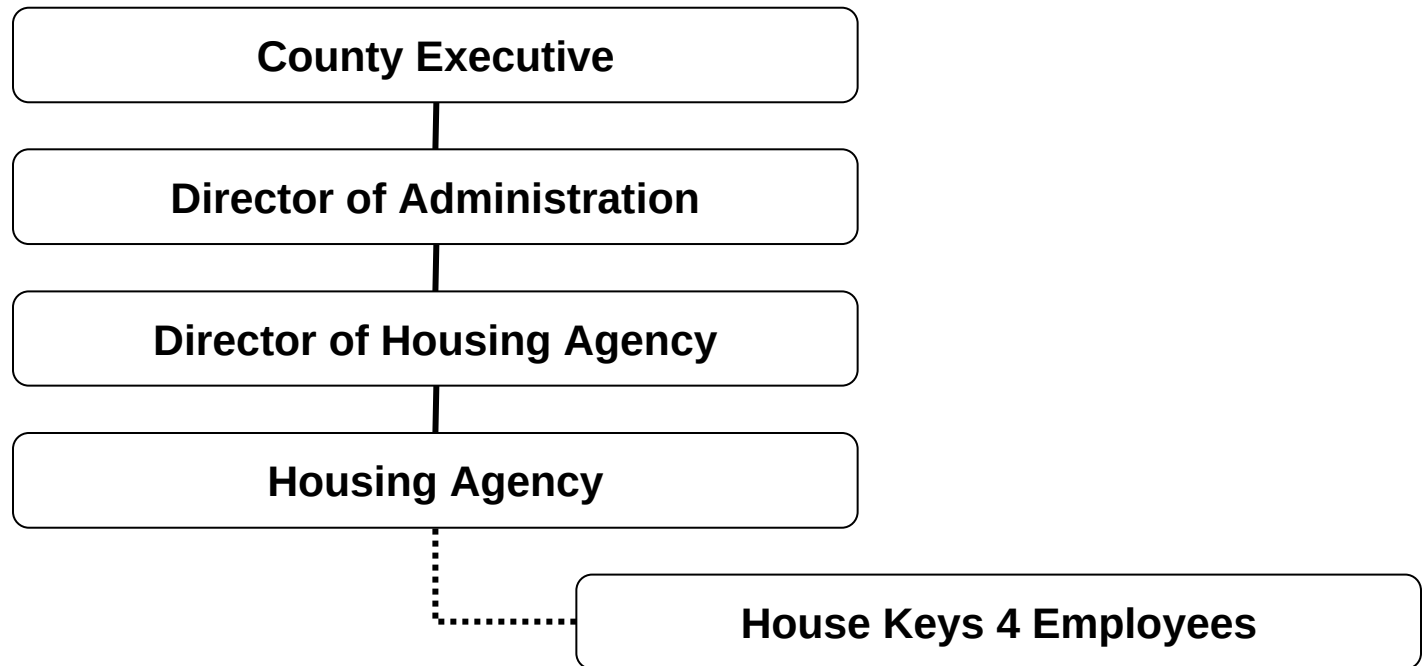
FINANCIAL NOTES:

The \$0 no change in funding for Health - Addictions Services:

	FY 08	FY 09	CHANGE	
o	560,934	560,934	0	Grants & Contributions - Amendment No. 4 restored \$25,000 inadvertently eliminated from the FY 09 Proposed Operating budget for Addictions Services.

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HOUSING AGENCY



HOUSING

ORIGIN/PURPOSE:

The Housing Agency was created by Harford County Code Chapter 9, Article XXXII, Section 189, Executive Order No. 83-1, to accept and administer Federal, State, and local housing funding and to address the housing needs of residents and assist with housing issues. In FY 08 a new account was established under Housing called "House Keys 4 Employees." This program is designed to assist qualifying Harford County employees purchasing a home for the first time with a monetary contribution towards either the downpayment or closing costs.

MISSION STATEMENT:

THE HOUSING AGENCY EMBRACES A HIGH STANDARD OF ETHICS, MANAGEMENT, AND ACCOUNTABILITY AND STRIVES TO PROVIDE OPPORTUNITIES FOR ALL COUNTY RESIDENTS TO OBTAIN AND MAINTAIN SAFE, DECENT, AND SANITARY HOUSING FREE FROM DISCRIMINATION

FY '08 - '09 KEY GOAL:

- 1 TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTUNITY. TO PROVIDE SAFE AND SANITARY HOUSING FOR LOWER INCOME AND ELDERLY PEOPLE, AND FOR PEOPLE WITH SPECIAL NEEDS.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	326,201	441,686	554,539	542,740	542,740
20	CONTRACTUAL SERVICES	84,036	14,333	16,385	15,335	15,335
30	SUPPLIES & MATERIALS	20,259	21,671	21,500	21,400	21,400
40	BUSINESS & TRAVEL	7,512	8,454	9,400	9,750	9,750
50	EQUIPMENT	0	0	0	3,000	3,000
70	MISCELLANEOUS	5,000	10,383	111,383	213,383	213,383
80	INTERGOVERNMENTAL	0	0	0	11,648	11,648
	GRAND TOTAL	443,008	496,527	713,207	817,256	817,256
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	443,008	496,527	713,207	817,256	817,256
	GRAND TOTAL	443,008	496,527	713,207	817,256	817,256
	<u>SUMMARY BY DIVISION:</u>					
171000	HOUSING SERVICES	443,008	496,527	613,207	617,256	617,256
172000	HOUSE KEYS 4 EMPLOYEES	0	0	100,000	200,000	200,000
	GRAND TOTAL	443,008	496,527	713,207	817,256	817,256
	SUMMARY OF GRANT BUDGETS					5,383

HOUSING

FINANCIAL NOTES:

The \$104,049 net increase in funding for Housing Services is the result of:

	FY 08	FY 09	CHANGE
o		26,075	26,075 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		14,586	14,586 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	359,367	356,948	(2,419) Full Time Salaries (2,419) Turnover <u>(0.68%)</u>
o	122,024	80,969	(41,055) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	12,578	0	(12,578) OPEB - instead of allocating OPEB as a % of salary by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	29,216	32,732	3,516 Retirement / Pension rate adjustments
o	2,778	3,003	225 Workers' Compensation rate adjustments
o	27,456	27,307	(149) FICA rate adjustments
o	3,500	4,100	600 Data Processing Software-Maintenance - Housing Assistant Program (HAP) software
o	28,550	27,000	(1,550) Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
6,000	4,500	(1,500)	Telephone Service
6,500	7,000	500	General Office Supplies
10,000	10,500	500	General Office Mailing
4,200	3,200	(1,000)	Printing In-House
300	400	100	Ice & Bottled Water
500	300	(200)	Other Supplies & Materials
800	1,000	200	Non Targeted Charges - FVS
250	100	(150)	Legal Notice
<u>28,550</u>	<u>27,000</u>	<u>(1,550)</u>	

HOUSING

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	5,383	5,383	0 County Match / Transfers Out - Match for State Housing Grant (3rd year of 3 year grant)
o	850	1,200	350 Professional Books & Periodicals - purchase more bankruptcy / foreclosure periodicals
o	500	0	(500) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	0	300	300 Training Seminars, Courses & Meetings - Nan McKay "Lunch & Learn" training services for program analyst on CD
o	0	3,000	3,000 Equipment - purchase file cabinets for tenants/landlord pending contracts as well as HOME programs
o	106,000	208,000	102,000 Grants & Contributions - supplement salary / benefit costs for Home Partnership grant employee due to loss /reduction of Federal funding and the amount of participation in the program
o	0	11,648	11,648 Fleet Management Rentals - all vehicles replacements are now purchased through the new fleet management program. These funds provide for lease costs to replace (2) 1/4 ton SUVs #0967 and #0968

DEPARTMENT: HOUSING

DIVISION: Housing Services

INDEX: 171000

ORIGIN/PURPOSE:

The Housing Agency was created by Harford County Code Chapter 9, Article XXXII, Section 189, Executive Order No. 83-1, to accept and administer Federal, State, and local housing funding and to address the housing needs of residents and assist with housing issues.

FY '08 - '09 KEY GOAL:

- 1 TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTUNITY. PROVIDE SAFE AND SANITARY HOUSING FOR LOWER INCOME, ELDERLY AND SPECIAL NEEDS POPULATION

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	326,201	441,686	554,539	542,740	542,740
20	CONTRACTUAL SERVICES	84,036	14,333	16,385	15,335	15,335
30	SUPPLIES & MATERIALS	20,259	21,671	21,500	21,400	21,400
40	BUSINESS & TRAVEL	7,512	8,454	9,400	9,750	9,750
50	EQUIPMENT	0	0	0	3,000	3,000
70	MISCELLANEOUS	5,000	10,383	11,383	13,383	13,383
80	INTERGOVERNMENTAL	0	0	0	11,648	11,648
	GRAND TOTAL	443,008	496,527	613,207	617,256	617,256
<u>FUNDING SOURCE:</u>						
11	GENERAL	443,008	496,527	613,207	617,256	617,256
	GRAND TOTAL	443,008	496,527	613,207	617,256	617,256

DEPARTMENT: HOUSING**DIVISION: Housing Services****INDEX: 171000****FINANCIAL NOTES:**

The \$4,049 net increase in funding for Housing Services is the result of:

	FY 08	FY 09	CHANGE
o		26,075	26,075 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		14,586	14,586 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	359,367	356,948	(2,419) Full Time Salaries (2,419) Turnover <u>(0.68%)</u>
o	122,024	80,969	(41,055) Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	12,578	0	(12,578) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	29,216	32,732	3,516 Retirement / Pension rate adjustments
o	2,778	3,003	225 Workers' Compensation rate adjustments
o	27,456	27,307	(149) FICA rate adjustments
o	3,500	4,100	600 Data Processing Software-Maintenance - Housing Assistant Program (HAP) software

DEPARTMENT: HOUSING**DIVISION: Housing Services****INDEX: 171000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE		
o	28,550	27,000	(1,550) Line items significantly adjusted, based on actual expense history:		
		FY 08	FY 09	Change	
		6,000	4,500	(1,500)	Telephone Service
		6,500	7,000	500	General Office Supplies
		10,000	10,500	500	General Office Mailing
		4,200	3,200	(1,000)	Printing In-House
		300	400	100	Ice & Bottled Water
		500	300	(200)	Other Supplies & Materials
		800	1,000	200	Non Targeted Charges - FVS
		250	100	(150)	Legal Notice
		<u>28,550</u>	<u>27,000</u>	<u>(1,550)</u>	
o	5,383	5,383	0	County Match / Transfers Out - Match for State Housing Grant (3rd year of 3 year grant)	
o	850	1,200	350	Professional Books & Periodicals - purchase more bankruptcy / foreclosure periodicals	
o	500	0	(500)	In-House Training - Funds reallocated to Human Resources - Personnel Matters for better control	
o	0	300	300	Training Seminars, Courses & Meetings - Nan McKay "Lunch & Learn" training services for program analyst on CD	
o	0	3,000	3,000	Equipment - purchase file cabinets for tenants/landlord pending contracts as well as HOME programs	
o	6,000	8,000	2,000	Grants & Contributions - supplement salary / benefit costs for Home Partnership grant employee due to loss / reduction of Federal funding	
o	0	11,648	11,648	Fleet Management Rentals - all vehicles replacements are now purchased through the new fleet management program. These funds provide for lease costs to replace (2) 1/4 ton SUVs #0967 and #0968.	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: HOUSING AGENCY

Index No. 171000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk II	1.00	30,851	1.00	32,715	1.00	35,722
Administrative Assistant II	1.00	40,406	1.00	42,870	1.00	46,804
Housing Inspector	1.00	39,506	1.00	39,484	1.00	43,102
Housing Services Coordinator	1.00	60,801	1.00	64,508	1.00	70,422
Housing Services Counselor	2.00	82,032	3.00	129,273	3.00	140,302
Secretary I	1.00	46,704	1.00	50,517	1.00	55,161
TOTAL FULL-TIME SALARIES	7.00	300,300	8.00	359,367	8.00	391,513
TEMPORARY SALARIES		40,524		0		0
SALARY TOTAL	7.00	340,824	8.00	359,367	8.00	391,513
OTHER PERSONAL SERVICES						
Pension		28,084		29,216		35,902
Workers' Compensation		1,799		2,778		3,285
Health Benefits		116,364		122,024		80,969
OPEB				12,578		0
FICA		26,073		27,456		29,951
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		173,440		195,172		151,227
TOTAL PERSONAL SERVICES	7.00	514,264 *	8.00	554,539	8.00	542,740

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

HOUSING AGENCY OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To expand homeownership and economic opportunity. To provide safe and sanitary housing for lower income and elderly people, and for people with special needs.

Department Objective:

To educate and prepare 300 families for homeownership.

To repair and/or improve the credit of 50 families.

To generate 30 first time homeowners.

To provide safe and sanitary housing with a per unit cost of less than \$450.

County Goal(s) Supported:

III. Efficient County Government

VI. Quality Living

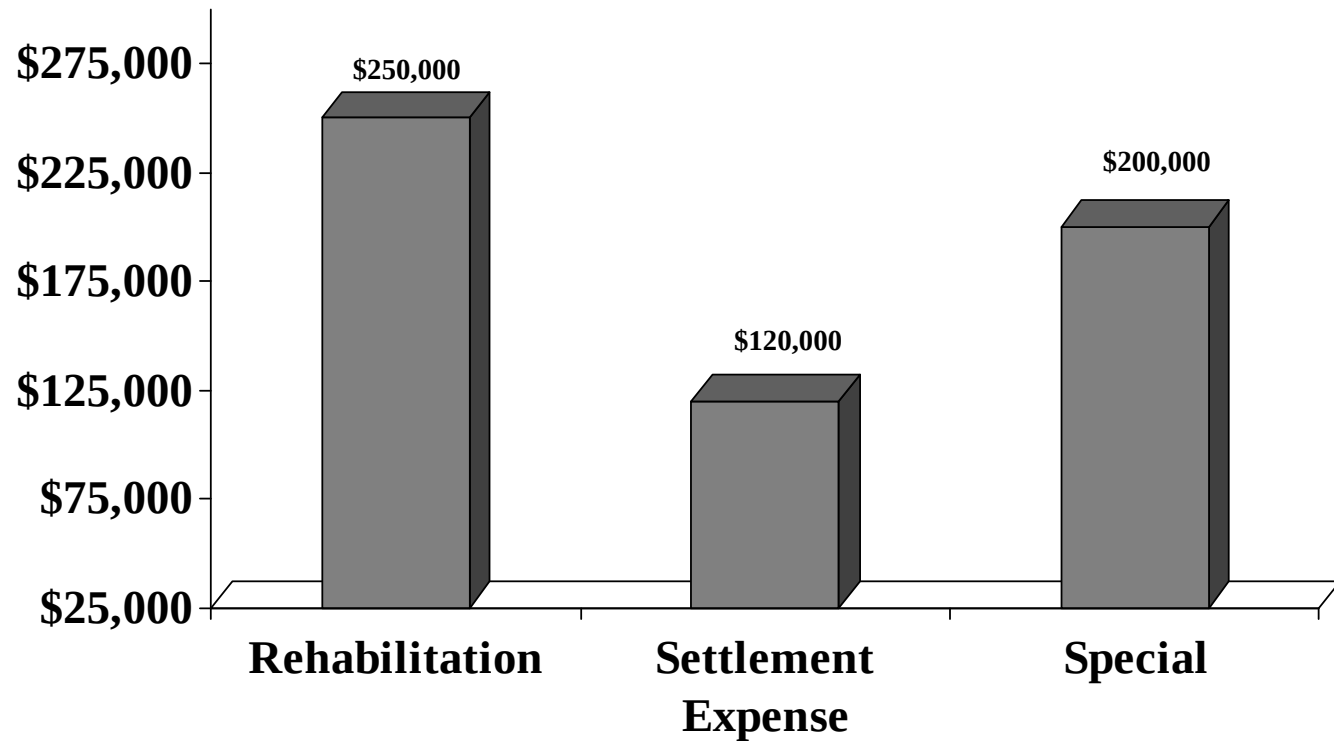
Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$6,450,000	\$6,723,480	\$7,452,934	\$7,675,000	\$7,925,000
Number of staff	21	22	23	23	24
<u>Output:</u>					
Number of training classes held	N/A*	39	52	45	50
Number of publications and training materials distributed	N/A*	2,600	2,750	2,750	3,000
Number of one-on-one counseling sessions	N/A*	518	597	750	700
Number of partnership training sessions with private sector	N/A*	9	6	10	10
Down Payment Assistance Fund monies distributed	N/A*	\$139,000	\$240,000	\$200,000	\$200,000
Housing Assistance Payment monies distributed	N/A*	\$5,552,922	\$5,965,687	\$6,500,000	\$6,900,000
Number of individuals requesting service	2,012	3,400	3,724	3,500	3,800
<u>Efficiency:</u>					
Cost per client	N/A*	\$100	\$100	\$100	\$162
<u>Service Quality:</u>					
Percent of client requests responded to	N/A*	99%	100%	100%	100%
<u>Outcome:</u>					
Number of families prepared for homeownership	N/A*	481	498	500	500
Number of families with improved credit	N/A*	101	88	100	100
Number of first time home buyers	N/A*	101	88	100	100
Savings realized by helping aid recipients become homeowners	N/A*	\$1,040,544	\$500,000	\$350,000	\$75,000

Explanation and Analysis of Performance Measures

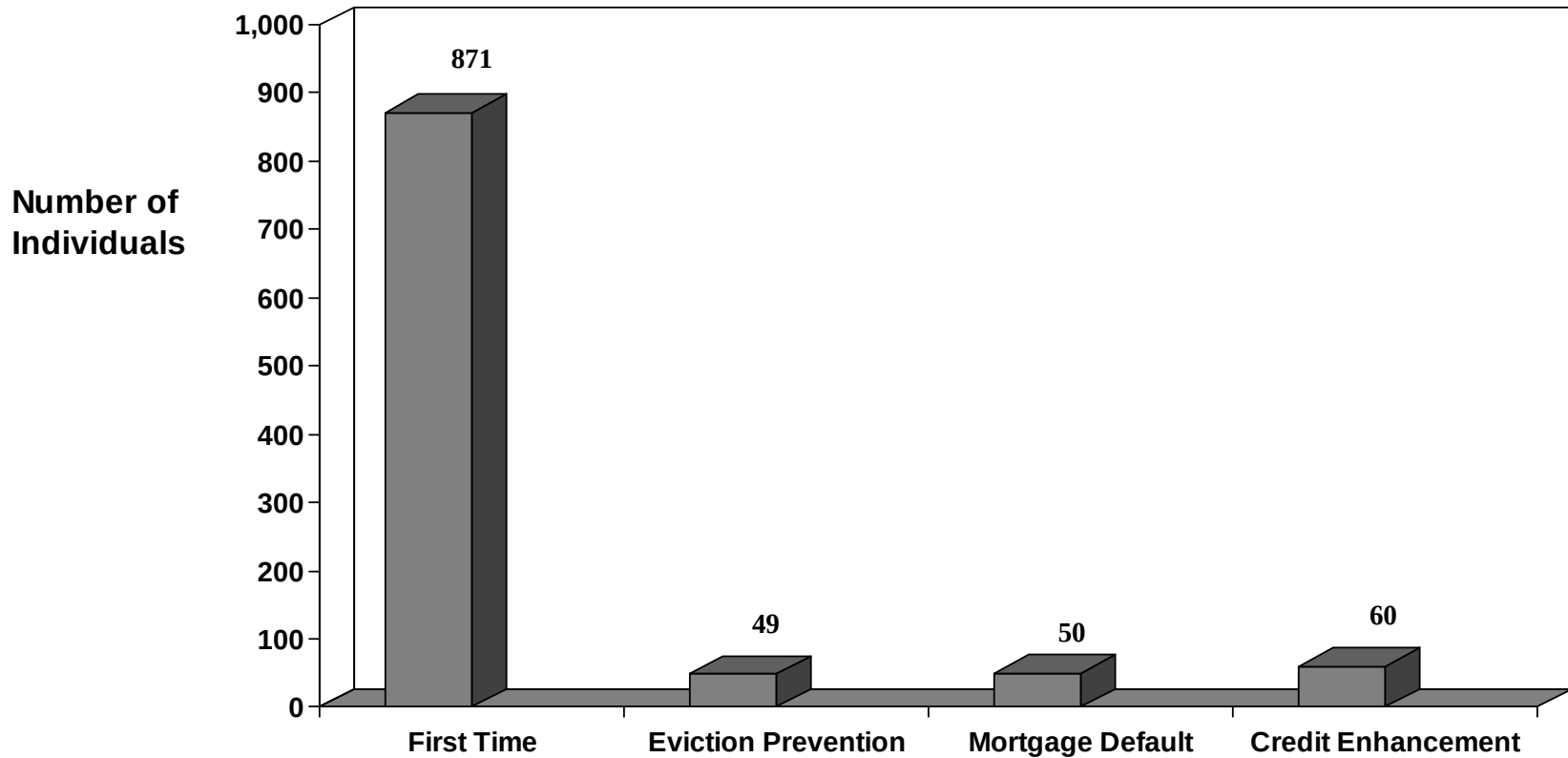
The Housing Agency is a social service agency funded primarily by the Federal Government. As such, it must strictly adhere to Federal regulations. Other than Federal dollars designated for Housing Agency Payments, which we distribute, our primary outcome is human capital, which we build by providing counseling and educational services. Demand for service has always been high and the Housing Agency expects that demand will remain high in the future.

N/A* - These are new measures being tracked by the Housing Agency, therefore, data for previous years is unavailable.

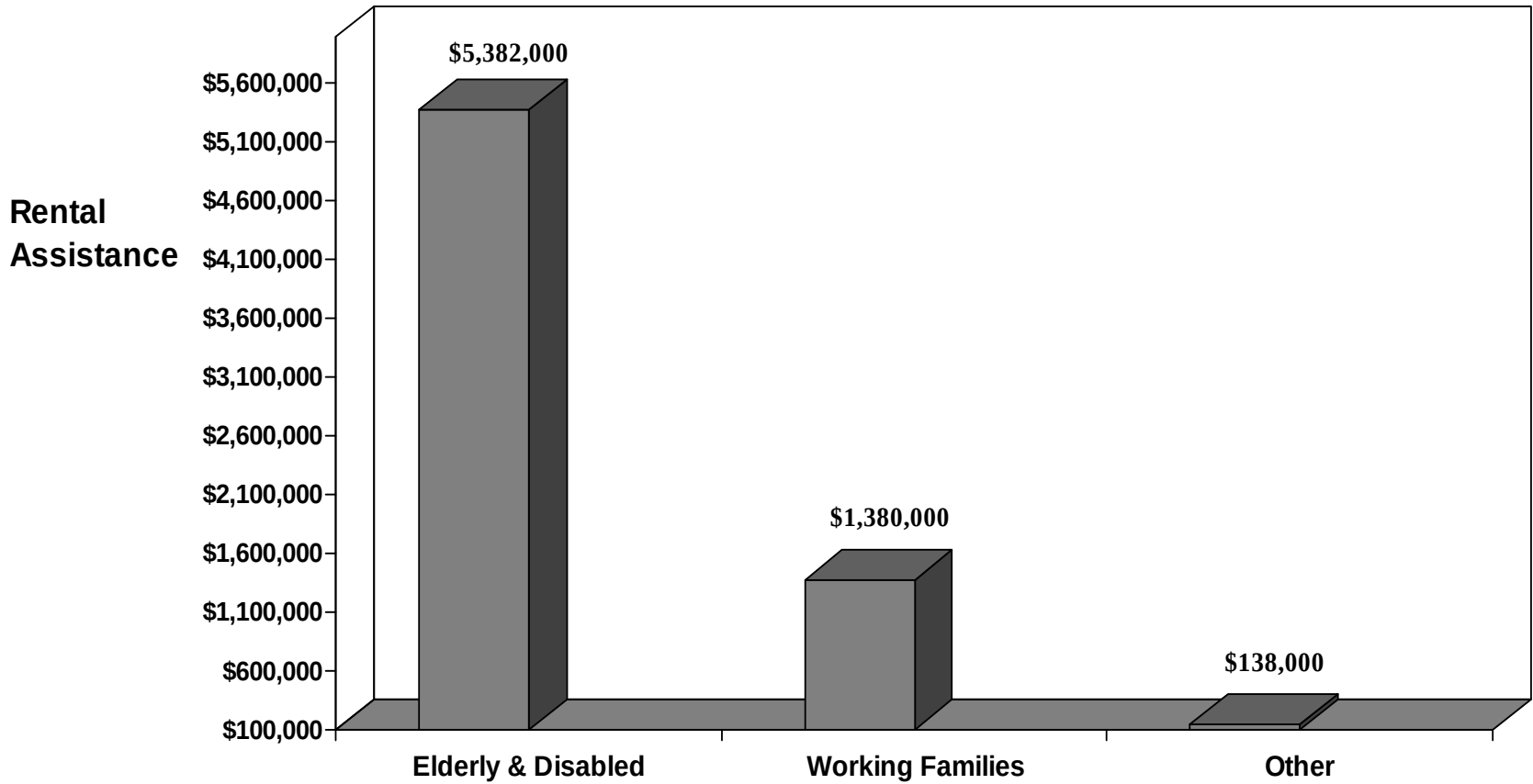
HOUSING AGENCY LOAN PROGRAMS



HOUSING AGENCY HOUSING COUNSELING



HOUSING AGENCY RENTAL ASSISTANCE



DEPARTMENT: HOUSING

DIVISION: House Keys 4 Employees

INDEX: 172000

ORIGIN/PURPOSE:

House Keys 4 Employees is an employer partnership program which will help Harford County Government workforce to become homeowners through a creative match program with the State of Maryland.

The program is designed to increase homeownership, employee recruitment, and employee retention by providing downpayment and closing cost assistance to eligible employees.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	0	0	100,000	200,000	200,000
	GRAND TOTAL	0	0	100,000	200,000	200,000
	<u>FUNDING SOURCE:</u>					
11	GENERAL	0	0	100,000	200,000	200,000
	GRAND TOTAL	0	0	100,000	200,000	200,000

FINANCIAL NOTES:

The \$100,000 net increase in funding for Housing - House Keys 4 Employees is the result of:

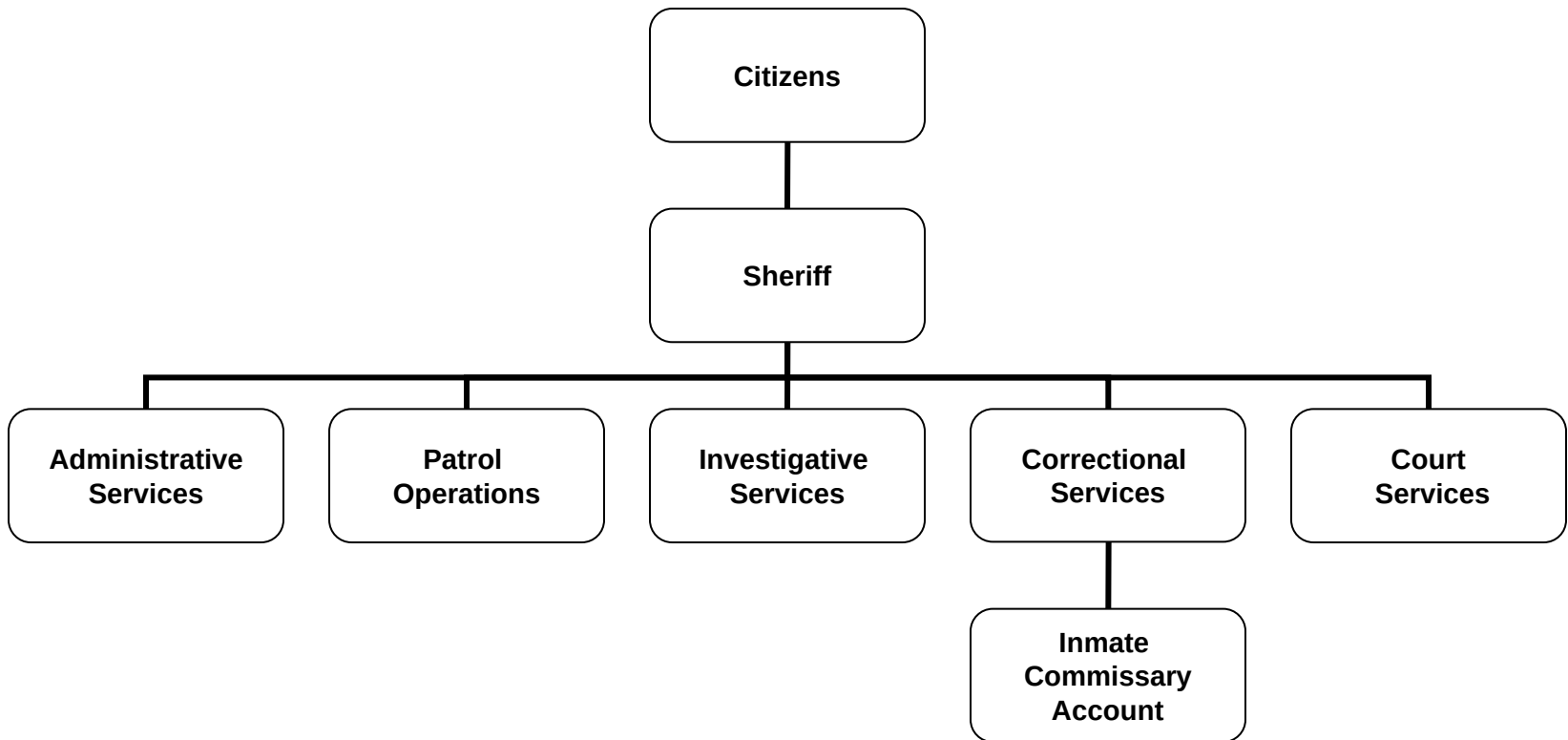
	FY 08	FY 09	CHANGE
o	100,000	200,000	100,000 Grants & Contributions - increase due to the amount of participation in the program.

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Choice Voucher	7,500,000	0	Continuous funding through Federal Contract HUD Renewable	A recurring grant that provides for subsidized rental housing to eligible families. If grant ended there would not be adequate funding in operating budget to continue program.	None
FSS Coordinator	98,500	0	Federal Contract HUD Renewable	Grant provides funding for full-time Self-Sufficiency Coordinator and a full-time Home Ownership Coordinator. Assists moving citizens from Section 8 programs to self sufficiency and homeownership. Sufficient funding doesn't exist in the operating budget to continue if grant ended.	None
Housing Opportunities for People with AIDS (HOPWA)	142,470	0	Federal money subcontracted with the City of Baltimore through HUD Renewable	This grant which is renewed yearly, providing funds for subsidized housing to individuals/families with AIDS. If grant ended programs would cease due to lack of funding.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Rental Allowance Program (RAP)	48,500	0	State Renewable	This grant is renewed each year, providing funds for temporary (12 months) rental subsidy to eligible families with critical housing need. Families assisted must demonstrate ability to become self-sufficient within the 12 month period. If grant ended the program would be terminated due to lack of funding.	None
Section 8 Mainstream Program	450,000	0	06/30/09 Federal Renewable	This grant provides 75 vouchers which enables families having a person with disabilities to lease affordable housing. Funding doesn't exist in operating budget to continue if grant ends.	None
Housing Counselor Department of Housing and Community Service	110,748	5,383	Until depleted State Recurring	This grant provides funding to pay the salary and fringe benefits of a Housing Counselor to assist families and individuals who are experiencing a housing crisis to obtain and / or maintain permanent housing. If grant ends program would be terminated due to lack of funding.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Counselor HUD	50,000	0	06/30/10 Federal Renewable	This grant provides pre-occupancy counseling programs; homebuyer education; post-purchase, mortgage default and rent delinquency counseling, property maintenance and personal money management. Grant supplies funds for supplies and training, no wages. If grant were to end, program would be terminated due to lack of funding.	None.
TOTALS:	\$8,400,218	\$5,383			

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 Services, 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 '08 - '09 GOALS:

- 1 TO ENSURE THAT AGENCY STAFFING IS ADEQUATE TO MEET CURRENT AND FUTURE SERVICE DEMANDS AND MANDATES IN A TIMELY AND EFFICIENT MANNER
- 2 TO ENHANCE THE SAFETY OF FAMILIES THROUGH THE MONITORING OF CONVICTED SEX OFFENDERS

SHERIFF'S OFFICE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	34,184,575	38,544,278	50,422,278	52,160,958	52,160,958
20	CONTRACTUAL SERVICES	4,004,733	4,554,706	5,278,856	5,399,189	5,399,189
30	SUPPLIES & MATERIALS	1,842,122	2,326,836	2,007,480	2,157,808	2,157,808
40	BUSINESS & TRAVEL	1,648,409	1,750,322	1,847,323	1,927,833	1,927,833
50	CAPITAL OUTLAY	2,156,598	2,951,652	670,169	282,625	282,625
70	MISCELLANEOUS	253,854	293,947	374,226	385,857	385,857
80	INTERGOVERNMENTAL / INTERFUND	0	0	0	294,940	294,940
	GRAND TOTAL	44,090,291	50,421,741	60,600,332	62,609,210	62,609,210

SUMMARY BY FUND:

11	GENERAL	44,090,291	50,421,741	60,600,332	62,609,210	62,609,210
	GRAND TOTAL	44,090,291	50,421,741	60,600,332	62,609,210	62,609,210

SUMMARY BY DIVISION:

211100	ADMINISTRATION & SUPPORT	4,632,868	5,504,461	6,104,308	6,862,815	6,862,815
211200	PATROL OPERATIONS	17,411,454	21,338,137	24,450,288	24,162,155	24,162,155
211300	INVESTIGATIVE SERVICES	4,661,436	5,129,767	6,169,371	6,965,735	6,965,735
212000	CORRECTIONAL SERVICES	13,645,015	14,458,889	18,953,596	19,136,808	19,136,808
212100	COMMISSARY ACCOUNT	206,791	225,236	217,833	240,097	240,097
213000	COURT SERVICES	3,532,727	3,765,251	4,704,936	5,241,600	5,241,600
	GRAND TOTAL	44,090,291	50,421,741	60,600,332	62,609,210	62,609,210

SUMMARY OF GRANT BUDGETS

313,857

SHERIFF'S OFFICE

FINANCIAL NOTES:

The \$2,008,878 net increase in funding for the Sheriff's Office is the result of:

	FY 08	FY 09	CHANGE	
o		2,357,613	2,357,613	a FY 09 wage package of a Merit and 3% COLA for eligible staff
o		160,560	160,560	FY 09 implementation of Civilian Pay and Classification Study
o	27,620,319	27,977,814	357,495	Full-time Salaries increase breakdown below:
			288,840	Salary Step &/or Grade adjustments - "Time in Grade" promotions
			68,655	Staff Turnover 0.25%
			<u>357,495</u>	
o		(103,940)	(103,940)	# of Positions 0.0 The net result of full-time staff transfers between divisions within the Sheriff's Office
				Salary Fringe Total
				2,277,269 1,341,522 3,618,791
				(2,228,355) (1,494,376) (3,722,731)
				<u>48,914 (152,854) (103,940)</u>
o		219,089	219,089	10.0 New positions created for FY 09:
				Salary Fringe Total
				125,801 93,288 219,089
				10 new deputy positions funded for 7 pays
o	1,021,756	1,217,541	195,785	Temporary Salaries - increase based on actual expense history for security guards, web designer, and sex offender investigator and new positions added during FY 08, a Fleet Tech Assistant and Clerical assistants
o	5,511,410	4,942,120	(569,290)	Health benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	8,297,664	7,894,271	(403,393)	Pension / Retirement rate adjustments
o	1,029,449	1,128,639	99,190	Workers' Compensation rate adjustments
o	832,191	918,734	86,543	Shift Differential adjusted based on actual expense history
o	2,293,000	2,456,368	163,368	Overtime adjusted based on actual expense history
o	2,432,440	2,497,529	65,089	FICA - adjusted for salary changes
o	968,562	77,990	(890,572)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	40,115	91,042	50,927	Other Professional Services

Service	FY 08	FY 09	Change
IPMA - entrance exam funds for CO's	10,500	5,432	(5,068)
Personnel File Scan	2,400	2,400	0
Locksmith Services - lock repair	2,860	2,860	0
Records Burn	500	0	(500)
Driver Training Fee - State Program	6,000	6,000	0
Subpoena Record Request Fees	2,000	2,000	0
Swimming/Rescue Instruction - for entry level recruits	1,000	1,000	0
Air Tank Refills - Dive Team	2,250	2,250	0
Guest Lecturers	3,000	3,000	0
Basic English	900	900	0
Air Quality Testing	0	3,960	3,960
University of Maryland Technical Assistance	0	12,000	12,000
Video Analysis Consultant	0	29,120	29,120
Credit Checks	1,705	1,705	0
Surviving Armed Encounters	1,000	1,000	0
Maryland Chiefs	0	11,415	11,415
Law Enforcement Records Scan	6,000	6,000	0
DEPARTMENT TOTAL	40,115	91,042	50,927

o	448,778	461,400	12,622	Telephone Service - increased funds based on actual expense history for cell phones, blackberries, and long distance costs as well as an increase in wire tap services

o	696,546	578,651	(117,895)	Other Insurance - per Treasury estimate

	FY 08	FY 09	Change
General Liability	420,604	360,727	(59,877)
Auto Liability	251,620	187,832	(63,788)
Property Damage	24,322	30,092	5,770
Total	696,546	578,651	(117,895)

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	253,796	324,994	71,198	Electricity - increase based on actual expense history and to provide for new leases at Hayes Street and 101 N. Main Street
o	2,379,627	2,538,077	158,450	Medical Services - additional funds provide for anticipated 5% increase in Medical Services contract for Detention Center @ \$112,004 and remaining increase based on actuals for pre-employment physicals, urine screenings, random drug tests, psychological exams, fitness for duty exams and K-9 vet services @ \$46,446
o	940,890	996,953	56,063	Meals-Special Purpose - additional funds provide for increased costs for academy graduations, academy luncheons, etc @ \$18,760; and the food contract at Detention Center increased \$37,303 for a total contract of \$783,363
o	111,988	116,742	4,754	Building / Custodial Services - increase is mainly the result of new custodial services contract for the Hayes Street leased space
o	79,364	97,028	17,664	Security Systems - increase based on actual expense history mainly for the cellblock gate security system at the Detention Center
o	97,496	138,677	41,181	Weapons & Ammunition - increase based on actual expense history, as well as additional purchase of tasers and other ammunition
o	334,520	425,939	91,419	Space & Real Estate Rental - two new leases added during FY 08 for the Office of Professional Standards @ \$23,793 and 101 N Main Street @ \$81,000; remaining leases adjusted based on actual expense history (\$13,374)
o	0	15,000	15,000	Grants & Contributions - funds reallocated from Human Resources - Personnel Matters for sign-on bonuses
o	28,003	45,855	17,852	Data Processing Software Maintenance - additional funds provided for new DSI Offender Management System maintenance @ \$14,280 and remaining increase is based on actual expense history for other software maintenance contracts @ \$3,572

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	147,245	168,082	20,837	Other Supplies & Materials

Index		FY 08		FY 09		Change	Explanation
Administrative Services		11,825		10,000		(1,825)	per actual expense history to purchase bullet traps
Patrol Operations		40,000		65,480		25,480	per actual expense history for flags, K-9 and bike patrol supplies
Investigative Services		800		800		0	
Correctional Services		72,818		70,000		(2,818)	per expense history for mattresses, linens, inmate, uniforms, etc.
Commissary Account		21,000		21,000		0	
Court Services		802		802		0	
DEPARTMENT TOTAL		147,245		168,082		20,837	

o	528,500	0	(528,500)	Equipment - no equipment recommended for FY 09
o	141,669	282,625	140,956	Police Car Packages - funds provide for packages for 47 of the vehicles scheduled to be replaced during FY 09
o	0	294,940	294,940	Fleet Management Rentals - funds provide for lease costs to replace 55 vehicles and 1 trailer as follows: 4 vans 3 3/4 ton pick-up trucks 1 1/2 ton SUV 1 Motorcycle 44 Police Full Size Vehicles 2 Mid Size Unmarked Impalas 1 Radar Trailer

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	2,918,231	2,846,021	(72,210)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	268,825	112,125	(156,700)	Heating Fuel - Gas
	46,000	30,000	(16,000)	Personnel Recruitment
	23,650	16,150	(7,500)	Co Facility Repair and Renovation
	59,712	61,899	2,187	Operating Equipment
	36,481	31,346	(5,135)	Communication Service
	20,100	17,450	(2,650)	Audio Visual Supplies
	33,125	34,400	1,275	Other (Service & Maintenance)
	29,648	24,318	(5,330)	Other (Contractual Services)
	312,350	384,434	72,084	Uniforms - Purchase
	92,200	89,900	(2,300)	General Office Supplies
	58,444	43,780	(14,664)	Printing In-House and Commercial
	126,482	107,549	(18,933)	Safety Equipment
	635,000	654,700	19,700	County Owned Vehicles
	800,435	848,140	47,705	Fuel Charges
	189,000	176,000	(13,000)	Non-Targeted Vehicle Maintenance
	8,000	12,500	4,500	Transportation Costs
	14,349	11,715	(2,634)	Parking and Tolls
	22,945	24,545	1,600	Meals
	30,200	35,430	5,230	Lodging
	33,595	31,000	(2,595)	In-House Training
	77,690	98,640	20,950	Training Seminars, Courses
	<u>2,918,231</u>	<u>2,846,021</u>	<u>(72,210)</u>	
o	316,726	313,857	(2,869)	County Match / Transfers Out
	B.O.S.E. Grant	272,942	266,592	(6,350)
	B.O.S.E. Grant Mgt Fee	27,294	29,621	2,327
	Domestic Violence	16,490	17,644	1,154
		<u>316,726</u>	<u>313,857</u>	<u>(2,869)</u>

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	98,500	1.00	101,002	1.00	105,123
Chief Deputy	L-09	1.00	107,913	1.00	125,523	1.00	129,294
Major	L-08	3.00	292,438	3.00	326,589	3.00	346,469
Captain	L-07	6.00	503,358	8.00	783,006	9.00	925,817
Lieutenant	L-06	14.00	1,055,541	12.00	1,022,247	14.00	1,241,501
Sergeant	L-05	26.00	1,758,973	27.00	2,104,913	27.00	2,212,197
Corporal	L-04	30.00	1,749,932	31.00	2,101,376	31.00	2,321,210
Deputy First Class	L-03	150.00	7,651,358	153.00	9,047,528	166.00	10,157,073
Deputy	L-02	18.00	731,073	27.00	1,204,349	37.00	1,853,760
Deputy, Recruit	L-01	31.00	1,219,375	16.00	667,737	0.00	0
Major	D-08	1.00	86,553	1.00	100,629	1.00	103,649
Captain	D-07	2.00	143,842	2.00	172,378	2.00	182,875
Lieutenant	D-06	8.00	511,884	8.00	586,053	8.00	621,810
Sergeant	D-05	11.00	600,299	11.00	688,376	12.00	802,865
Corporal	D-04	14.00	702,580	14.00	786,818	14.00	823,711
Officer First Class	D-03	61.00	2,645,144	51.00	2,621,508	68.00	3,562,475
Correctional Officer Recruit	D-02	11.00	371,647	11.00	418,304	4.00	159,053
Officer	D-02	21.00	716,528	33.00	1,318,768	23.00	989,550
Warden	A-15	1.00	93,173	1.00	106,628	1.00	116,427
Budget Manager	A-10	1.00	72,691	1.00	75,627	1.00	85,622
Computer Analyst	A-10	1.00	70,570	1.00	74,877	1.00	85,622
Personnel Manager	A-10	1.00	68,514	1.00	72,691	1.00	83,128
Records Manager	A-10	1.00	72,691	1.00	75,627	1.00	81,149
Special Projects Coordinator	A-09	0.00	0	0.00	0	1.00	72,099
Health Services Administrator	A-09	1.00	67,936	1.00	70,699	0.00	0
Quartermaster Fleet Manager	A-09	1.00	54,717	1.00	58,037	1.00	61,625
Records Administrator	A-09	1.00	67,936	1.00	70,699	1.00	78,785
Asset Seizure Financial Investigator	A-08	1.00	47,732	1.00	50,668	1.00	54,388
Classification Supervisor	A-08	1.00	56,002	1.00	62,300	1.00	67,960
Computer Forensics Examiner	A-08	1.00	47,732	1.00	50,668	1.00	58,498
Intelligence Analyst	A-08	2.00	83,660	2.00	94,351	2.00	92,182
Property Manager	A-08	1.00	54,353	1.00	60,480	1.00	64,943
Public Information Officer	A-08	1.00	62,301	1.00	47,754	1.00	48,647
Standards/Accreditation Manager	A-08	1.00	55,359	1.00	58,745	1.00	67,815
Telecommunications Specialist	A-08	1.00	57,031	1.00	60,480	1.00	69,999

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant	A-07	1.00	58,831	1.00	61,830	0.00	0
Applicant Investigator	A-07	1.00	45,526	2.00	95,208	2.00	101,038
Classification Counselor	A-07	3.00	112,561	3.00	122,651	3.00	131,419
Crime Analyst	A-07	1.00	51,247	1.00	54,374	2.00	109,647
Pre-Trial Services Coordinator	A-07	2.00	96,773	2.00	102,685	2.00	113,520
Sex Offender Verification Investigator	A-07	1.00	38,135	1.00	40,448	1.00	50,106
Steward	A-07	1.00	39,270	0.00	0	0.00	0
Computer Resources Technician	A-06	2.00	94,115	2.00	98,550	2.00	110,988
DC Quartermaster	A-05	0.00	0	0.00	0	1.00	52,936
Maintenance Supervisor	A-06	2.00	85,760	2.00	90,987	2.00	98,515
Accounting Clerk II	A-05	2.00	100,179	2.00	105,256	2.00	116,722
Program Coordinator	A-05	1.00	33,764	1.00	35,842	1.00	41,788
Records Clerk Supervisor	A-05	5.00	231,551	5.00	230,821	5.00	268,612
Victims' Services Advocate	A-05	1.00	35,092	1.00	39,142	1.00	42,935
Command Staff Secretary	A-04	4.00	186,023	3.00	150,141	3.00	157,062
Commissary / Inventory Manager	A-04	1.00	35,092	1.00	37,234	1.00	43,042
Inmate Property Manager	A-04	1.00	36,143	1.00	38,349	1.00	45,562
IPC Booking Clerk	A-04	2.00	80,168	1.00	41,884	0.00	0
Personnel Assistant	A-04	1.00	37,234	1.00	39,484	1.00	45,550
Property Management Assistant	A-04	1.00	30,272	1.00	34,064	1.00	33,902
Quartermaster Fleet Assistant	A-04	1.00	35,092	1.00	37,235	1.00	40,481
Records Clerk II	A-04	24.00	906,337	22.00	905,484	27.00	1,119,659
Records Clerk I	A-02	9.00	235,814	12.00	328,964	8.00	240,593
Senior Cook	A-02	1.00	40,170	1.00	42,184	1.00	44,990
FULL-TIME SALARIES		494.00	24,624,485	494.00	28,000,252	506.00	30,736,388
SALARY OFFSET			(1,037,307)		(379,933)		(819,245)
TOTAL FULL-TIME SALARIES		494.00	23,587,178	494.00	27,620,319	506.00	29,917,143

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	118,437	4.55	121,947	4.55	133,303
TOTAL PART-TIME SALARIES		4.55	118,437	4.55	121,947	4.55	133,303
TEMPORARY SALARIES			975,224		1,021,756		1,290,240
SALARY TOTAL		<u>498.55</u>	<u>24,680,839</u>	<u>498.55</u>	<u>28,764,022</u>	<u>510.55</u>	<u>31,340,686</u>
OTHER PERSONAL SERVICES							
Pension & Retirement			5,374,253		8,297,664		8,367,975
Workers' Compensation			634,469		1,029,449		1,211,345
Health Benefits			5,114,043		5,511,410		4,919,931
OPEB			0		968,562		0
Overtime & Shift Differential			2,734,885		3,125,191		3,375,102
FICA			2,096,042		2,432,440		2,648,956
Miscellaneous			288,077		293,540		296,963
TOTAL OTHER PERSONAL SERVICES			<u>16,241,769</u>		<u>21,658,256</u>		<u>20,820,272</u>
TOTAL PERSONAL SERVICES		<u>498.55</u>	<u>40,922,608</u>	<u>498.55</u>	<u>50,422,278</u>	<u>510.55</u>	<u>52,160,958</u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

HARFORD COUNTY SHERIFF'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To ensure that agency staffing is adequate to meet current and future service demands and mandates in a timely and efficient manner.

Department Objective:

To provide for timely service of court ordered civil processes by ensuring a service rate of no less than 90% annually.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Number of Civil Deputies	9	9	9	9	10
Operating Budget Allocated	\$708,690	\$798,281	\$847,115	\$944,698	\$1,227,482
<u>Output:</u>					
Number of papers received	46,619	46,629	45,064	45,112	46,019
<u>Efficiency:</u>					
Number of papers served	44,734	42,898	40,915	40,601	41,417
Number of papers served per Civil Deputy	4,970	4,766	4,546	3,463	4,142
<u>Service Quality:</u>					
Number of papers unable to be served	1,885	3,731	4,149	4,511	4,510
Average number of service attempts per paper	N/A*	4.5	4.5	4.5	4.5
<u>Outcome:</u>					
Annual service rate percentage	95.96%	92.00%	90.79%	90.00%	90.00%

Explanation and Analysis of Performance Measures

Court Services seeks to provide for timely service of court ordered civil processes by ensuring a service rate of no less than 90% annually. Service of these processes is mandated by State statutes.

*N/A - These are new measures being tracked by the Sheriff's Office, therefore data for previous years is unavailable.

HARFORD COUNTY SHERIFF'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To enhance the safety of families through the monitoring of convicted sex offenders.

Department Objective:

To provide for routine monitoring of sex offender registrants through residential and employment verification at a minimum of twice per year per registrant.

County Goal(s) Supported:

I. Public Safety

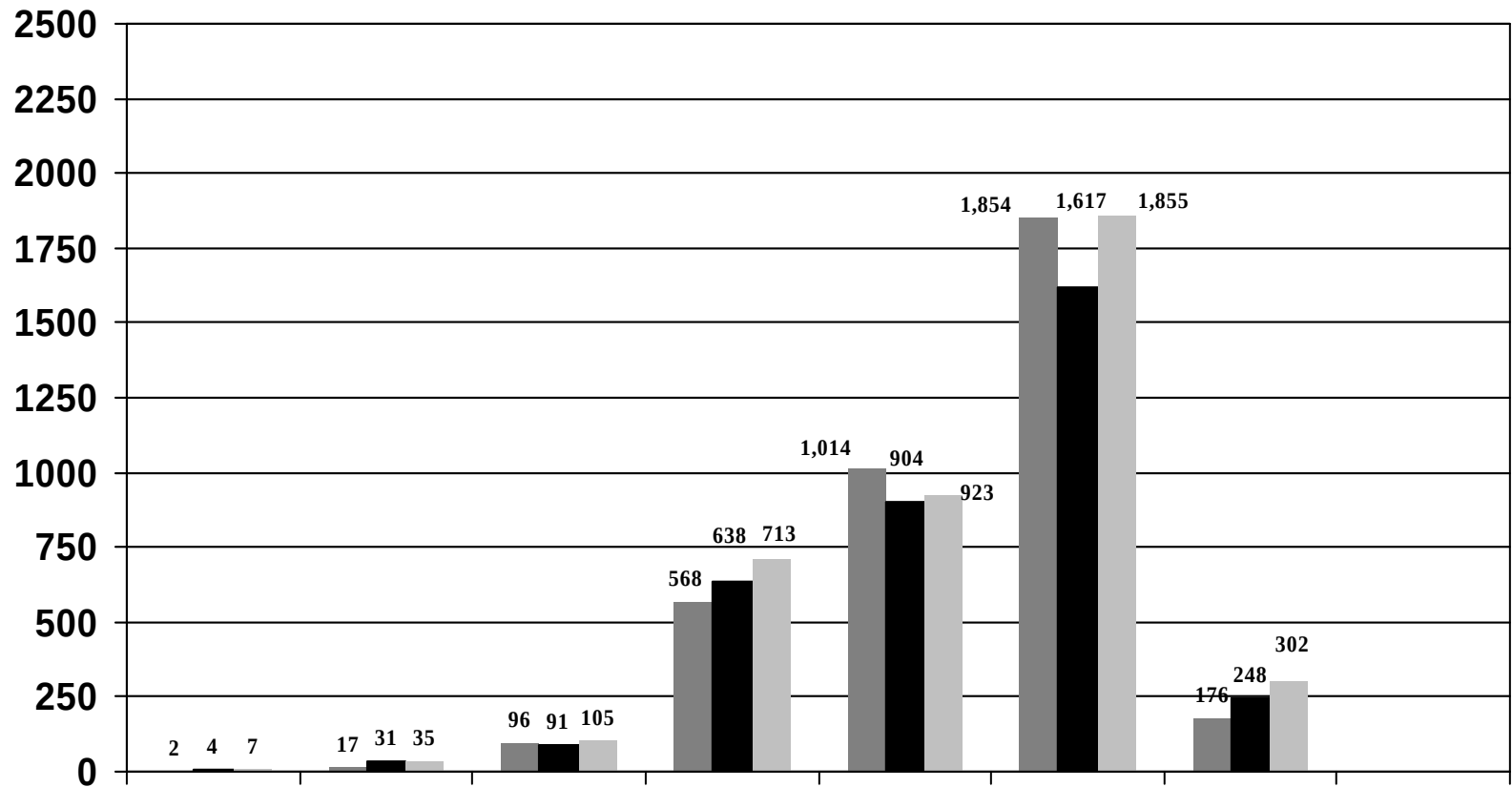
Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Number of staff	N/A*	1	1	3	3
Dollars allocated	N/A*	\$6,419	\$11,756	\$133,467	\$163,766
<u>Output:</u>					
Number of registered child sex offenders	85	96	90	121	125
Number of registered sexual offenders (non-child)	0	5	13	8	10
Number of registered sexually violent child predators	0	0	1	0	2
Number of registered sexually violent offenders (non-child)	0	35	31	43	45
<u>Efficiency:</u>					
Average number of attempts per verification	N/A*	5	1.7	5	3.35
<u>Service Quality:</u>					
Average number of residential verifications per registrant	N/A*	2	2.9	2	2.45
Average number of employment verifications per registrant	N/A*	0	0	0	0
<u>Outcome:</u>					
Average number of verifications per year per registrant	N/A*	3	2.9	3	3

Explanation and Analysis of Performance Measures

Convicted sex offenders are required to report to the Sheriff's Office their current addresses, employers, and any educational institutions they attend. The Sheriff's Office, through its Megan's Law unit, strives to protect children and adults from sex offenders by verifying the information through personal contact at the offender's residence, place of employment, and educational institution. The Sheriff's Office will make at least two such checks per year for each offender.

*N/A - These are new measures being tracked by the Sheriff's Office, therefore, data for previous years is unavailable.

Harford County Sheriff's Office Crime Statistics



		Homicide	Rape	Robbery	B&E	Assault	Theft	M/V Theft
2005		2	17	96	568	1,014	1,854	176
2006		4	31	91	638	904	1,617	248
2007		7	35	105	713	923	1,855	302

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: 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.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,576,931	4,049,697	4,922,201	5,507,263	5,507,263
20	CONTRACTUAL SERVICES	301,698	724,974	764,162	919,353	919,353
30	SUPPLIES & MATERIALS	112,286	128,589	126,400	118,715	118,715
40	BUSINESS & TRAVEL	261,970	294,460	286,545	297,984	297,984
50	CAPITAL OUTLAY	376,808	302,895	0	0	0
70	MISCELLANEOUS	3,175	3,846	5,000	19,500	19,500
	GRAND TOTAL	<u>4,632,868</u>	<u>5,504,461</u>	<u>6,104,308</u>	<u>6,862,815</u>	<u>6,862,815</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>4,632,868</u>	<u>5,504,461</u>	<u>6,104,308</u>	<u>6,862,815</u>	<u>6,862,815</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Administrative Services****INDEX: 211100****FINANCIAL NOTES:**

The \$758,507 net increase in funding for Administrative Services is the result of:

	FY 08	FY 09	CHANGE	
o		253,548	253,548	a FY 09 wage package of a Merit and 3% COLA for eligible staff
o		77,794	77,794	FY 09 implementation of Civilian Pay and Classification Study
o	3,088,231	3,101,510	13,279	Full-time Salaries
			31,793	Salary Step & / or Grade adjustments based on the recommendations of the Dept of Human Resources
			(18,514)	Staff Turnover
			<u>13,279</u>	<u>(.60%)</u>
				# of Positions
o		307,329	307,329	3.0 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office
				Salary Fringe Total
				347,380 168,808 516,188
				(133,835) (75,024) (208,859)
				<u>213,545</u> <u>93,784</u> <u>307,329</u>
o	85,696	134,623	48,927	Temporary Salaries - funds provided for Fleet Tech Assistant, Security Clerk, Clerical Assistants and a Web Designer
o	108,088	4,685	(103,403)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	569,058	517,857	(51,201)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	552,490	555,422	2,932	Pension / Retirement rate adjustments as well as new LEOPS plan for deputies
o	61,295	66,832	5,537	Workers' Compensation rate adjustments
o	254,163	261,610	7,447	FICA - adjusted for personnel / salary changes
o	150,000	170,373	20,373	Overtime adjusted based on actual expense history

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	37,500	39,500	2,000	Shift Differential - adjusted based on actual expense history
o	46,000	30,000	(16,000)	Personnel / Recruitment - decrease based on actual expense history
o	95,854	140,000	44,146	Medical Services - increase based on actual expense history for annual employee physicals, pre-employment physicals, psychological exams, and fitness for duty exams.
o	33,005	54,812	21,807	Other Professional Services

Service	FY 08	FY 09	Change	Explanation
Records Burn	500	0	(500)	No funds required in FY09
Driver Training Fee	6,000	6,000	0	
Swimming / Rescue Instruction	1,000	1,000	0	
Basic English	900	900	0	
Surviving Armed Encounters	1,000	1,000	0	
Personnel File Scan	2,400	2,400	0	
Law Enforcement Records Scan	6,000	6,000	0	
Maryland Chiefs	0	11,415	11,415	New for FY 09
Air Quality Test	0	3,960	3,960	New for FY 09
Univ of MD Tech Assistance	0	12,000	12,000	New for FY 09
IMPA Testing Services	10,500	5,432	(5,068)	decrease per actuals
Credit Checks	1,705	1,705	0	
Guest Lecturers	3,000	3,000	0	
TOTAL	33,005	54,812	21,807	

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	408,878	420,000	11,122	Telephone Service - increase based on actual expense history
o	4,000	16,514	12,514	Electricity - increase provides for two new leases which do not cover utilities at Hayes Street and 101 N. Main Street
o	63,550	142,143	78,593	Space & Real Estate Rental - funds provide for Training Academy lease @ \$21,600; firing range lease @ \$15,750; Office of Professional Standards @ \$23,793; and 101 N. Main Street @ \$81,000
o	14,067	9,825	(4,242)	Data Processing Software Maintenance

Service	FY 08	FY 09	Change	Explanation
Crown Pointe Skills Manager	1,500	995	(505)	per actuals
Crown Pointe Training Manager	1,600	1,595	(5)	per actuals
IPAQ Software	2,665	0	(2,665)	not required for FY09
ATAC Crime Analysis	750	750	0	
NAI McAfee Anti Virus	4,065	6,000	1,935	per actuals
NAI McAfee Anti Spam	3,025	0	(3,025)	not required for FY09
Help Trac Call	462	485	23	per actuals
TOTAL	14,067	9,825	(4,242)	

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	300	6,711	6,411	Building / Custodial Services - increase provides for Waste Management contract for Firing Range reallocated from Patrol Operations and new custodial contract for Hayes Street leased space
o	0	15,000	15,000	Grants & Contributions - funds reallocated here from Human Resources for sign-on bonuses
o	3,220	970	(2,250)	Safety Equipment - decrease due to no vest replacement planned for FY 09
o	254,356	255,699	1,343	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	8,045	10,215	2,170	Data Processing Hardware
	15,000	7,500	(7,500)	County Facility Repair & Renovation
	21,000	17,000	(4,000)	Printing - Commercial
	5,000	6,000	1,000	Duplicating Machine Supplies
	30,000	29,000	(1,000)	Non-targeted Charges
	10,198	9,000	(1,198)	Professional Books
	3,650	2,000	(1,650)	In-House Training
	111,468	114,984	3,516	Fuel Charges
	26,170	36,000	9,830	Training Seminars, Courses
	12,000	14,000	2,000	Lodging
	11,825	10,000	(1,825)	Other Supplies & Materials
	254,356	255,699	1,343	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	98,500	1.00	101,002	1.00	105,123
Chief Deputy	L-09	1.00	107,913	1.00	125,523	1.00	129,294
Major	L-08	1.00	98,122	1.00	110,891	1.00	117,639
Captain	L-07	1.00	87,367	2.00	195,687	3.00	308,335 A
Lieutenant	L-06	4.00	306,192	2.00	167,986	3.00	256,616 B
Sergeant	L-05	1.00	67,464	2.00	156,524	1.00	81,796 C
Corporal	L-04	2.00	118,175	2.00	136,321	2.00	153,439
Deputy First Class	L-03	3.00	167,557	3.00	198,407	4.00	288,580 D
Budget Manager	A-10	1.00	72,691	1.00	75,627	1.00	85,622
Computer Analyst	A-10	1.00	70,570	1.00	74,877	1.00	85,622
Personnel Manager	A-10	1.00	68,514	1.00	72,691	1.00	83,128
Records Manager	A-10	1.00	72,691	1.00	75,627	1.00	81,149
Quartermaster Fleet Manager	A-09	1.00	54,717	1.00	58,037	1.00	61,625
Property Manager	A-08	1.00	54,353	1.00	60,480	1.00	64,943
Public Information Officer	A-08	1.00	62,301	1.00	47,754	1.00	48,647
Telecommunications Specialist	A-08	1.00	57,031	1.00	60,480	1.00	69,999
Applicant Investigator	A-07	1.00	45,526	2.00	95,208	2.00	101,038
Crime Analyst	A-07	1.00	51,247	1.00	54,374	1.00	62,194
Computer Resources Technician	A-06	2.00	94,115	2.00	98,550	2.00	110,988
Accounting Clerk II	A-05	2.00	100,179	2.00	105,256	2.00	116,722
Records Clerk Supervisor	A-05	4.00	180,947	4.00	177,689	4.00	209,033
Command Staff Secretary	A-04	1.00	47,625	1.00	50,047	1.00	52,354
Personnel Assistant	A-04	1.00	37,234	1.00	39,484	1.00	45,550
Property Management Assistant	A-04	1.00	30,272	1.00	34,064	1.00	33,902
Quartermaster Fleet Assistant	A-04	1.00	35,092	1.00	37,235	1.00	40,481
Records Clerk II	A-04	15.00	545,174	10.00	404,698	15.00	600,178 E
Records Clerk I	A-02	6.00	156,952	10.00	273,712	6.00	180,225 F
FULL-TIME SALARIES		57.00	2,888,521	57.00	3,088,231	60.00	3,574,222
SALARY OFFSET			(19,385)		0		0
TOTAL FULL-TIME SALARIES		57.00	2,869,136	57.00	3,088,231	60.00	3,574,222

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			109,658		85,696		142,700
SALARY TOTAL		57.00	2,978,794	57.00	3,173,927	60.00	3,716,922
OTHER PERSONAL SERVICES							
Pension & Retirement			377,575		552,490		647,716
Workers' Compensation			41,305		61,295		78,921
Health Benefits			508,549		569,058		538,987
OPEB			0		108,088		0
Overtime & Shift Differential			139,885		187,500		209,873
FICA			237,543		254,163		297,244
Miscellaneous			15,810		15,680		17,600
TOTAL OTHER PERSONAL SERVICES			1,320,667		1,748,274		1,790,341
TOTAL PERSONAL SERVICES		57.00	4,299,461 *	57.00	4,922,201	60.00	5,507,263

*** FY 07 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Lieutenant promoted to Captain - #0262

B - Net increase of (1) Lieutenant positions due to transfers between divisions and the promotion of one to Captain

C - Net decrease of (1) Sergeant due to transfers between divisions

D - Net increase of (1) Deputy First Class due to transfers between divisions

E - Net increase of (5) Records Clerk II positions due to the promotion of three Records Clerk I positions to Records Clerk II, two vacant Records Clerk I positions filled as Records Clerk II, three vacant Records Clerk II positions filled as Records Clerk I, and two Records Clerk II positions transferred from other division

F - Net decrease of (4) Records Clerk I positions due to the promotion of three Records Clerk I positions to Records Clerk II, two vacant Records Clerk I positions filled as Records Clerk II, three vacant Records Clerk II positions filled as Records Clerk I, a net decrease of one Records Clerk I position due to transfer between divisions and one Records Clerk I reclassified to a Records Clerk II as part of the Civilian Pay Study

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: 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 sectors within Harford County.

Additionally, to assist in achieving its mission, this Division has several specialized units: Community Policing Unit, School Policing Unit, Traffic Unit and K-9 Unit. 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	14,012,876	16,688,800	21,732,895	21,474,734	21,474,734
20	CONTRACTUAL SERVICES	464,453	551,184	646,942	564,085	564,085
30	SUPPLIES & MATERIALS	407,937	762,670	414,430	537,971	537,971
40	BUSINESS & TRAVEL	886,915	892,512	985,852	1,007,800	1,007,800
50	CAPITAL OUTLAY	1,639,273	2,443,054	670,169	282,625	282,625
70	MISCELLANEOUS	0	(83)	0	0	0
80	INTERGOVERNMENTAL	0	0	0	294,940	294,940
	GRAND TOTAL	17,411,454	21,338,137	24,450,288	24,162,155	24,162,155
	<u>FUNDING SOURCE:</u>					
11	GENERAL	17,411,454	21,338,137	24,450,288	24,162,155	24,162,155

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

The (\$288,133) net decrease in funding for Patrol Operations is the result of:

	FY 08	FY 09	CHANGE			
o		957,478	957,478	a FY 09 wage package of a Merit and 3% COLA for eligible staff		
o		4,550	4,550	FY 09 implementation of Civilian Pay and Classification Study		
o	11,758,132	12,011,428	253,296	Full-time Salaries		
			146,683	Salary Step & / or Grade adjustments - "Time in Grade" promotions		
			106,613	Staff Turnover 0.89%		
			<u>253,296</u>			
			# of Positions			
o		(1,160,342)	(1,160,342)	(10.0) The net result to this division of full-time staff transfers between divisions within the Sheriff's Office		
			Salary	Fringe	Total	
			670,656	404,543	1,075,199	10 positions transferred in
			<u>(1,339,621)</u>	<u>(895,920)</u>	<u>(2,235,541)</u>	20 positions transferred out
			<u>(668,965)</u>	<u>(491,377)</u>	<u>(1,160,342)</u>	
o		219,089	219,089	10.0	New positions created for FY 09	
			Salary	Fringe	Total	
			125,801	93,288	219,089	10 new deputy positions funded for 7 pays
o	415,801	46,884	(368,917)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund		
o	206,871	220,027	13,156	Temporary Salaries - for Security Guards per actual expenditures		
o	2,426,765	2,186,975	(239,790)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage		
o	3,818,471	3,689,773	(128,698)	Pension / Retirement / LEOPS rate adjustments		
o	485,855	533,762	47,907	Workers' Compensation rate adjustments		
o	950,000	1,025,000	75,000	Overtime adjusted based on actual expense history		

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	388,233	428,234	40,001 Shift Differential adjusted based on actual expense history
o	1,025,200	1,055,066	29,866 FICA - based on actual salary adjustments
o	3,610	3,610	0 Other Professional Services - no change for FY 09, funds provide for locksmith repairs and air tank refills for dive team
o	487,308	399,555	(87,753) Other Insurance - adjusted per Treasury estimate
	FY 08	FY 09	Change
	223,280	191,494	(31,786) General Liability
	250,094	186,815	(63,279) Auto Liability
	13,934	21,246	7,312 Property Damage
	487,308	399,555	(87,753)
o	7,951	9,887	1,936 Operating Equipment - contracts for generator maintenance, yearly radar calibrations and repairs, and fingerprint equipment, etc. adjusted per actual expense history
o	41,700	45,600	3,900 Electricity - increased funds provided based on actual expense history and anticipated increase in cost of electricity
o	3,700	7,000	3,300 Heating Fuel (Gas) - increased funds provided based on actual expense history and anticipated increase in cost of heating fuel
o	6,890	9,000	2,110 Security Systems - additional funds provided for the increase in the Northern Precinct security system contract
o	4,000	5,500	1,500 Laboratory Supplies - increased based on actual expense history for intoximeter supplies - mouthpieces and solutions
o	66,250	55,500	(10,750) Safety Equipment - funds provide for vest replacement @ \$7,667, tactical vest replacement @ \$4,800 and dry suit replacement (dive team) @ \$8,000 and various other miscellaneous safety equipment - flares, gloves, K-9 equipment @ \$35,033 all funded based on actual expense history
o	160,000	227,084	67,084 Uniforms Purchase - increased based on actual expense history for annual replacement of both summer and winter uniforms
o	76,650	116,377	39,727 Weapons & Ammunition - additional funds provide for tasers @ \$10,375 and other ammo supplies based on actual expense history @ \$29,352

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	40,000	65,480	25,480	Other Supplies & Materials - increased funds provide for flags, K-9 and bike patrol supplies based on actual expense history @ \$10,480. Funds continue to provide for community policing supplies @ \$20,000 and youth academy supplies @ \$20,000; and additional funds are included for safety equipment and other ancillary supplies for new deputy positions @ \$15,000
o	41,950	39,770	(2,180)	Space and Real Estate Rental - decrease based on actual lease costs for Forest Hill Industrial Park, Quarry Lease, and Youth Academy at Harford Glen
o	917,154	938,158	21,004	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	15,000	18,500	3,500	General Office Supplies
	4,000	1,500	(2,500)	Unemployment Insurance
	24,515	22,858	(1,657)	Building / Custodial
	6,000	5,000	(1,000)	Equipment Repair Parts
	7,000	5,500	(1,500)	Printing Commercial
	7,000	8,500	1,500	Medical Supplies
	400,000	390,000	(10,000)	County Owned Vehicles
	430,000	455,000	25,000	Fuel Charges
	2,000	5,000	3,000	Transportation Costs
	6,000	8,400	2,400	Meals
	6,000	8,900	2,900	Lodging
	6,000	4,000	(2,000)	Professional Books
	3,639	5,000	1,361	Membership Fee & Dues
	917,154	938,158	21,004	
o	670,169	282,625	(387,544)	Equipment - funds provide for 47 police car packages for replacement vehicles. All vehicles now replaced under the new fleet management program through a yearly lease. This new program does not provide for the purchase of police car packages.
o	0	294,940	294,940	Fleet Management Rentals - funds provide for the lease costs to replace: 4 vans, 3 3/4 ton pick-up trucks, 1 1/2 ton SUV, 44 police full size vehicles, 2 mid-size unmarked vehicles, 1 radar trailer, and 1 motorcycle

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	98,122	1.00	114,212	1.00	121,174
Captain	L-07	2.00	172,163	3.00	305,228	2.00	213,725 A
Lieutenant	L-06	7.00	521,311	7.00	592,138	7.00	638,780
Sergeant	L-05	15.00	994,115	15.00	1,141,859	16.00	1,285,247 B
Corporal	L-04	16.00	922,431	17.00	1,139,673	17.00	1,251,873
Deputy First Class	L-03	107.00	5,340,667	114.00	6,585,179	119.00	7,056,740 C
Deputy	L-02	16.00	651,247	25.00	1,116,297	36.00	1,797,994 D
Deputy, Recruit	L-01	31.00	1,219,375	16.00	667,737	0.00	0 E
Command Staff Secretary	A-04	1.00	47,625	1.00	50,047	1.00	52,354
Records Clerk II	A-04	1.00	43,148	1.00	45,762	1.00	48,609
FULL-TIME SALARIES		197.00	10,010,204	200.00	11,758,132	200.00	12,466,496
SALARY OFFSET			(423,608)		0		(341,459) F
TOTAL FULL-TIME SALARIES		197.00	9,586,596	200.00	11,758,132	200.00	12,125,037
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	118,437	4.55	121,947	4.55	133,303
TOTAL PART-TIME SALARIES		4.55	118,437	4.55	121,947	4.55	133,303
TEMPORARY SALARIES			212,253		206,871		233,229
SALARY TOTAL		201.55	9,917,286	204.55	12,086,950	204.55	12,491,569

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			2,427,362		3,818,471		3,696,227
Workers' Compensation			285,762		485,855		543,824
Health Benefits			2,237,068		2,426,765		2,094,755
OPEB			0		415,801		0
Overtime & Shift Differential			1,220,000		1,338,233		1,453,234
FICA			851,758		1,025,200		1,064,982
Miscellaneous			126,707		135,620		130,143
TOTAL OTHER PERSONAL SERVICES			7,148,657		9,645,945		8,983,165
TOTAL PERSONAL SERVICES		201.55	17,065,943 *	204.55	21,732,895	204.55	21,474,734

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Net decrease of one (1) Captain position due to transfers between divisions

B - One (1) Corporal position promoted to a Sergeant

C - Net increase of five (5) Deputy First Class positions is the result of: a net decrease of twelve Deputy First Class positions transfer to other divisions; time in grade promotions of twenty-two from Deputies; three vacant Deputy First Class positions filled as Deputy and two Deputy First Class positions promoted to Corporal

D - Net increase of eleven (11) Deputy positions is the result of: a net increase of four Deputy positions due to transfers between divisions; the time in grade promotion of twenty two Deputies to Deputy First Class; three vacant Deputy First Class positions filled as Deputy; sixteen vacant Deputy Recruit positions filled as Deputy and ten new Deputy positions created and funded for 7 pays for FY 09

E - Net decrease of sixteen (16) Deputy Recruit positions due to the vacancies being filled as Deputy

F - Offset includes the salary offset for the ten new Deputy positions for 7 pays @ \$341,459

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,853,990	4,283,917	5,280,270	6,007,000	6,007,000
20	CONTRACTUAL SERVICES	427,584	386,063	478,925	525,612	525,612
30	SUPPLIES & MATERIALS	66,433	54,268	56,591	53,888	53,888
40	BUSINESS & TRAVEL	255,616	289,971	301,085	326,735	326,735
50	CAPITAL OUTLAY	17,018	68,048	0	0	0
70	MISCELLANEOUS	40,795	47,500	52,500	52,500	52,500
	GRAND TOTAL	4,661,436	5,129,767	6,169,371	6,965,735	6,965,735
<u>FUNDING SOURCE:</u>						
11	GENERAL	4,661,436	5,129,767	6,169,371	6,965,735	6,965,735

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

The \$796,364 net increase in funding for Investigative Services is the result of:

	FY 08	FY 09	CHANGE	
o		274,509	274,509	a FY 09 wage package of a Merit and 3% COLA for eligible staff
o		29,249	29,249	FY 09 implementation of Civilian Pay and Classification Study
o	2,952,746	2,935,985	(16,761)	Full-Time Salaries
			30,881	Salary Step & / or Grade adjustments - "Time in Grade" promotions
			(47,642)	Staff Turnover (1.62%)
			<u>(16,761)</u>	
			# of Positions	
o		503,585	503,585	5.0 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office
			Salary	Fringe
			724,964	456,088
			(395,167)	(282,300)
			<u>329,797</u>	<u>173,788</u>
				<u>503,585</u>
				11 positions transferred in 6 positions transferred out
o	9,358	50,034	40,676	Temporary Salaries - funds provided for Sex Offender Investigator and a Technical Assistant
o	546,924	532,106	(14,818)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	865,269	824,936	(40,333)	Pension / Retirement rate adjustments as well as the new LEOPS plan for deputies
o	111,717	118,994	7,277	Workers' Compensation rate adjustments
o	243,000	256,500	13,500	Overtime adjusted based on actual expense history
o	256,912	261,132	4,220	FICA adjustments
o	156,458	171,000	14,542	Shift Differential adjusted based on actual expense history

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	103,346	13,830	(89,516) OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division for, FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	1,800	0	(1,800) Data Processing Software - funds transferred to #2706 Data Processing Software Maintenance for the Sirchie facial id maintenance contract
o	11,693	19,507	7,814 Data Processing Software Maintenance - increased based on actual contract costs for audio visual identification device; forensic netbase; print quest; remington tag reader; and guidance software (computer forensics) @ \$6,519; as well as the transfer of \$1,295 for the Sirchie Facial ID from subobject #2105.
o	2,000	31,120	29,120 Other Professional Services - additional funds provided for a video analysis consultant @ \$29,120; remaining funds provide for fees associated with subpoena record requests
o	229,020	244,026	15,006 Space & Real Estate Rental - increase result of renegotiated lease contracts for Forest Hill Industrial for Property / Evidence / CID @ \$188,988 and covert office lease @ \$44,496. Funds are provided for property taxes @ \$9,975 and user benefit assessment @ \$567.
o	39,900	41,400	1,500 Telephone Service - increase based on actual expense history for wire tap monitoring
o	29,333	30,558	1,225 Other (Service & Maintenance) - increase based on actual expense history for maintenance contract for wiretap equipment; terminix contract; accurint public records database and the University of MD CAPWIN
o	20,200	15,000	(5,200) Other (Contractual Service) - funds provided based on actual expense history for towing costs and handwriting analysis and forensic DNA testing

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	0	1,259	1,259	Internet Line Service - funds provided based on expenditures for Special Investigations, Criminal Investigations, and Child Advocacy Center
o	334,096	353,993	19,897	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	33,096	30,000	(3,096)	Electricity
	8,500	5,763	(2,737)	Safety Equipment
	95,000	98,700	3,700	County Owned Vehicle Maintenance
	150,000	165,000	15,000	Fuel Charges
	30,000	23,000	(7,000)	Non-targeted Vehicle Maintenance
	1,500	3,000	1,500	Transportation Costs
	5,000	6,530	1,530	Lodging
	11,000	22,000	11,000	Training Seminars
	<u>334,096</u>	<u>353,993</u>	<u>19,897</u>	
o	52,500	52,500	0	Confidential Expenses - needed for drug buys and confidential informants used for investigative purposes - covert operations.

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INVESTIGATIVE SERVICES

Index No. 211300

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	96,194	1.00	101,486	1.00	107,656
Captain	L-07	2.00	158,196	2.00	187,139	3.00	293,659 A
Lieutenant	L-06	2.00	153,011	2.00	175,762	3.00	254,474 B
Sergeant	L-05	5.00	322,131	5.00	374,728	5.00	395,335
Corporal	L-04	7.00	415,839	7.00	483,519	7.00	531,124
Deputy First Class	L-03	20.00	1,061,112	19.00	1,188,349	22.00	1,409,467 C
Deputy	L-02	0.00	0	1.00	44,026	1.00	55,766
Asset Seizure Financial Investigator	A-08	1.00	47,732	1.00	50,668	1.00	54,388
Computer Forensics Examiner	A-08	1.00	47,732	1.00	50,668	1.00	58,498
Intelligence Analyst	A-08	2.00	83,660	2.00	94,351	2.00	92,182
Sex Offender Verification Investigator	A-07	1.00	38,135	1.00	40,448	1.00	50,106
Victims' Services Advocate	A-05	1.00	35,092	1.00	39,142	1.00	42,935
Command Staff Secretary	A-04	2.00	90,773	1.00	50,047	1.00	52,354
Records Clerk II	A-04	0.00	0	2.00	72,413	2.00	86,780
Records Clerk I	A-01	1.00	26,030	0.00	0	0.00	0
FULL-TIME SALARIES		46.00	2,575,637	46.00	2,952,746	51.00	3,484,724
SALARY OFFSET			(23,607)		0		0
TEMPORARY SALARIES			0		9,358		53,036
SALARY TOTAL		46.00	2,552,030	46.00	2,962,104	51.00	3,537,760

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INVESTIGATIVE SERVICES

Index No. 211300

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			576,618		865,269		974,087
Workers' Compensation			71,467		111,717		143,659
Health Benefits			524,733		546,924		582,063
OPEB			0		103,346		0
Overtime & Shift Differential			320,000		399,458		427,500
FICA			219,735		256,912		302,991
Miscellaneous			35,643		34,540		38,940
TOTAL OTHER PERSONAL SERVICES			1,748,196		2,318,166		2,469,240
TOTAL PERSONAL SERVICES		46.00	4,300,226 *	46.00	5,280,270	51.00	6,007,000

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Lieutenant position promoted to Captain - #2483

B - Net increase of one (1) Lieutenant is the result of: one Lieutenant promoted to Captain; one Sergeant promoted to Lieutenant; and the net of one Lieutenant position transferred here from another division within the Sheriff's Office

C - Net increase of three (3) Deputy First Class positions is the result of: one vacant Deputy First Class filled as a Deputy; and the transfer of four Deputy First Class position transferred here from other divisions within the Sheriff's Office

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

ORIGIN/PURPOSE:

Correctional Services oversees the Harford County Detention Center which houses pre-trial, presentenced, 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.

It has total responsibility for transporting prisoners to the Courts, medical treatment facilities, and to other facilities for incarceration.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	9,733,768	10,312,798	14,390,110	14,560,606	14,560,606
20	CONTRACTUAL SERVICES	2,759,954	2,865,600	3,360,656	3,354,792	3,354,792
30	SUPPLIES & MATERIALS	1,013,957	1,101,749	1,148,131	1,171,732	1,171,732
40	BUSINESS & TRAVEL	46,936	45,954	54,699	49,678	49,678
50	CAPITAL OUTLAY	90,400	132,788	0	0	0
	GRAND TOTAL	<u>13,645,015</u>	<u>14,458,889</u>	<u>18,953,596</u>	<u>19,136,808</u>	<u>19,136,808</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>13,645,015</u>	<u>14,458,889</u>	<u>18,953,596</u>	<u>19,136,808</u>	<u>19,136,808</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Correctional Services****INDEX: 212000****FINANCIAL NOTES:**

The \$183,212 net increase in funding for Correctional Services is the result of:

	FY 08	FY 09	CHANGE			
o		658,973	658,973	a FY 09 wage package of a Merit and 3% COLA for eligible staff		
o		48,308	48,308	FY 09 implementation fo Civilian Pay and Classification Study		
o	7,944,100	8,030,980	86,880	Full-time Salaries breakdown below:		
			58,635	Salary Step &/or Grade adjustments - "Time in Grade" promotions		
			28,245	Staff Turnover .35%		
			<u>86,880</u>			
			# of Positions			
o		3,603	3,603	1.0 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office		
			Salary	Fringe	Total	
			54,433	19,313	73,746	2 position transferred in
			(45,762)	(24,381)	(70,143)	1 position transferred out
			<u>8,671</u>	<u>(5,068)</u>	<u>3,603</u>	
o	117,277	120,700	3,423	Temporary Salaries - per actual expense history for on-call Cooks, etc.		
o	1,654,160	1,407,118	(247,042)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage		
o	2,435,196	2,209,410	(225,786)	Pension / Retirement rate adjustments		
o	301,891	334,520	32,629	Workers' Compensation rate adjustments		
o	700,000	739,995	39,995	Overtime adjusted based on actual expenses		
o	190,000	220,000	30,000	Shift Differential adjust based on actual expenses		
o	684,018	696,757	12,739	FICA adjusted for salary changes		

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	275,628	1,602	(274,026)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	209,238	179,096	(30,142)	Other Insurance
	FY 08	FY 09	Change	
	197,324	169,233	(28,091)	General Liability
	1,526	1,017	(509)	Auto Liability
	10,388	8,846	(1,542)	Property Damage
	<u>209,238</u>	<u>179,096</u>	<u>(30,142)</u>	
o	2,279,073	2,394,077	115,004	Medical Services - additional funds provided for anticipated 5% increase in Medical Services contract @ \$112,004 for a total cost of \$2,352,077 and an increase of \$3,000 for inmate urine screening (toxicology) for a total cost of \$17,000; funds of \$5,000 for K-9 vet services and \$20,000 for respiration testing.
o	754,560	791,863	37,303	Meals - Special Purpose - increase is the result of new food contract @ \$37,303 for a total of \$783,363. Remaining funds used for special events @ \$8,500.
o	2,243	16,523	14,280	Data Processing Software Maintenance - additional funds provided for new DSI Offender Management System contract @ \$14,280

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	855,940	734,357	(121,583)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	260,000	100,000	(160,000)	Heating Fuel (Gas)
	175,000	230,000	55,000	Electricity
	6,000	3,000	(3,000)	Data Processing Hardware Maintenance
	67,364	65,000	(2,364)	Office Equipment
	17,244	8,000	(9,244)	Printing In-House
	28,113	20,000	(8,113)	Communication Service
	35,000	30,000	(5,000)	General Office Supplies
	65,000	79,102	14,102	Security Systems
	90,000	95,000	5,000	Uniforms - Purchase
	7,996	9,250	1,254	Weapons & Ammunition
	6,900	5,000	(1,900)	Paint
	5,000	4,000	(1,000)	Small Kitchen Supplies
	72,818	70,000	(2,818)	Other Supplies & Materials (mattresses, linens, etc.)
	6,465	5,465	(1,000)	Meals
	5,000	3,500	(1,500)	Lodging
	8,040	7,040	(1,000)	Training Seminars
	855,940	734,357	(121,583)	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	D-08	1.00	86,553	1.00	100,629	1.00	103,649
Captain	D-07	2.00	143,842	2.00	172,378	2.00	182,875
Lieutenant	D-06	8.00	511,884	8.00	586,053	8.00	621,810
Sergeant	D-05	11.00	600,299	11.00	688,376	12.00	802,865 A
Corporal	D-04	14.00	702,580	14.00	786,818	14.00	823,711
Deputy First Class	L-03	1.00	64,722	0.00	0	0.00	0
Officer First Class	D-03	61.00	2,645,144	51.00	2,621,508	68.00	3,562,475 B
Correctional Officer Recruit	D-02	11.00	371,647	11.00	418,304	4.00	159,053 C
Officer	D-02	21.00	716,528	33.00	1,318,768	23.00	989,550 D
Warden	A-15	1.00	93,173	1.00	106,628	1.00	116,427
Special Projects Coordinator	A-10	0.00	0	0.00	0	1.00	72,099 E
Health Services Administrator	A-09	1.00	67,936	1.00	70,699	0.00	0
Records Administrator	A-09	1.00	67,936	1.00	70,699	1.00	78,785
Classification Supervisor	A-08	1.00	56,002	1.00	62,300	1.00	67,960
Standards/Accreditation Manager	A-08	1.00	55,359	1.00	58,745	1.00	67,815
Administrative Assistant	A-07	1.00	58,831	1.00	61,830	0.00	0
Classification Counselor	A-07	3.00	112,561	3.00	122,651	3.00	131,419
Pre-Trial Services Coordinator	A-07	2.00	96,773	2.00	102,685	2.00	113,520
Steward	A-07	1.00	39,270	0.00	0	0.00	0
DC Quartermaster	A-06	0.00	0	0.00	0	1.00	52,936 F
Maintenance Supervisor	A-06	2.00	85,760	2.00	90,987	2.00	98,515
Program Coordinator	A-05	1.00	33,764	1.00	35,842	1.00	41,788
Records Clerk Supervisor	A-05	1.00	50,604	1.00	53,132	1.00	59,579
Commissary/Inventory Manager	A-04	1.00	35,092	1.00	37,234	1.00	43,042
Inmate Property Manager	A-04	1.00	36,143	1.00	38,349	1.00	45,562
IPC Booking Clerk	A-04	2.00	80,168	1.00	41,884	0.00	0
Records Clerk II	A-04	6.00	232,727	6.00	255,417	5.00	208,559 G
Records Clerk I	A-02	0.00	0	0.00	0	2.00	60,368 H
Senior Cook	A-02	1.00	40,170	1.00	42,184	1.00	44,990
FULL-TIME SALARIES		157.00	7,085,468	156.00	7,944,100	157.00	8,549,352
SALARY OFFSET			(228,705)		0		0
TOTAL FULL-TIME SALARIES		157.00	6,856,763	156.00	7,944,100	157.00	8,549,352

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			89,692		117,277		127,942
SALARY TOTAL		157.00	6,946,455	156.00	8,061,377	157.00	8,677,294
OTHER PERSONAL SERVICES							
Pension & Retirement			1,525,472		2,435,196		2,341,986
Workers' Compensation			189,246		301,891		354,767
Health Benefits			1,507,254		1,654,160		1,401,529
OPEB			0		275,628		0
Overtime & Shift Differential			782,000		890,000		959,995
FICA			591,222		684,018		736,255
Miscellaneous			83,947		87,840		88,780
TOTAL OTHER PERSONAL SERVICES			4,679,141		6,328,733		5,883,312
TOTAL PERSONAL SERVICES		157.00	11,625,596 *	156.00	14,390,110	157.00	14,560,606

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Corporal position promoted to Sergeant - #1301

B - Net increase of seventeen (17) Officer First Class positions is the result of: sixteen Officer positions promoted to Officer First Class; one Officer First Class promoted to Corporal; and two vacant Officer positions filled as Officer First Class.

C - Net decrease of seven (7) Correctional Officer recruit positions is the result of seven vacancies filled as Officer

D - Net decrease of ten (10) Officer positions is the result of: two vacant Officer positions filled as Officer First Class; sixteen Officer positions promoted to Officer First Class; one IPC Booking Clerk filled as an Officer; seven vacant Correctional Officer Recruit positions filled as Officers

E - One (1) Administrative Assistant reclassified to a Special Projects Coordinator - #2595

F - One (1) vacant Health Services Administrator position reclassified and filled as a DC Quartermaster - # 0400

G - Net decrease of one (1) Records Clerk II position due to transfer between division within the Sheriff's Office

H - Net increase of two (2) Records Clerk I positions due to transfers between divisions within the Sheriff's Office

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: Inmate Commissary Account
INDEX: 212100

ORIGIN/PURPOSE:

In accordance with GASB Statement No. 34, this index is the appropriation authority for the Inmate Commissary account at the Harford County Detention Center.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	7,681	5,730	6,153	6,332	6,332
20	CONTRACTUAL SERVICES	1,814	3,330	2,130	4,130	4,130
30	SUPPLIES & MATERIALS	191,964	209,959	204,150	222,920	222,920
40	BUSINESS & TRAVEL	5,332	5,738	5,400	6,715	6,715
50	CAPITAL OUTLAY	0	479	0	0	0
	GRAND TOTAL	206,791	225,236	217,833	240,097	240,097
	<u>FUNDING SOURCE:</u>					
11	GENERAL	206,791	225,236	217,833	240,097	240,097

FINANCIAL NOTES:

The \$22,264 net increase in funding for the Inmate Commissary Account is the result of:

	FY 08	FY 09	CHANGE	
o	6,153	6,332	179	Temporary Salaries (including FICA) - Librarian costs based on actual expense history
o	183,330	205,515	22,185	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	176,430	195,000	18,570	Meals - Special Purpose
	1,500	3,800	2,300	Communication Service
	5,400	6,715	1,315	Professional Books & Periodicals
	<u>183,330</u>	<u>205,515</u>	<u>22,185</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COMMISSARY ACCOUNT

Index No. 212100

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			<u>5,388</u>		<u>5,715</u>		<u>5,882</u>
SALARY TOTAL			<u><u>5,388</u></u>		<u><u>5,715</u></u>		<u><u>5,882</u></u>
OTHER PERSONAL SERVICES							
FICA			<u>412</u>		<u>438</u>		<u>450</u>
TOTAL OTHER PERSONAL SERVICES			<u>412</u>		<u>438</u>		<u>450</u>
TOTAL PERSONAL SERVICES			<u><u>5,800</u></u> *		<u><u>6,153</u></u>		<u><u>6,332</u></u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Court Services

INDEX: 213000

ORIGIN/PURPOSE:

The Court Services Division is comprised of six integrated units that are responsible for a multitude of tasks that include the process service of papers generated from Harford County Courts and other jurisdictions, child support enforcement, fugitive apprehension, domestic violence, protection of the Circuit Court, and building security. The personnel from the division work closely with staff from the State's Attorney's office, the Family Justice Center, and the legal community that serves Harford County.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,999,329	3,203,336	4,090,649	4,605,023	4,605,023
20	CONTRACTUAL SERVICES	49,230	23,555	26,041	31,217	31,217
30	SUPPLIES & MATERIALS	49,545	69,601	57,778	52,582	52,582
40	BUSINESS & TRAVEL	191,640	221,687	213,742	238,921	238,921
50	CAPITAL OUTLAY	33,099	4,388	0	0	0
70	MISCELLANEOUS	209,884	242,684	316,726	313,857	313,857
	GRAND TOTAL	<u>3,532,727</u>	<u>3,765,251</u>	<u>4,704,936</u>	<u>5,241,600</u>	<u>5,241,600</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>3,532,727</u>	<u>3,765,251</u>	<u>4,704,936</u>	<u>5,241,600</u>	<u>5,241,600</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Court Services****INDEX: 213000****FINANCIAL NOTES:**

The \$536,664 net increase in funding for Court Services is the result of:

	FY 08	FY 09	CHANGE	
o		213,135	213,135	a FY 09 wage package of a Merit and 3% COLA for eligible staff
o		659	659	FY 09 implementation of Civilian Pay and Classification Study
o	1,877,110	1,897,911	20,801	Full-time Salaries breakdown below: 20,848 Salary Step & / or Grade adjustments - "Time in Grade" promotions (47) Staff Turnover <u>20,801</u>
				# of Positions
o		241,885	241,885	1.0 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office
				Salary Fringe Total
				479,836 292,770 772,606 7 positions transferred in
				(313,970) (216,751) (530,721) 6 positions transferred out
				<u>165,866</u> <u>76,019</u> <u>241,885</u>
o	596,839	686,275	89,436	Temporary Salaries - adjusted based on actual expenses for security guards and clerks
o	314,503	298,064	(16,439)	Health benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employee share, as well as staff opting for changes in their level of coverage
o	626,238	614,730	(11,508)	Pension / Retirement rate adjustments as well as the new LEOPS plan for deputies
o	211,709	222,514	10,805	FICA Adjustments
o	68,691	74,531	5,840	Workers' Compensation rate adjustments
o	250,000	264,500	14,500	Overtime adjusted based on actual expenditure history
o	65,699	10,989	(54,710)	OPEB (Other Post Employment Benefits) - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Court Services

INDEX: 213000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	0	2,880	2,880	Electricity - Sheriff's shared costs of electricity for the Family Justice Center previously funded by Federal grants

o	8,081	9,473	1,392	Office Equipment - increase per actual expense history for copier lease and also for folder / inserter

o	209,163	230,156	20,993	Line items significantly adjusted, based on actual expense history:

	FY 08	FY 09	Change	
	60,000	86,000	26,000	County Owned Vehicle
	2,000	1,000	(1,000)	Audio Visual Supplies
	8,696	5,500	(3,196)	Safety Equipment
	108,467	112,656	4,189	Fuel Charges
	30,000	25,000	(5,000)	Non-Targeted Charges
	<u>209,163</u>	<u>230,156</u>	<u>20,993</u>	

o	316,726	313,857	(2,869)	County Match / Transfers Out

	FY 08	FY 09	Change
BOSE Grant Match	272,942	266,592	(6,350)
Management Fee	27,294	29,621	2,327
Domestic Violence	16,490	17,644	1,154
	<u>316,726</u>	<u>313,857</u>	<u>(2,869)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COURT SERVICES

Index No. 213000

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Captain	L-07	1.00	85,632	1.00	94,952	1.00	110,098
Lieutenant	L-06	1.00	75,027	1.00	86,361	1.00	91,631
Sergeant	L-05	5.00	375,263	5.00	431,802	5.00	449,819
Corporal	L-04	5.00	293,487	5.00	341,863	5.00	384,774
Deputy First Class	L-03	19.00	1,017,300	17.00	1,075,593	21.00	1,402,286 A
Deputy	L-02	2.00	79,826	1.00	44,026	0.00	0 B
Crime Analyst	A-08	0.00	0	0.00	0	1.00	47,453 C
Records Clerk II	A-04	2.00	85,288	3.00	127,194	4.00	175,533 D
Records Clerk I	A-02	2.00	52,832	2.00	55,252	0.00	0 E
FULL-TIME SALARIES		<u>37.00</u>	<u>2,064,655</u>	<u>35.00</u>	<u>2,257,043</u>	<u>38.00</u>	<u>2,661,594</u>
SALARY OFFSET			<u>(342,002)</u>		<u>(379,933)</u>		<u>(477,786) F</u>
TOTAL FULL-TIME SALARIES		<u>37.00</u>	<u>1,722,653</u>	<u>35.00</u>	<u>1,877,110</u>	<u>38.00</u>	<u>2,183,808</u>
TEMPORARY SALARIES			<u>558,233</u>		<u>596,839</u>		<u>727,451</u>
SALARY TOTAL		<u>37.00</u>	<u>2,280,886</u>	<u>35.00</u>	<u>2,473,949</u>	<u>38.00</u>	<u>2,911,259</u>
OTHER PERSONAL SERVICES							
Pension & Retirement			467,226		626,238		707,959
Workers' Compensation			46,689		68,691		90,174
Health Benefits			336,439		314,503		302,597
OPEB			0		65,699		0
Overtime & Shift Differential			273,000		310,000		324,500
FICA			195,372		211,709		247,034
Miscellaneous			25,970		19,860		21,500
TOTAL OTHER PERSONAL SERVICES			<u>1,344,696</u>		<u>1,616,700</u>		<u>1,693,764</u>
TOTAL PERSONAL SERVICES		<u>37.00</u>	<u>3,625,582 *</u>	<u>35.00</u>	<u>4,090,649</u>	<u>38.00</u>	<u>4,605,023</u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Net increase of four (4) Deputy First Class positions is the result of transfers between divisions within the Sheriff's Office

B - Net decrease of one (1) Deputy position is the result of transfers between divisions within the Sheriff's Office

C - One (1) Crime Analyst position created during FY 08 as a result of CSAFE grant agreement, currently the position is offset by grant funds

D - One (1) Records Clerk II position created during FY 08 as a result of BOSE grant agreement, currently the position is offset by grant funds

E - Net decrease of two (2) Records Clerk I positions is the result of transfers between divisions with the Sheriff's Office

F - Offset includes salary offset for the 7 positions offset by BOSE reimbursement in the amount of \$430,333 and the Crime Analyst position offset by CSAFE @ \$47,453

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
B.O.S.E. Reimbursement	784,094	296,213	09/30/09 State Renewable	This reimbursement grant provides funding for seven positions to concentrate efforts in serving summonses, warrants, writs for paternity, AFDC and non-AFDC child support cases. BMR offsets salary / benefits \$774,603 in FY 09. If grant ended the current operating budget could not support these services.	The County would be responsible for the salary and benefits of the seven positions assigned to B.O.S.E.
Gun Violence Reduction Program – MD Cease Fire Council	31,205	0	06/30/09 State One-time	This grant provides funds to allow overtime to be utilized to keep up with the ever increasing requests for videotape analysis, additional training to stay current with technology and extraction techniques, in extracting still images from surveillance tapes, in an effort to reduce the incidence of firearm violence. There is no obligation to the County if grant ends.	None

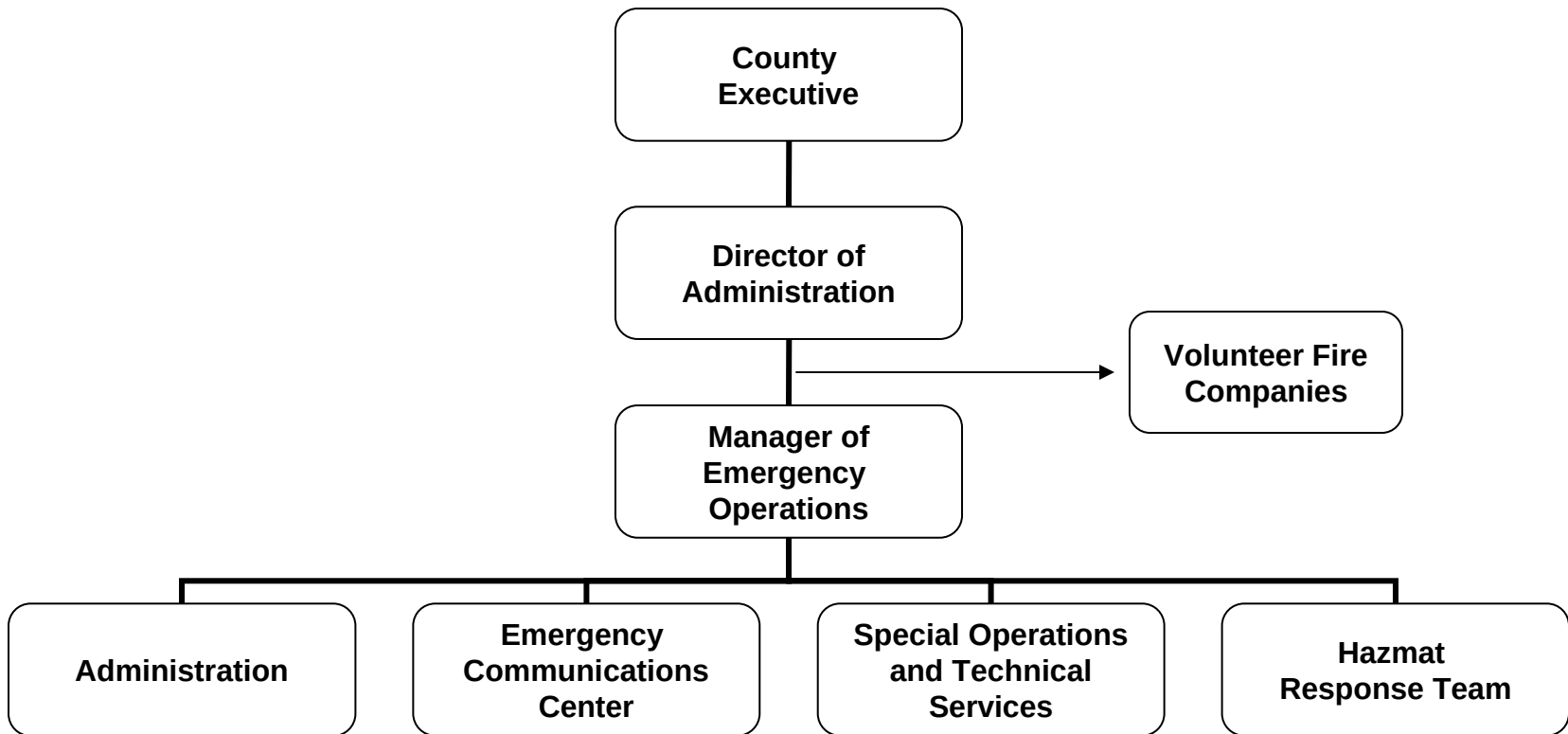
GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
School Bus Safety Enforcement	5,000	0	06/30/09 State Recurring	Grant provides overtime monies that allow the Sheriff's Office to fund a School Bus Safety program. This program affords deputies the opportunity to ride on school buses, observe violators and enforce laws. No in-kind match is required. There would be no impact on the County if grant ended.	None
Sex Offender and Compliance Enforcement in MD (SOCEM)	30,125	0	06/30/09 State One-time	Grant will allow funding for a part-time civilian position and overtime for existing Sheriff's Office personnel who will assist in the compliance and verification of sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration program as mandated by Maryland law. When the grant ends, the Sheriff's Office will be responsible for paying the salary and fringe benefits of the part-time civilian position.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Domestic Violence Unit Pilot Program	11,185	0	06/30/09 State Recurring	This funding allows Records Clerks the opportunity to work overtime to ensure that all orders are entered into MILES/NCIC within the mandated timeframe. If grant ended, the Sheriff's Office would be required to enter and serve the orders as mandated.	None
Harford County Domestic Violence Initiative	70,575	17,644	09/30/09 Federal Recurring	The problem of domestic violence continues to grow in Harford County. This grant will supply overtime funding needed for the deputies to handle the required follow-up contracts, to investigate reported cases, to provide the victim with the services and protection needed, to prepare their cases for trial and to serve protective orders. If grant ended the Court Services operating budget would need to absorb all program costs.	None
MD Victims of Crime Violent Crime Victim Initiative	7,009	0	06/30/09 State One-time	Funding will be used to supply crime victims and survivors with resource materials & for training for the Victim Services Unit. When the grant ends, the Sheriff's Office will be required to fund the resources from the Operating Budget.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Gang Intelligence Initiative	116,286	0	03/31/09 Federal One-time	Grant offers funding for overtime, equipment, and training. The overtime is for deputies to conduct gang investigations for the purpose of identifying and tracking incarcerated gang members. When the grant ends, the Sheriff's Office will be required to fund the resources from the Operating Budget.	None
TOTALS:	\$1,055,479	\$313,857			

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DEPARTMENT OF EMERGENCY OPERATIONS



EMERGENCY OPERATIONS

ORIGIN/PURPOSE:

County Council Bill #93-58 established the Division of Emergency Operations pursuant to Executive Order 89-1. This division is responsible for receiving and disseminating all emergency requests in Harford County for fire, EMS, rescue, hazardous materials, and police incidents.

Training is provided for all agency members to include the Dispatch Academy, In-Service training to all agency employees, supervisors, and management training for all applicable staff members.

The Division is the Emergency Management agency and primary Homeland Security Coordination agency for the County and is responsible for emergency plans to include emergency plans for the Peach Bottom Atomic Power Station. It is responsible for all mitigation and preparedness response and recovery operations.

Additionally, Emergency Operations is responsible for response to hazardous materials incidents in the County and maintaining a fully equipped and operational HazMat Team.

MISSION STATEMENT:

TO PROVIDE TIMELY, PROFESSIONAL, AND COMPASSIONATE EMERGENCY AND SUPPORT SERVICES FOR BOTH CITIZENS AND PUBLIC SAFETY PROVIDERS - ALL DAY, EVERY DAY IN AN EFFICIENT AND EFFECTIVE MANNER

FY '08 - '09 KEY GOALS:

- 1 TO PROVIDE EMERGENCY MANAGEMENT AND HOMELAND SECURITY OVERSIGHT FOR HARFORD COUNTY BEFORE, DURING, AND AFTER BOTH NATURAL AND MAN-MADE EMERGENCIES OR DISASTERS THAT WILL REDUCE OR PREVENT THE LOSS OF LIFE, PROPERTY AND ECONOMIC WELL-BEING
- 2 TO EDUCATE HARFORD COUNTY CITIZENS ON THE PROPER USE OF EMERGENCY 911
- 3 TO PROVIDE AN EFFICIENT DISPATCH SYSTEM TO ASSURE CITIZENS ADEQUATE RESPONSE TO EMERGENCIES
- 4 TO ASSURE SERVICES WE OFFER MEET NEEDS AND EXPECTATIONS OF CITIZENS AND FIELD PROVIDERS
- 5 TO PROVIDE SUPPORT SERVICES FOR THOSE RESPONDING DIRECTLY TO PUBLIC SAFETY CALLS FOR ASSISTANCE
- 6 TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES

EMERGENCY OPERATIONS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,930,509	5,303,111	6,619,326	7,034,102	7,034,102
20	CONTRACTUAL SERVICES	1,162,925	2,303,817	3,765,911	3,219,454	3,219,454
30	SUPPLIES & MATERIALS	348,856	405,537	294,999	323,165	323,165
40	BUSINESS & TRAVEL	165,596	219,509	247,315	249,140	249,140
50	CAPITAL OUTLAY	133,972	122,077	135,300	28,495	28,495
70	MISCELLANEOUS	6,319,701	5,888,103	7,795,000	8,694,456	8,694,456
80	INTER-GOVERNMENTAL	0	0	0	30,912	30,912
	GRAND TOTAL	<u>13,061,559</u>	<u>14,242,154</u>	<u>18,857,851</u>	<u>19,579,724</u>	<u>19,579,724</u>

SUMMARY BY FUND:

11	GENERAL	<u>13,061,559</u>	<u>14,242,154</u>	<u>18,857,851</u>	<u>19,579,724</u>	<u>19,579,724</u>
	GRAND TOTAL	<u>13,061,559</u>	<u>14,242,154</u>	<u>18,857,851</u>	<u>19,579,724</u>	<u>19,579,724</u>

SUMMARY BY DIVISION:

221000	ADMINISTRATION	912,697	1,187,320	1,276,483	1,287,790	1,287,790
222100	EMERGENCY COMMUNICATIONS CENTER	3,976,074	4,436,381	5,316,874	5,646,622	5,646,622
222200	SPECIAL OPERATIONS & SUPPORT SERVICES	1,404,719	2,331,808	3,410,283	3,093,881	3,093,881
223000	VOLUNTEER FIRE COMPANIES	6,309,354	5,876,499	8,383,375	9,067,456	9,067,456
225000	HAZMAT RESPONSE TEAM	408,366	410,146	470,836	483,975	483,975
229000	HURRICANE RESPONSE	50,349	0	0	0	0
	GRAND TOTAL	<u>13,061,559</u>	<u>14,242,154</u>	<u>18,857,851</u>	<u>19,579,724</u>	<u>19,579,724</u>

SUMMARY OF GRANT BUDGETS

2,000

EMERGENCY OPERATIONS

FINANCIAL NOTES:

The \$721,873 net increase in funding for Emergency Operations is the result of:

	FY 08	FY 09	CHANGE
o	3,933,761	3,921,366	(12,395) Full-Time Salaries
			(30,159) Staff Turnover <u>-0.77%</u>
			<u>17,764</u> Step/Grade adjustments based on the recommendations of the Department of Human Resources
			<u>(12,395)</u>
o			287,677 FY 09 Wage Package of a merit increase and 3% COLA for eligible staff
o			208,185 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	178,700	179,704	1,004 Temporary Salaries increased due to actual expense history
o	993,700	975,942	(17,758) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	327,142	367,336	40,194 Pension / Retirement rate adjustments
o	32,080	41,026	8,946 Workers' Compensation rate adjustments
o	531,500	560,000	28,500 Overtime - adjusted based on actual expense history
o	46,500	47,000	500 Uniform Allowance - adjusted based on anticipated need
o	65,430	70,500	5,070 Shift Differential - based on actual expense history
o	137,681	0	(137,681) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	359,812	362,206	2,394 FICA adjustments
o	152,000	197,500	45,500 Electricity - increased due to addition of the Alternate Public Safety Answering Point

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	600,000	385,000	(215,000) Other Insurance - for Volunteer Fire Companies. One-time increase in FY 08 eliminated, but sufficient funds appropriated to allow for an anticipated 10% increase over normal costs in FY 09.
o	76,200	34,120	(42,080) Other Professional Services

Service/Explanation	FY 08	FY 09	Change
Emergency Broadcast System - maintenance costs	8,500	4,500	(4,000)
Training Instructors - train Fire/EMS/Law personnel	3,500	2,500	(1,000)
Consultant Services	60,000	17,920	(42,080)
Abbottville Tabletop Exercise	4,000	9,000	5,000
Radiological Health Program	200	200	0
DEPARTMENT TOTAL	76,200	34,120	(42,080)

o	67,280	69,888	2,608	Building & Custodial Services - increase for quarterly cleaning of alternate Public Safety Answering Point
o	3,000	7,000	4,000	County Facility Repair and Renovation - increase needed to undertake neglected weed and brush clearance
o	22,000	37,135	15,135	Other Postage Expense - increase due to loss of grant funding for postage for EOC calendar
o	6,700	17,550	10,850	Uniforms - Purchase - increase of \$3,100 due to increased wear and tear; increase of \$7,750 to replace 1 pair of coveralls each for 31 HAZMAT team members
o	1,790,640	1,475,400	(315,240)	Communication Service
	FY 08	FY 09	Change	
	60,000	76,500	16,500	Nice Freedom Logging Recorder - projected cost of contract
	2,500	2,500	0	Headset Repairs
	1,600,000	1,028,000	(572,000)	Motorola Maintenance Contract - based on expected cost
	21,600	21,600	0	Pager Repairs
	42,500	42,500	0	Battery Purchases
	40,000	40,000	0	US Alert Pager Maintenance
	7,000	27,000	20,000	Radio Equipment Installation
	0	17,900	17,900	Verizon VSSI PBX for phone at alternate PSAP (new for FY 09)
	17,040	17,900	860	Verizon VSSI PBX for phone
	0	125,000	125,000	Subscriber Radio - (previously combined w / Motorola contract)
	0	66,500	66,500	New equipment - radios for VFC
	0	10,000	10,000	Radio repairs not covered under contract
	1,790,640	1,475,400	(315,240)	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	62,775	32,600	(30,175)	Data Processing Hardware Maintenance - UPS contract decreased by (6,150); decrease of (24,025) which was budgeted for one-time hardware purchases in '08
o	342,152	378,545	36,393	Data Processing Software Maintenance - all changes based on projected contract costs for '09
	FY 08	FY 09	Change	
	11,625	0	(11,625)	EMD extended warranty
	10,875	0	(10,875)	EFD extended warranty
	18,375	0	(18,375)	EPD extended warranty
	749	810	61	EPD AQUA extended warranty
	0	33,135	33,135	ProQA software maintenance
	0	5,000	5,000	McAfee Virus Subscription
	0	1,800	1,800	Fire Network Router maintenance contract
	0	4,800	4,800	Router & Switch maintenance
	0	3,000	3,000	Verisign Certificates
	7,500	8,000	500	ESRI GIS software maintenance
	2,000	2,100	100	Meteorologix maintenance
	600	600	0	Dish Satellite
	2,500	2,500	0	Autodialer updates to GEO
	170,000	195,000	25,000	Interact (CAD) maintenance
	1,320	1,800	480	ESL Updates
	450	0	(450)	Laserjet Printer maintenance
	15,000	15,000	0	Informer Scheduling maintenance
	13,000	15,000	2,000	ESI Data Acquisition WebEOC
	3,000	0	(3,000)	Computer Association Maintenance
	85,158	90,000	4,842	Pictometry license
	<u>342,152</u>	<u>378,545</u>	<u>36,393</u>	
o	9,800	20,000	10,200	Computer Supplies - to purchase supplies for alternate Public Safety Answering Point
o	14,500	0	(14,500)	In-House Training - consolidated under Human Resources - Personnel Matters for better control

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	32,629	25,750	(6,879)	Operating Equipment
	FY 08	FY 09	Change	
	3,000	4,000	1,000	SCBA - for maintenance not covered under contract
	9,379	10,000	621	WMD Warfare meters - projected increase in contract
	3,250	3,250	0	Compressor maintenance
	500	2,000	1,500	Meter maintenance - replacement of bulbs and sensors
	10,000	0	(10,000)	AHURA First Defender - nonrecurring expense in '08
	1,750	1,750	0	Radiation Calibration
	250	250	0	Swipe Tests for APD
	4,500	4,500	0	Hazmat ID system
	<u>32,629</u>	<u>25,750</u>	<u>(6,879)</u>	
o	108,720	129,490	20,770	Training Seminars, Courses
	FY 08	FY 09	Change	
	10,000	8,000	(2,000)	Executive Training for Supervisors
	8,500	8,500	0	Other Administration
	25,000	25,000	0	Motorola Radio Training
	10,000	10,000	0	GIS Training Classes
	0	25,000	25,000	Computer Training for IT - training for new network staff
	3,000	4,000	1,000	NENA Conference - funds to send 3 staff instead of 2
	1,120	2,140	1,020	EFD & EPD Recerts - increase in costs of recerts
	1,650	1,400	(250)	Navigator conference - based on expected cost
	1,200	1,200	0	IAFC
	9,000	9,000	0	STTS or Weavertown
	4,000	0	(4,000)	Command School Training - not requested in '09
	35,250	35,250	0	Other Communications Center
	<u>108,720</u>	<u>129,490</u>	<u>20,770</u>	
o	135,300	28,495	(106,805)	Equipment - funds provide for:
	3,495			Stress reducing chairs for dispatch center employees
	25,000			Maintenance contract for South East Warning System sirens
	<u>28,495</u>			
o	0	50,000	50,000	Grants - For shock trauma capital campaign, per County Executive

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	811,133	775,957	(35,176)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	86,500	90,000	3,500	Printing - Commercial (EOC Calendar)
	6,000	400	(5,600)	Computer Software
	17,700	13,000	(4,700)	General Office Supplies
	11,200	9,500	(1,700)	Office Equipment
	10,000	1,500	(8,500)	Heating Fuel (Gas)
	2,050	1,050	(1,000)	Audio Visual Supplies
	28,953	31,936	2,983	Other Supplies & Materials
	7,200	5,500	(1,700)	Equipment Repair Parts
	6,000	4,500	(1,500)	Small Tools
	20,800	18,800	(2,000)	Fuel Charges
	6,400	3,400	(3,000)	Transportation Costs
	9,900	8,900	(1,000)	Meals
	3,800	3,000	(800)	Water & Sewer
	304,630	301,971	(2,659)	Telephone Service
	267,200	256,700	(10,500)	Emergency Reporting Systems
	7,000	4,000	(3,000)	Security Systems
	12,800	17,800	5,000	Mileage
	3,000	4,000	1,000	Heating Fuel (Oil)
	<u>811,133</u>	<u>775,957</u>	<u>(35,176)</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	5,558,876	6,114,764	555,888	Funds provided to each Fire Company
				FY 08 FY 09 Change
				Bel Air 828,347 911,182 82,835
				Abingdon 691,163 760,279 69,116
				Joppa 658,789 724,668 65,879
				Aberdeen 581,393 639,532 58,139
				Susquehanna 358,725 394,598 35,873
				HDL Ambulance 199,349 219,284 19,935
				Jarrettsville 424,040 466,444 42,404
				Fallston 438,522 482,374 43,852
				Darlington 348,117 382,929 34,812
				Whiteford 337,929 371,722 33,793
				Level 366,771 403,448 36,677
				Norrisville 325,731 358,304 32,573
				5,558,876 6,114,764 555,888
o	1,954,622	2,247,814	293,192	EMS Foundation Funding - the increase for FY 09 fully funds the VFC Association's request
o	72,046	68,794	(3,252)	Safety Equipment - decrease due to one-time expenditure in FY 08
o	0	30,912	30,912	Fleet Management Rentals - All vehicles are now repaced under the new fleet management program. These funds provide for the replacement of 6 vehicles.

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	40,173
Administrative Assistant II	2.00	92,295	2.00	83,083	1.00	52,686
Administrative Budget Technician II	1.00	43,683	1.00	46,340	1.00	50,596
CAD Administrator	1.00	56,752	0.00	0	0.00	0
Computer Resource Technician I	1.00	41,905	1.00	38,349	2.00	97,824
Computer Resource Technician II	0.00	0	1.00	46,169	0.00	0
Deputy Manager, Emergency Operations	2.00	179,192	2.00	174,649	2.00	191,706
Electronic Services Technician	2.00	101,506	2.00	107,677	2.00	117,567
Hazmat Crew Chief	1.00	39,977	0.00	0	0.00	0
Management Assistant II	0.00	0	1.00	74,726	1.00	84,842
Manager, Emergency Services	1.00	98,862	1.00	104,892	1.00	114,523
Public Safety Dispatcher I	29.00	793,808	28.00	784,342	25.00	766,442
Public Safety Dispatcher II	12.00	387,429	7.00	232,366	9.00	315,516
Public Safety Dispatcher III	22.00	946,793	27.00	1,171,317	27.00	1,265,935
Public Safety Hazmat Manager	0.00	0	1.00	43,898	1.00	48,396
Public Safety Manager	3.00	211,069	3.00	189,002	3.00	204,424
Public Safety Shift Manager	3.00	179,919	3.00	192,195	4.00	274,830
Public Safety Shift Supervisor	10.00	508,069	11.00	584,319	12.00	697,114
Public Safety Technology Supervisor	1.00	56,966	1.00	60,437	0.00	0
FULL-TIME SALARIES	91.00	3,738,225	92.00	3,933,761	92.00	4,322,577
SALARY OFFSET		(19,989)				
TOTAL FULL-TIME SALARIES	91.00	3,718,236	92.00	3,933,761	92.00	4,322,577
TEMPORARY SALARIES		124,000		178,700		201,496
SALARY TOTAL	91.00	3,842,236	92.00	4,112,461	92.00	4,524,073

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		311,167		327,142		404,614
Workers' Compensation		17,874		32,080		45,019
Health Benefits		935,092		993,700		975,942
OPEB		0		137,681		0
Overtime & Shift Differential		555,900		596,930		630,500
FICA		336,222		359,812		393,794
Miscellaneous		48,870		59,520		60,160
TOTAL OTHER PERSONAL SERVICES		2,205,125		2,506,865		2,510,029
TOTAL PERSONAL SERVICES	91.00	6,047,361 *	92.00	6,619,326	92.00	7,034,102

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide an efficient dispatch system to ensure an adequate response to emergencies.

Department Objective:

To offer correct pre- and post-dispatch instructions to emergency callers.

County Goal(s) Supported:

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Minimum number of positions to staff (three shifts)	26	29	26	31	31
<u>Output:</u>					
Total number of 911 calls processed	100,270	100,500	102,950	101,500	103,500
Total number of Emergency Medical Service dispatches	16,725	17,250	18,227	18,310	18,600
<u>Efficiency:</u>					
Number of Emergency Medical dispatch calls per minimum position	643	595	701	591	600
Percent of incoming 911 calls requiring Emergency Medical dispatch	16.6%	17.1%	17.7%	18.0%	17.9%
<u>Service Quality:</u>					
Number of Emergency Medical Service calls reviewed by Quality Assurance	502	518	1,000	549	1,000
<u>Outcome:</u>					
Percent of calls scoring above 95 percentile in QA Review	97.3%*	97.4%	99.4%	97.5%	99.0%
Percent of calls scoring above 75 percentile in QA Review	99.2%*	99.2%	99.5%	99.5%	99.9%

Explanation and Analysis of Performance Measures

Total calls requiring Emergency Medical Dispatch calculated from CAD dispatch stats. Number represents total Emergency Medical Service Dispatched minus Hospital to Hospital Transfers and Mutual Aid dispatches to APG, Baltimore County, Cecil County, and York County.

*N/A - These stats are projected and not supported with real-time data from the Training Division.

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To educate Harford County citizens on the proper use of Emergency 911.

Department Objective:

To increase the number of school age children contacted via the public education program.

County Goal(s) Supported:

- I. Public Safety
- II. Education

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated (Dollars allocated includes 911 Education Program materials, overtime costs, & tent rental for Farm Fair)	\$20,000	\$22,000	\$22,000	\$15,000	\$15,000
Number of staff hours used	206	206	260	250	275
<u>Output:</u>					
Number of children trained on proper use of 911	4,500	4,500	4,750	5,000	5,500
Number of events held to train children	75	75	75	75	80
<u>Efficiency:</u>					
Number of children trained per staff hour	21.84	21.84	18.27	20.00	20.00
<u>Service Quality:</u>					
Number of 911 Public Education training sessions requested	90	90	90	90	110
Percentage of requested training sessions that were completed	83%	83%	83%	100%	1000%
<u>Outcome:</u>					
Total number of incoming calls to 911 Center	100,270	100,500	102,950	101,500	103,500
Total number of abandoned calls to 911 Center	12,325	12,350	16,187	12,500	16,000
Percentage of calls that are abandoned	12%	12%	16%	12%	16%

Explanation and Analysis of Performance Measures

In order to provide the best 911 center for our citizens, we must educate our school age children. We can accomplish this through school education, providing tours, etc. Part of this effort includes educating citizens not to abandon 911 calls. Through these efforts, we hope to lower the percentage of calls that are abandoned.

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To assure services we offer meet the needs and expectations of citizens and field providers.

Department Objective:

To ensure prompt and courteous responses to incoming telephone calls.

County Goal(s) Supported:

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Number of actual staff (Calltaker Workteams)	26	29	27	31	31
<u>Output:</u>					
Number of calls received in Communications Center	322,766	323,700	317,698	325,500	325,500
Number of calls handled in 0-10 seconds	312,437	312,500	309,120	315,500	315,500
<u>Efficiency:</u>					
Number of calls per position per year	12,414	11,162	11,767	10,500	10,500
<u>Service Quality:</u>					
Number of citizen complaints	5	7	3	4	4
<u>Outcome:</u>					
Percent of calls handled in 0-10 seconds	96.8%	96.5%	97.3%	96.9%	96.9%
Ratio of citizen complaints to calls received	1:64,553	1:46,242	1:105,899	1:81,375	1:81,375

Explanation and Analysis of Performance Measures

In order to ensure prompt and courteous responses to citizens, we must monitor the number of calls received, the speed with which they were answered, and the number of citizen complaints received.

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****ORIGIN/PURPOSE:**

The Administration Division of Emergency Operations oversees the County's Emergency Communications Center including the County Public Safety Answering Point (PSAP), the Hazardous Material Response Team, and Emergency Management Support Services.

Responsibilities include the overall direction and administration of all Emergency Operations activities / programs.

FY '08 - '09 GOALS:

- 1 TO PROVIDE EMERGENCY MANAGEMENT AND HOMELAND SECURITY OVERSIGHT FOR HARFORD COUNTY BEFORE, DURING, AND AFTER BOTH NATURAL AND MAN-MADE EMERGENCIES OR DISASTERS THAT WILL REDUCE OR PREVENT THE LOSS OF LIFE, PROPERTY AND ECONOMIC WELL-BEING
- 2 TO EDUCATE HARFORD COUNTY CITIZEN'S ON THE PROPER USE OF EMERGENCY 911

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	455,983	532,800	673,023	721,987	721,987
20	CONTRACTUAL SERVICES	260,687	329,180	355,585	342,168	342,168
30	SUPPLIES & MATERIALS	138,233	189,530	150,400	169,085	169,085
40	BUSINESS & TRAVEL	50,997	58,639	62,475	54,550	54,550
50	CAPITAL OUTLAY	6,797	67,767	35,000	0	0
70	MISCELLANEOUS	0	9,404	0	0	0
	GRAND TOTAL	912,697	1,187,320	1,276,483	1,287,790	1,287,790
	<u>FUNDING SOURCE:</u>					
11	GENERAL	912,697	1,187,320	1,276,483	1,287,790	1,287,790

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

The \$11,307 net increase in funding for Emergency Operations - Administration is the result of:

	FY 08	FY 09	CHANGE	
o	442,170	447,116	4,946	Full-time Salaries
			1,957	Staff Turnover <u>0.44%</u>
			2,989	Step/Grade Adjustments based on the recommendations of the Department of Human Resources
			<u>4,946</u>	
o		35,711	35,711	the FY 09 Wage Package of a Merit increase + 3% COLA for eligible staff
o		15,753	15,753	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	32,650	33,654	1,004	Temporary Salaries - funds provided for an Administrative Assistant to work part-time at Emergency Operations as well as be available to assistant other agencies / departments as needed. This position is part of a clerical pool.
o	75,384	76,913	1,529	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	38,525	43,996	5,471	Pension / Retirement rate adjustments
o	8,529	9,379	850	Workers' Compensation rate adjustments
o	15,476	0	(15,476)	OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	37,239	38,205	966	FICA adjustments
o	4,000	4,500	500	Uniform Allowance adjustments
o	17,500	15,000	(2,500)	Overtime - decreased per actual expense history

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	140,000	190,000	50,000 Electricity - increased due to addition of the Alternate Public Safety Answering Point (PSAP)
o	3,800	3,000	(800) Water & Sewer - cost expected to level off due to discovery and repair of leak
o	72,000	24,920	(47,080) Other Professional Services - funds provide for the maintenance and upkeep of the Emergency Broadcast System @ \$8,500, instructors to train Fire / EMS / Law Enforcement personnel @ \$3,500, and B & D Consultants contract @ \$12,920. \$60,000 for radio system consultant budgeted in '08 was a nonrecurring expense.
o	60,280	60,768	488 Building / Custodial Services - increase to add quarterly cleaning of alternate PSAP
o	22,000	37,135	15,135 Other Postage Expense - increase due to loss of grant funding for postage for EOC calendar
o	2,000	2,500	500 Paper Supplies - increase due to purchase of supplies for alternate PSAP
o	3,500	5,000	1,500 Janitorial Supplies & Equipment - increase due to purchase of supplies for alternate PSAP
o	1,000	2,000	1,000 Meals Special Purpose - increase due to heightend call volume
o	600	1,000	400 Uniforms - Purchase - due to increased wear and tear on uniforms
o	10,000	13,500	3,500 County Owned Vehicles - funds moved from "Non-Targeted Charges" line item
o	600	2,000	1,400 Other Supplies & Materials - to replace supplies for shelter in place kits
o	4,500	0	(4,500) Non-Targeted Charges - funds moved to "County Owned Vehicles" line item

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	1,000	0	(1,000) In-House Training - funds consolidated under Human Resources - Personnel Matters for better control
o	35,000	0	(35,000) Equipment - no equipment requested in FY 09
o	206,975	184,350	(22,625) Line items significantly adjusted, based on actual expense history:

	FY 08	FY 09	Change	
	11,200	9,500	(1,700)	Office Equipment
	10,000	1,500	(8,500)	Heating Fuel (Gas)
	3,000	4,000	1,000	Heating Fuel (Oil)
	30,000	26,000	(4,000)	Telephone Service
	7,200	6,700	(500)	Emergency Reporting Systems
	7,000	4,000	(3,000)	Security Systems
	18,500	16,500	(2,000)	Training Seminars, Courses & Meetings
	5,500	4,500	(1,000)	Meals
	17,700	13,000	(4,700)	General Office Supplies
	1,500	2,000	500	Grounds Maintenance
	86,500	90,000	3,500	Printing - Commercial (EOC Calendar)
	500	1,200	700	Sand, Salt & Other De-icers
	475	250	(225)	Parking and Tolls
	6,000	3,000	(3,000)	Transportation Costs
	1,900	2,200	300	Membership Fees & Dues
	<u>206,975</u>	<u>184,350</u>	<u>(22,625)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: ADMINISTRATION

Index No. 221000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	40,173 A
Administrative Assistant II	2.00	92,295	2.00	83,083	1.00	52,686
Administrative Budget Technician II	1.00	43,683	1.00	46,340	1.00	50,596
Deputy Manager, Emergency Operations	1.00	89,596	1.00	79,612	1.00	86,909
Management Assistant II	0.00	0	1.00	74,726	1.00	84,842
Manager, Emergency Services	1.00	98,862	1.00	104,892	1.00	114,523
Public Safety Shift Supervisor	1.00	50,453	1.00	53,517	1.00	58,431
TOTAL FULL-TIME SALARIES	6.00	374,889	7.00	442,170	7.00	488,162
TEMPORARY SALARIES		0		32,650		36,683 B
SALARY TOTAL	6.00	374,889	7.00	474,820	7.00	524,845
OTHER PERSONAL SERVICES						
Pension & Retirement		31,197		38,525		47,759
Workers' Compensation		3,709		8,529		10,230
Health Benefits		49,562		75,384		76,913
OPEB		0		15,476		0
Overtime & Shift Differential		17,900		17,930		15,500
FICA		29,814		37,239		40,980
Miscellaneous		3,240		5,120		5,760
TOTAL OTHER PERSONAL SERVICES		135,422		198,203		197,142
TOTAL PERSONAL SERVICES	6.00	510,311 *	7.00	673,023	7.00	721,987

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant II position was filled as an Administrative Assistant I - #0477

B - Temporary salaries provided for an Administrative Assistant due to workload

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: Emergency Communications Center

INDEX: 222100

ORIGIN/PURPOSE:

The Emergency Communications Center staff answers all emergency fire, ambulance, and police calls. Dispatchers handle requests for fire, ambulance, and law enforcement assistance.

It is the County's primary answering point for the National Warning System. The staff is responsible for disseminating information to essential officials during a National, State, or Local emergency; provides support services for County volunteer fire and ambulance personnel; and utilizes Emergency Medical Dispatch, Emergency Fire Dispatch, Emergency Police Dispatch, as well as Computer Aided Dispatch.

Law Enforcement Service providers include the Harford County Sheriff's Office, the Bel Air, Havre de Grace, Aberdeen, and Aberdeen Proving Ground Police Departments as well as the Bel Air and JFK Barracks of the Maryland State Police.

FY '08 - '09 GOALS:

3 TO PROVIDE EFFICIENT DISPATCH SYSTEM TO ASSURE CITIZENS ADEQUATE RESPONSE TO EMERGENCIES

4 TO ASSURE SERVICES WE OFFER MEET NEEDS AND EXPECTATIONS OF CITIZENS AND FIELD PROVIDERS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,501,606	3,819,791	4,724,441	5,029,501	5,029,501
20	CONTRACTUAL SERVICES	324,282	523,108	482,840	513,500	513,500
30	SUPPLIES & MATERIALS	99,404	42,053	37,553	39,836	39,836
40	BUSINESS & TRAVEL	50,782	51,429	72,040	60,290	60,290
50	CAPITAL OUTLAYS	0	0	0	3,495	3,495
	GRAND TOTAL	<u>3,976,074</u>	<u>4,436,381</u>	<u>5,316,874</u>	<u>5,646,622</u>	<u>5,646,622</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>3,976,074</u>	<u>4,436,381</u>	<u>5,316,874</u>	<u>5,646,622</u>	<u>5,646,622</u>

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

The \$329,748 net increase in funding for Emergency Communications Center is the result of:

	FY 08	FY 09	CHANGE
o	2,785,819	2,765,178	(20,641) Full-Time Salaries
			(34,373) Staff Turnover (1.23%)
			13,732 Step/Grade Adjustments based on the recommendations of the Department of Human Resources
			<u>(20,641)</u>
o		181,497	181,497 FY 09 Wage Package of a Merit increase and 3% COLA for eligible staff
o		158,795	158,795 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	781,331	784,036	2,705 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	226,486	253,566	27,080 Pension / Retirement rate adjustments
o	15,786	18,820	3,034 Workers' Compensation rate adjustments
o	419,000	460,000	41,000 Overtime adjusted based on actual expense history
o	63,000	70,000	7,000 Shift Differential adjusted based on actual expense history
o	97,503	0	(97,503) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	252,746	254,839	2,093 FICA adjustments
o	130,000	140,000	10,000 Telephone Service - increase for telephone lines at alternate Public Safety Answering Point (PSAP)

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	79,540	114,800	35,260	Communication Service
	FY 08	FY 09	Change	
	60,000	76,500	16,500	Nice Freedom Logging Recorder (formerly Dictaphone) cost of contract expected to increase
	2,500	2,500	0	Headset Repairs
	0	17,900	17,900	Verizon / VSSI - maintenance contract for new PBX system
	17,040	17,900	860	Verizon / VSSI - increase in maintenance contract for existing PBX system
	<u>79,540</u>	<u>114,800</u>	<u>35,260</u>	
o	4,000	6,000	2,000	Uniforms - Purchase - increase due to increased wear and tear
o	28,353	29,936	1,583	Other Supplies & Materials
	FY 08	FY 09	Change	
	2,500	1,000	(1,500)	Maps - decrease based on actual expense history
	4,700	1,600	(3,100)	Training Academy - decrease based on actual expense history
	0	4,500	4,500	PEI Test Packets - professional development for EOC staff
	0	2,100	2,100	Electronic LED Marquee - for dispatch center
	21,153	20,736	(417)	Other
	<u>28,353</u>	<u>29,936</u>	<u>1,583</u>	
o	13,500	0	(13,500)	In-House Training - consolidated under Human Resources - Personnel Matters for better control

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	41,020	42,790	1,770	Training Seminars & Courses
	FY 08	FY 09	Change	
	3,000	4,000	1,000	NENA conference - plan to send 3 individuals rather than 2
	1,120	2,140	1,020	EFD & EPD Recerts - increase in cost of recertifications
	1,650	1,400	(250)	Navigator conference - expected reduction in cost of conference
	35,250	35,250	0	Other, including training for new hires and supervisors
	41,020	42,790	1,770	
o	279,970	264,050	(15,920)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	600	500	(100)	Other Rents & Utilities
	260,000	250,000	(10,000)	Emergency Reporting Systems
	12,000	7,500	(4,500)	Electricity
	2,050	1,050	(1,000)	Audio Visual Supplies
	300	0	(300)	Computer Supplies
	2,000	0	(2,000)	Non-Targeted Charges - First Vehicle Services
	1,000	2,000	1,000	Mileage
	2,020	3,000	980	Professional Books & Periodicals
	279,970	264,050	(15,920)	
o	0	3,495	3,495	Equipment - stress reducing chairs for dispatch center employees

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: EMERGENCY COMMUNICATIONS CENTER

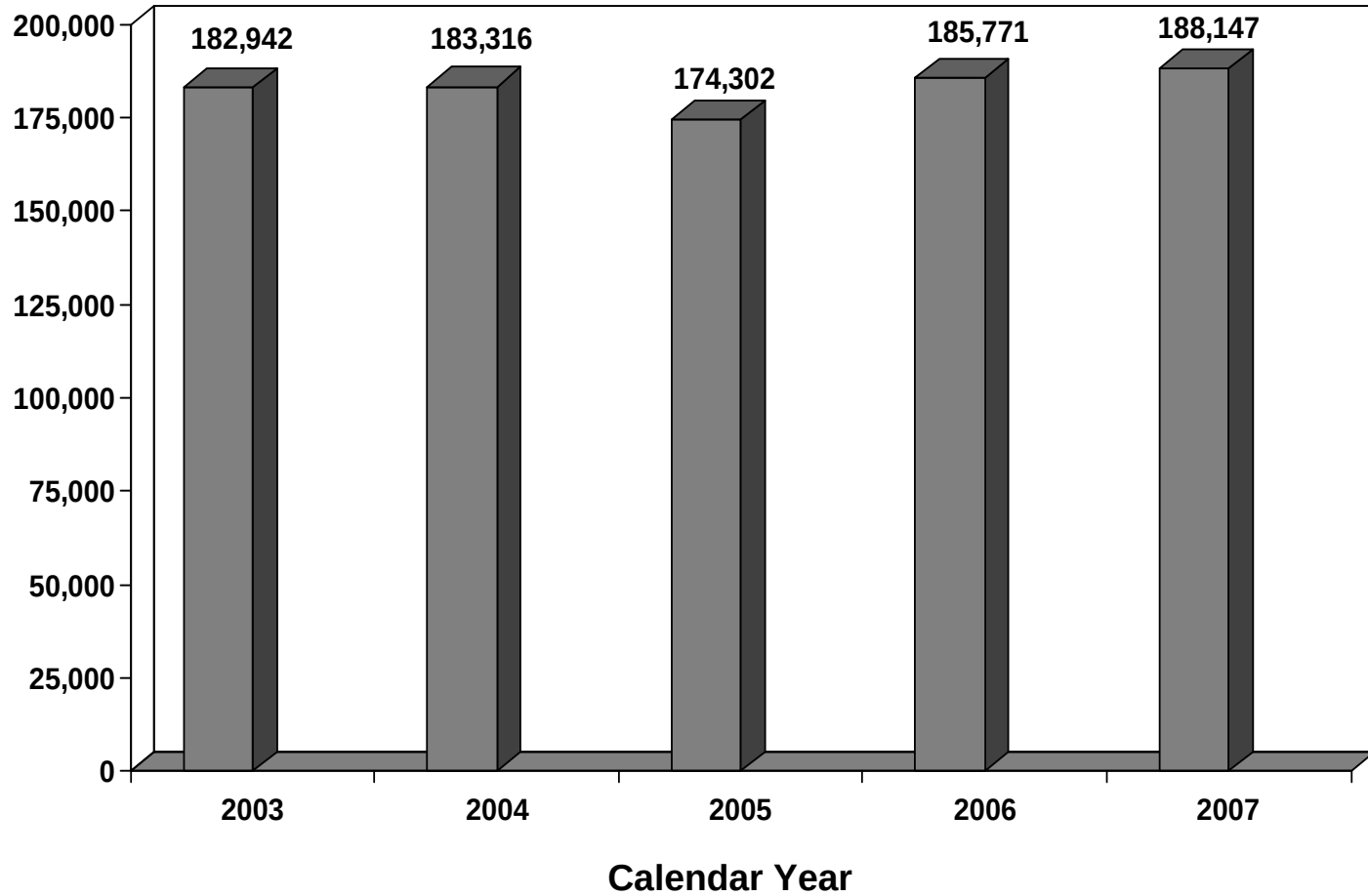
Index No. 222100

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Public Safety Dispatcher I	29.00	793,808	28.00	784,342	25.00	766,442	A
Public Safety Dispatcher II	12.00	387,429	7.00	232,366	9.00	315,516	B
Public Safety Dispatcher III	22.00	946,794	27.00	1,171,317	27.00	1,265,935	C
Public Safety Shift Manager	3.00	179,919	3.00	192,195	3.00	203,696	
Public Safety Shift Supervisor	7.00	340,726	8.00	405,599	9.00	501,289	D
TOTAL FULL-TIME SALARIES	73.00	2,648,676	73.00	2,785,819	73.00	3,052,878	
TEMPORARY SALARIES		24,000		36,050		38,213	
SALARY TOTAL	73.00	2,672,676	73.00	2,821,869	73.00	3,091,091	
OTHER PERSONAL SERVICES							
Pension & Retirement		218,250		226,486		279,948	
Workers' Compensation		9,507		15,786		20,694	
Health Benefits		753,307		781,331		784,036	
OPEB		0		97,503		0	
Overtime & Shift Differential		423,000		482,000		530,000	
FICA		236,819		252,746		277,012	
Miscellaneous		39,420		46,720		46,720	
TOTAL OTHER PERSONAL SERVICES		1,680,303		1,902,572		1,938,410	
TOTAL PERSONAL SERVICES	73.00	4,352,979 *	73.00	4,724,441	73.00	5,029,501	

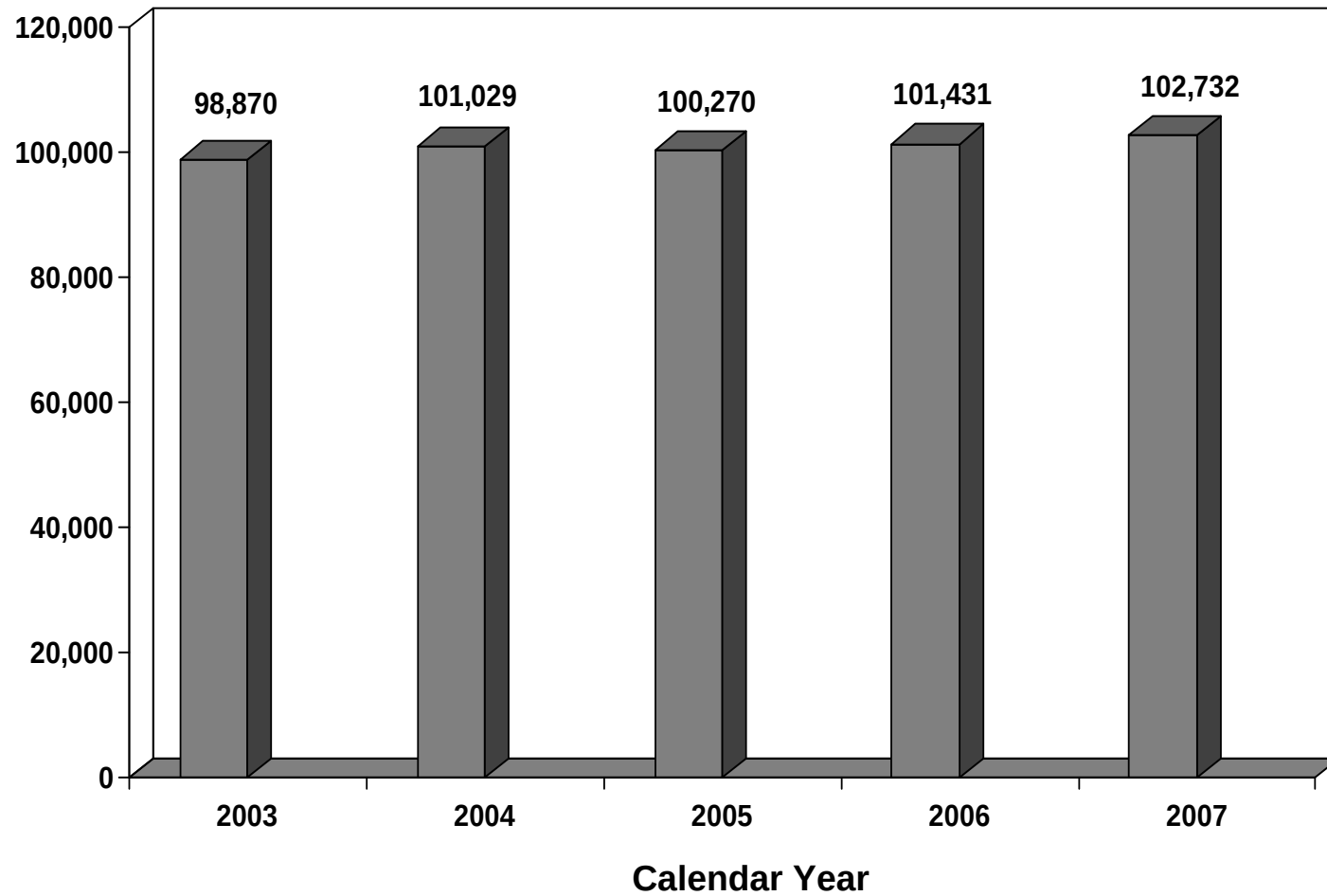
* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) vacant Public Safety Dispatcher III position filled as a Public Safety Dispatcher I - #1725
 One (1) vacant Public Safety Dispatcher II position to be filled as a Public Safety Dispatcher I - #1466
 B - Five (5) Public Safety Dispatcher I positions upgraded to Public Safety Dispatcher II's - #0059, #1539, #3194, #3195, #3199
 C - Two (2) Public Safety Dispatcher II positions upgraded to Public Safety Dispatcher III's - #2824, #3196.
 One (1) Public Safety Shift Supervisor position downgraded to a Public Safety Dispatcher III - #1870
 D - Two (2) Public Safety Dispatcher III positions upgraded to Public Safety Shift Supervisors - #0379, #3017

FIRE / EMS / LAW ENFORCEMENT CALLS DISPATCHED



EMERGENCY OPERATIONS 911 CALLS FOR SERVICE



DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****ORIGIN/PURPOSE:**

The Special Operations and Technical Services staff provides support for all areas of communication, information technology and HazMat Response as well as the County's Mobile Communication Unit.

Special Operations is responsible for 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.

Under 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 who report under SARA Title III are conducted by this agency.

The Technical 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.).

FY '08 - '09 GOAL:

- 5 TO PROVIDE SUPPORT SERVICES FOR THOSE RESPONDING DIRECTLY TO PUBLIC SAFETY CALLS FOR ASSISTANCE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	820,530	787,535	974,176	1,016,203	1,016,203
20	CONTRACTUAL SERVICES	556,119	1,424,818	2,274,657	1,927,716	1,927,716
30	SUPPLIES & MATERIALS	17,752	34,290	17,100	24,200	24,200
40	BUSINESS & TRAVEL	5,868	54,301	44,850	69,850	69,850
50	CAPITAL OUTLAY	4,450	30,864	99,500	25,000	25,000
80	INTERGOVERNMENTAL	0	0	0	30,912	30,912
	GRAND TOTAL	1,404,719	2,331,808	3,410,283	3,093,881	3,093,881
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,404,719	2,331,808	3,410,283	3,093,881	3,093,881

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

The (\$316,402) net decrease in funding for Special Operations and Technical Services is the result of:

	FY 08	FY 09	CHANGE
o	661,874	665,184	3,310 Full-Time Salaries
			2,257 Staff Turnover 0.34%
			<u>1,053</u> Step/Grade Adjustments based on recommendations of the Department of Human Resources
			<u>3,310</u>
o		49,278	49,278 FY 09 Wage Package of a Merit increase and 3% COLA for eligible staff
o		31,491	31,491 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	121,732	103,414	(18,318) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	5,956	10,865	4,909 Workers' Compensation rate adjustments
o	58,562	65,749	7,187 Pension / Retirement rate adjustments
o	40,000	30,000	(10,000) Overtime adjusted based on actual expense history
o	2,000	0	(2,000) Shift Differential adjusted based on actual expense history
o	23,166	0	(23,166) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	53,846	53,182	(664) FICA adjustments
o	135,630	128,971	(6,659) Telephone Service - decrease of (\$5,388) due to replacement of 1 T1 line with SONET ring; increase of 2,000 for NCIC line; decrease of (\$3,271) based on actual expense history of frame relay service
o	3,000	7,000	4,000 County Facility Repair and Renovation - increase needed to undertake neglected weed and brush clearance

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	1,711,100	1,360,600	(350,500)	Communication Services
	FY 08	FY 09	Change	
	1,600,000	1,028,000	(572,000)	Motorola Radio Maintenance Contract - based on expected cost
	21,600	21,600	0	Pager repairs
	42,500	42,500	0	Battery purchases
	40,000	40,000	0	Pager maintenance
	7,000	27,000	20,000	Radio equipment installation and removal
	0	125,000	125,000	Subscriber Radio (previously combined w / Motorola contract)
	0	10,000	10,000	Radio repairs not covered by contract
	0	66,500	66,500	To replace radios transferred to Volunteer Fire Companies
	<u>1,711,100</u>	<u>1,360,600</u>	<u>(350,500)</u>	
o	62,775	32,600	(30,175)	Data Processing Hardware Maintenance - UPS Contract reduced by (\$6,150) based on projected cost; and reduced by (\$24,025) due to nonrecurring hardware purchases in '08
o	9,500	20,000	10,500	Computer Supplies - supplies for alternate Public Safety Answering Point
o	35,000	60,000	25,000	Training Seminars, Courses, and Meetings - increase for computer training classes for IT staff
o	40,000	25,000	(15,000)	Emergency Services Sirens - Maintenance contract for 15 South East Warning System sirens throughout county, funds reduced based on actual expenditures
o	0	30,912	30,912	Fleet Management Rentals - All vehicles are now repaced under the new fleet management program. These funds provide for the replacement of 6 vehicles.
o	7,600	4,200	(3,400)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	600	800	200	Uniforms - Purchase
	4,000	3,000	(1,000)	Equipment Repair Parts
	3,000	400	(2,600)	Computer Software
	<u>7,600</u>	<u>4,200</u>	<u>(3,400)</u>	

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: Special Operations and Technical Services

INDEX: 222200

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	342,152	378,545	36,393	Data Processing Software Maintenance - all changes based on projected contract costs for '09
	FY 08	FY 09	Change	
	11,625	0	(11,625)	EMD extended warranty
	10,875	0	(10,875)	EFD extended warranty
	18,375	0	(18,375)	EPD extended warranty
	749	810	61	EPD AQUA extended warranty
	0	3,000	3,000	Verisign Certificates
	0	33,135	33,135	ProQA software maintenance
	0	5,000	5,000	McAfee Virus Subscription
	0	1,800	1,800	Fire Network Router maintenance contract
	0	4,800	4,800	Router & Switch maintenance
	7,500	8,000	500	ESRI GIS software maintenance
	2,000	2,100	100	Meteorologix maintenance
	600	600	0	Dish Satellite
	2,500	2,500	0	Autodialer updates to GEO
	170,000	195,000	25,000	Interact (CAD) maintenance
	1,320	1,800	480	ESL Updates
	450	0	(450)	Laserjet Printer maintenance
	15,000	15,000	0	Informer Scheduling maintenance
	13,000	15,000	2,000	ESI Data Acquisition WebEOC
	3,000	0	(3,000)	Computer Association Maintenance
	85,158	90,000	4,842	Pictometry license
Total	342,152	378,545	36,393	
o	59,500	0	(59,500)	Equipment - no equipment requested in FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

DIVISION: SPECIAL OPERATIONS AND TECHNICAL SERVICES

Index No. 222200

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
CAD Administrator	1.00	56,752	0.00	0	0.00	0
Computer Resource Technician I	1.00	41,905	1.00	38,349	2.00	97,824 A
Computer Resource Technician II	0.00	0	1.00	46,169	0.00	0
Deputy Manager, Emergency Operations	1.00	89,596	1.00	95,037	1.00	104,797
Electronic Services Technician	2.00	101,506	2.00	107,677	2.00	117,567
Public Safety Manager	3.00	211,069	3.00	189,002	3.00	204,424
Public Safety Shift Manager	0.00	0	0.00	0	1.00	71,134 B
Public Safety Shift Supervisor	2.00	116,889	2.00	125,203	2.00	137,394
Public Safety Technology Supervisor	1.00	56,966	1.00	60,437	0.00	0
SALARY TOTAL	11.00	674,683	11.00	661,874	11.00	733,141
OTHER PERSONAL SERVICES						
Pension & Retirement		60,073		58,562		72,469
Workers' Compensation		4,065		5,956		11,932
Health Benefits		124,942		121,732		103,414
OPEB		0		23,166		0
Overtime & Shift Differential		60,000		42,000		30,000
FICA		56,203		53,846		58,207
Miscellaneous		5,940		7,040		7,040
TOTAL OTHER PERSONAL SERVICES		311,223		312,302		283,062
TOTAL PERSONAL SERVICES	11.00	985,906 *	11.00	974,176	11.00	1,016,203

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Computer Resource Technician II position filled as a Computer Resource Technician I - #2610

B - One (1) Public Safety Technology Supervisor position reclassified as a Public Safety Shift Manager as a result of the SMART Pay & Classification Study conducted in FY 08 - #0061

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	0	0	600,000	385,000	385,000
70	MISCELLANEOUS	6,309,354	5,876,499	7,783,375	8,682,456	8,682,456
GRAND TOTAL		6,309,354	5,876,499	8,383,375	9,067,456	9,067,456
<u>FUNDING SOURCE:</u>						
11	GENERAL	6,309,354	5,876,499	8,383,375	9,067,456	9,067,456

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Volunteer Fire Companies****INDEX: 223000****FINANCIAL NOTES:**

The \$684,081 net increase for the Volunteer Fire Companies is result of

	FY 08	FY 09	CHANGE
o	600,000	385,000	(215,000) Other Insurance - An additional one-time increase of \$250,000 was budgeted in '08 to sync premium with fiscal year. Budgeted figure allows for a 10% increase over regular FY '08 costs.
o	0	50,000	50,000 Grants - For shock trauma capital campaign per County Executive
o	5,558,876	6,114,764	555,888 Funds provided to each Fire Company:

	FY 08	FY 09	Change
Bel Air	828,347	911,182	82,835
Abingdon	691,163	760,279	69,116
Joppa	658,789	724,668	65,879
Aberdeen	581,393	639,532	58,139
Susquehanna	358,725	394,598	35,873
HDG Ambulance	199,349	219,284	19,935
Jarrettsville	424,040	466,444	42,404
Fallston	438,522	482,374	43,852
Darlington	348,117	382,929	34,812
Whiteford	337,929	371,722	33,793
Level	366,771	403,448	36,677
Norrisville	325,731	358,304	32,573
	<u>5,558,876</u>	<u>6,114,764</u>	<u>555,888</u>

o	1,954,622	2,247,814	293,192 Contribution to EMS Foundation - increase fully funds the foundations request for FY 09

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: 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 of the members of the team must be certified HAZMAT technicians as required by OSHA.

The team investigates, in cooperation with local enforcement agencies and the Maryland Department of the Environment, alleged environmental crime.

FY '08 - '09 GOAL:

6 TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	152,390	162,985	247,686	266,411	266,411
20	CONTRACTUAL SERVICES	21,837	26,711	52,829	51,070	51,070
30	SUPPLIES & MATERIALS	63,019	139,664	89,946	90,044	90,044
40	BUSINESS & TRAVEL	44,995	55,140	67,950	64,450	64,450
50	CAPITAL OUTLAY	122,725	23,446	800	0	0
70	MISCELLANEOUS	3,400	2,200	11,625	12,000	12,000
	GRAND TOTAL	408,366	410,146	470,836	483,975	483,975
	<u>FUNDING SOURCE:</u>					
11	GENERAL	408,366	410,146	470,836	483,975	483,975

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Hazardous Materials Response Team****INDEX: 225000****FINANCIAL NOTES:**

The \$13,139 net increase in funding for the Hazardous Materials Response Team is the net result of:

	FY 08	FY 09	CHANGE	
o		21,191	21,191	FY 09 wage package of a merit increase and 3% COLA for eligible staff
o		2,475	2,475	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	3,569	4,025	456	Pension / Retirement rate adjustments
o	15,253	11,579	(3,674)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	1,809	1,633	(176)	Workers' Compensation adjustments
o	1,536	0	(1,536)	OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	4,200	9,200	5,000	Other Professional Services - cost of Abbottville Table Top Exercise increased from \$4,000 to \$9,000; includes \$200 for radiological health program
o	32,629	25,750	(6,879)	Operating Equipment
	FY 08	FY 09	Change	
	3,000	4,000	1,000	SCBA - for maintenance not covered under contract
	9,379	10,000	621	WMD Warfare meters - projected increase in contract
	3,250	3,250	0	Compressor maintenance
	500	2,000	1,500	Meter maintenance - replacement of bulbs and sensors
	10,000	0	(10,000)	AHURA First Defender - nonrecurring expense in '08
	1,750	1,750	0	Radiation Calibration
	250	250	0	Swipe Tests for APD
	4,500	4,500	0	Hazmat ID system
	32,629	25,750	(6,879)	

INDEX: 225000

INDEX: 225000

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DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: HAZMAT RESPONSE TEAM

Index No. 225000

POSITION TITLE	GRADE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Hazmat Manager	G-13	0.00	0	1.00	43,898	1.00	48,396
Hazmat Crew Chief	G-12	1.00	39,977	0.00	0	0.00	0
FULL-TIME SALARIES		1.00	39,977	1.00	43,898	1.00	48,396
SALARY OFFSET			(19,989)		0		0
TOTAL FULL-TIME SALARIES			19,988		43,898		48,396
TEMPORARY SALARIES			100,000		110,000		126,600
SALARY TOTAL		1.00	119,988	1.00	153,898	1.00	174,996
OTHER PERSONAL SERVICES							
Pension & Retirement			1,647		3,569		4,438
Workers' Compensation			593		1,809		2,163
Health Benefits			7,281		15,253		11,579
OPEB			0		1,536		0
Overtime & Shift Differential			55,000		55,000		55,000
FICA			13,386		15,981		17,595
Miscellaneous			270		640		640
TOTAL OTHER PERSONAL SERVICES			78,177		93,788		91,415
TOTAL PERSONAL SERVICES		1.00	198,165 *	1.00	247,686	1.00	266,411

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To offer effective HazMat response services.

Department Objective:

To provide an appropriate response to reported HazMat incidents.

County Goal(s) Supported:

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	N/A*	\$410,146	\$470,836	\$483,975
Number of full-time staff	N/A*	N/A*	1	1	1
Number of part-time HazMat response team members	N/A*	N/A*	20	20	20
<u>Output:</u>					
Number of reported HazMat incidents	N/A*	N/A*	303	325	325
Number of HazMat team responses	N/A*	N/A*	303	325	325
<u>Efficiency:</u>					
Cost per HazMat response	N/A*	N/A*	\$1,353.62	\$1,448.73	\$1,489.15
<u>Outcome:</u>					
Percent of HazMat incidents responded to	N/A*	N/A*	100%	100%	100%

Explanation and Analysis of Performance Measures

The goal of the HazMat team is to provide a timely and appropriate response to all reported HazMat incidents within the County.

Major Related Plans and Policies

SARA Title III, EPA Regulations, State and Local Regulations

*N/A - These are new measures being tracked by Emergency Operations, therefore, data for previous years is unavailable.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Right to Know	9,200	0	02/28/09 State Renewable	The purpose of this grant is to fund the Harford County Local Emergency Planning Committee (LEPC) for federally required planning & training activities. These grant funds will be used for activities associated with the State & Local government obligations and responsibilities under EPCRA. These activities include data management, emergency planning, training & response, & compliance.	Expenses would be charged to the Operating Budget.
State Homeland Security Grant Program – Urban Area Security Initiative	69,200	0	03/31/10 State	This funding must be used to support emergency management operations through the provision of additional staff support for future determined functions.	The salary, benefits, etc. for the emergency management support person would need to be paid from the Operating budget.
Exelon Nuclear Planning	14,991	0	No expiration. Ends when funds are depleted.	The purpose of this funding is to cover the salary and benefit expenses for the Emergency Planner II.	Salary and benefit expenses would be charged to the Operating account.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Buffer Zone Protection Program	182,875	0	06/30/10	This funding is to purchase equipment and conduct planning activities to protect, secure, and reduce vulnerabilities of identified critical infrastructure and key resource (CI/KR) sites. The Sheriff's Office will use funds to purchase security equipment.	The County would be responsible for the costs associated with this grant.
Law Enforcement Terrorism Prevention Program	318,264	0	03/31/10 State	The purpose of this grant is to enhance the ability of Maryland and its local jurisdictions to prevent, deter, respond to, and recover from threats and incidents of terrorism. Included in this total is an additional \$45,000 provided to the jurisdiction to offset in part expenses associated with the jurisdiction's support of the MD Coordination and Analysis Center (MCAC).	The County would be responsible for maintenance of equipment purchased with grant funding as well as funding for planning, training, and exercises initially funded by this grant.
MIEMS Emergency Medical Dispatch Grant	2,278	0	09/01/08 State Recurring	This funding is provided for mandatory Emergency Medical Dispatch Training.	The County will be responsible for allotting operating budget funds for this mandatory training.

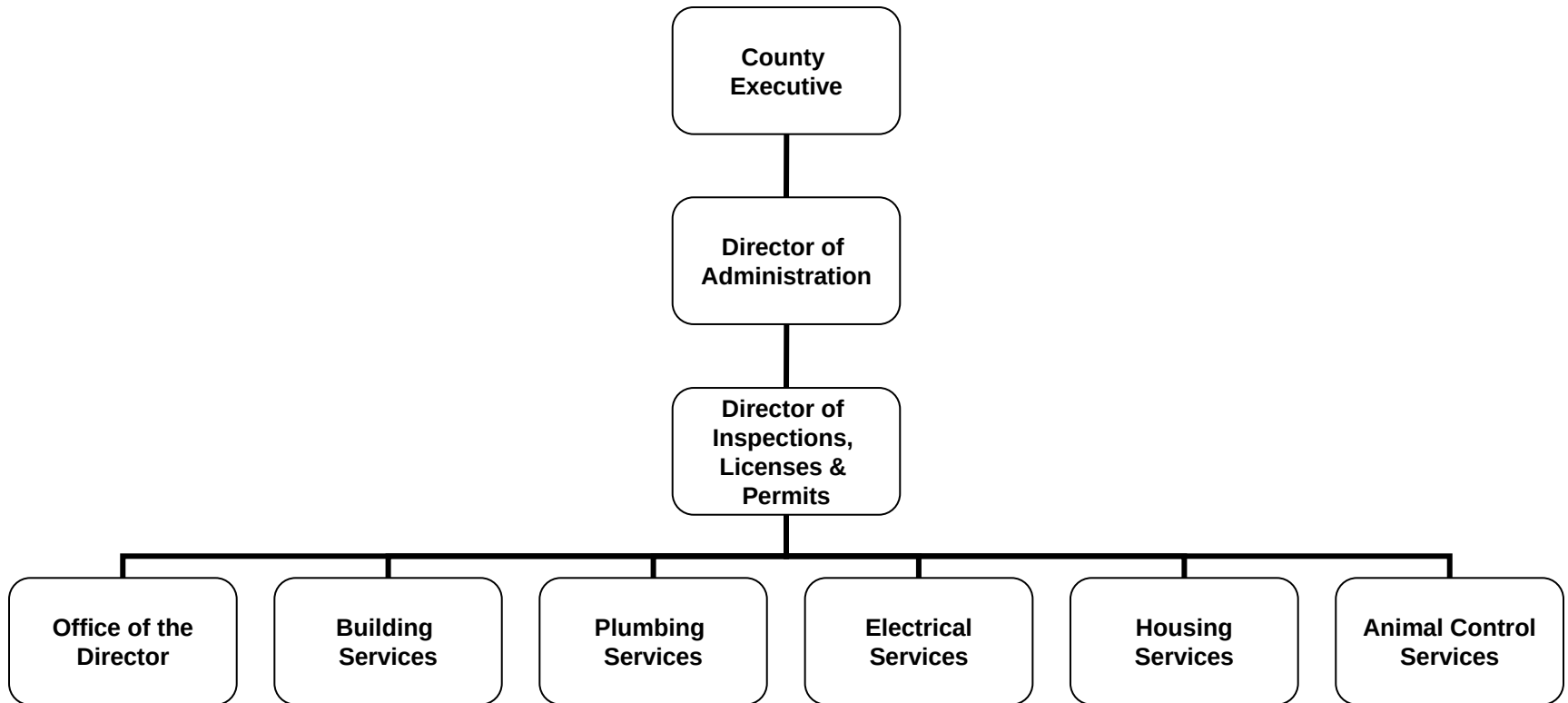
GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Grant Programs (SHSP)	419,428	0	03/31/10 State	Funding may be used in five categories of: planning; equipment; training; exercises; and personnel. Funds from any of these categories can be used to underwrite management & administrative expenses. SHSP funded activities can include preparation / response to catastrophic events; as long as activities also build capabilities that relate to terrorism.	None
Hazardous Materials Emergency Preparedness (HMEP)	3,143	800	9/1/08 State Recurring	This funding is provided for mandatory Emergency Medical Dispatch Training.	The County will be responsible for allotting operating budget funds for this mandatory training.
Hazardous Materials Emergency Preparedness Planning (HMEP)	4,407	1,200	9/1/08 State Recurring	This funding is provided for mandatory Emergency Medical Dispatch Planning.	The County will be responsible for allotting operating budget funds for this mandatory planning.

GRANTS EMERGENCY OPERATIONS				
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS COUNTY'S OBLIGATION WHEN GRANT ENDS
TOTALS:	\$1,023,786	\$2,000		



Harford County Emergency Operations Center

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, and electrical installations, manufactured housing, abandoned buildings and animal control. This Department has the responsibility to administer and issue all County licenses and plumbing 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 municipalities.

DILP has established consistent construction 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:

TO PROVIDE HIGH QUALITY INSPECTION SERVICES TO RESIDENTIAL AND COMMERCIAL PROJECTS THAT WILL PROTECT THE HEALTH, SAFETY, AND WELFARE OF HARFORD COUNTY CITIZENS, AS WELL AS PROTECT CURRENT HOUSING STOCK WITHIN THE COUNTY

FY '08 - 09 KEY GOALS:

- 1 DECREASE THE NUMBER OF CODE VIOLATIONS AND IMPROVE HOUSING STOCK WITHIN THE COUNTY
- 2 ASSURE PUBLIC SAFETY BY MONITORING THE COMPLETION OF ALL DEMOLITION PROJECTS WITHIN THE COUNTY
CODE REQUIREMENTS
- 3 DECREASE THE NUMBER OF CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS
- 4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS
- 5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

INSPECTIONS, LICENSES & PERMITS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,633,410	2,895,636	3,343,532	3,453,613	3,453,613
20	CONTRACTUAL SERVICES	67,537	43,947	84,021	73,871	73,871
30	SUPPLIES & MATERIALS	46,798	50,699	62,336	58,066	58,066
40	BUSINESS & TRAVEL	140,296	141,934	169,329	163,620	163,620
50	CAPITAL OUTLAY	105,670	179,803	6,000	26,000	26,000
70	MISCELLANEOUS	352,280	377,000	463,840	459,200	459,200
80	INTER-GOVERNMENTAL	0	0	0	15,053	15,053
	GRAND TOTAL	<u>3,345,991</u>	<u>3,689,019</u>	<u>4,129,058</u>	<u>4,249,423</u>	<u>4,249,423</u>

SUMMARY BY FUND:

11	GENERAL	<u>3,345,991</u>	<u>3,689,019</u>	<u>4,129,058</u>	<u>4,249,423</u>	<u>4,249,423</u>
	GRAND TOTAL	<u>3,345,991</u>	<u>3,689,019</u>	<u>4,129,058</u>	<u>4,249,423</u>	<u>4,249,423</u>

SUMMARY BY DIVISION:

261000	DIRECTOR OF DILP	446,002	483,543	523,896	519,091	519,091
263000	BUILDING SERVICES	1,029,322	1,120,216	1,160,315	1,155,202	1,155,202
264000	PLUMBING SERVICES	441,609	531,539	596,052	596,921	596,921
265000	ELECTRICAL SERVICES	425,053	469,254	527,976	621,001	621,001
266000	MANUF HOUSING/ABANDONED PROP	206,835	234,536	296,548	302,339	302,339
267000	ANIMAL CONTROL	797,170	849,931	1,024,271	1,054,869	1,054,869
	GRAND TOTAL	<u>3,345,991</u>	<u>3,689,019</u>	<u>4,129,058</u>	<u>4,249,423</u>	<u>4,249,423</u>

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

The \$120,365 net increase in funding for Inspections, Licenses & Permits is the result of:

	FY 08	FY 09	CHANGE	
o		158,800	158,800	FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		91,625	91,625	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	2,285,024	2,216,796	(68,228)	Full Time Salaries
			(68,530)	Staff Turnover (3.09%)
			302	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			<u>(68,228)</u>	
o		2,718	2,718	Position transferred between divisions:
				# of Positions Salary Fringe Total
				(1.0) (38,349) (24,367) (62,716)
				1.0 42,224 23,210 65,434
				<u>0.0 3,875 (1,157) 2,718</u>
				Building Inspector II transferred from Building Services to Electrical Services & reclassified as an Electrical Inspector II
o	33,965	34,721	756	Temporary Salaries increase for a Building Inspector II (initiative in redevelopment of the Route 40 corridor for inspections / investigations)
o	455,842	450,956	(4,886)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	80,798	1,342	(79,456)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	193,323	207,412	14,089	Pension / Retirement rate adjustments
o	72,121	76,738	4,617	Workers' Compensation rate adjustments
o	10,728	6,000	(4,728)	Overtime based on actual expense history

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	178,774	173,528	(5,246) FICA adjustment
o	36,118	27,618	(8,500) Telephone Service - nine cell phones for inspector staff, monthly fees, etc.
o	200	1,800	1,600 Office Equipment Service - increase for service for Mobius document scanner
o	5,625	4,525	(1,100) Printing In-House - decrease based on actual expense history and updates of all public handouts, utility and septic licenses and associated forms
o	12,430	11,930	(500) Printing - Commercial decrease based on actual expense history - forms requested to accommodate building code approval / violations, stickers, etc.
o	5,250	7,850	2,600 Uniforms-Purchase - increase due to purchase of County DILP logo shirts for Inspectors / Staff including coveralls and protective clothing as required
o	8,305	6,605	(1,700) Professional Books - decrease based on actuals for Code update requirements, recertifications, code books, etc.
o	3,650	0	(3,650) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	11,417	8,300	(3,117) Training Seminars, Courses & Meetings decrease based on actuals for conferences, interpretations and testing / certification of inspection / plan reviewers, humane investigations, animal care, etc.
o	6,000	26,000	20,000 Equipment funding is provided for: 20,000 Other - Vehicle - to retrofit two (2) new vans with cages (1 new cage @ \$12,000 and 1 existing cage @ \$8,000) vehicle # 0854 and # 0851 1,500 One (1) ground resistance meter 4,500 Three (3) replacement mobile radios <u>26,000</u>

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	210,952	204,985	(5,967)	Line items significantly adjusted, based on actual expense history:
		FY 08	FY 09	Change
		36,700	33,500	(3,200) Other Professional Services
		11,850	9,650	(2,200) General Office Supplies
		12,900	12,450	(450) General Office Mailing
		700	400	(300) Janitorial Supplies & Equipment
		600	350	(250) Other Food Supplies
		595	300	(295) Audio Visual Supplies
		7,880	6,205	(1,675) Safety Equipment
		950	700	(250) Computer Hardware Components
		63,000	56,000	(7,000) County Owned Vehicles
		60,350	71,550	11,200 Fuel Charges
		12,600	11,800	(800) Non-Targeted Charges - FVS
		1,765	1,265	(500) Mileage
		1,062	815	(247) Meals
		<u>210,952</u>	<u>204,985</u>	<u>(5,967)</u>
o	450,000	450,000	0	Payment to Other Government Agency - County's support of the Humane Society of Harford County
o	10,000	6,000	(4,000)	Confidential Expenses - cost incurred for humane animal rescue and care
o	3,840	3,200	(640)	Board & Commission - decrease based on actual expense history - plumbing board meetings
o	0	15,053	15,053	Fleet Management Rentals - all replacement vehicles are now purchased through the new fleet management program. Funds provide lease to replace two (2) vans # 0854 and # 0851

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,213	0.00	0	1.00	41,377
Administrative Assistant II	2.00	90,217	3.00	140,392	3.00	153,772
Administrative Secretary II	1.00	53,239	1.00	57,031	1.00	40,377
Animal Control Officer I	0.00	0	1.00	31,771	0.00	0
Animal Control Officer II	5.00	197,830	4.00	156,096	5.00	208,451
Building Inspections Supervisor (DILP)	1.00	72,542	1.00	77,705	1.00	85,691
Building Inspector II	6.00	273,949	6.00	275,128	5.00	262,152
Building Inspector III	1.00	52,146	1.00	55,317	1.00	60,384
Chief, Animal Control Officer	1.00	54,010	1.00	57,331	1.00	62,588
Chief, Building Services	1.00	62,837	0.00	0	0.00	0
Chief, Electrical Services	1.00	68,686	1.00	72,863	1.00	79,551
Chief, Housing Services	1.00	70,356	1.00	74,641	1.00	83,912
Chief, Plumbing Services	1.00	75,048	1.00	79,611	1.00	70,672
Clerk Typist	2.00	56,516	2.00	59,045	2.00	58,818
Commercial Inspector	3.00	161,001	3.00	170,835	3.00	166,052
Deputy Director DILP	0.00	0	1.00	72,820	1.00	81,890
Director, Inspections, Licenses & Permits	1.00	110,933	1.00	117,682	1.00	121,217
Electrical Inspector I	1.00	37,235	0.00	0	0.00	0
Electrical Inspector II	1.00	42,227	2.00	85,826	3.00	138,496
Electrical Inspector III	1.00	50,904	1.00	54,010	1.00	58,977
Management Analyst	1.00	67,079	1.00	71,856	1.00	65,117
Permits Technician	3.00	103,991	3.00	110,356	3.00	120,519
Plans Reviewer	2.00	107,034	2.00	113,547	2.00	123,995
Plumbing Inspector I	1.00	36,121	0.00	0	1.00	40,627
Plumbing Inspector II	2.00	82,032	3.00	128,052	2.00	93,700
Plumbing Inspector III	1.00	55,659	1.00	59,045	1.00	64,472
Secretary I	2.00	80,490	2.00	86,359	1.00	55,161
Senior Plans Reviewer	1.00	72,542	1.00	77,705	1.00	85,691
TOTAL FULL-TIME SALARIES	44.00	2,174,837	44.00	2,285,024	44.00	2,423,659
SALARY OFFSET		(12,672)		0		0
FULL-TIME SALARIES	44.00	2,162,165	44.00	2,285,024	44.00	2,423,659

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Building Inspector I	0.60	22,187	0.60	23,537	0.60	25,698
TOTAL PART-TIME SALARIES	0.60	22,187	0.60	23,537	0.60	25,698
TEMPORARY SALARIES		10,972		33,965		37,168
SALARY TOTAL	44.60	2,195,324	44.60	2,342,526	44.60	2,486,525
OTHER PERSONAL SERVICES						
Pension & Retirement		185,576		193,323		227,942
Workers' Compensation		49,734		72,121		84,330
Health Benefits		418,134		455,822		449,784
OPEB		0		80,798		0
Overtime & Shift Differential		13,113		10,728		6,000
FICA		169,935		178,774		189,592
Uniform Allowance		2,400		3,000		3,000
Miscellaneous		6,300		6,440		6,440
TOTAL OTHER PERSONAL SERVICES		845,192		1,001,006		967,088
TOTAL PERSONAL SERVICES	44.60	3,040,516 *	44.60	3,343,532	44.60	3,453,613

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To decrease the number of code violations and improve housing stock within the County.

Department Objective:

To improve the quality of housing stock and to ensure it meets construction code requirements.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$3,155,796	\$3,345,127	\$3,927,162	\$4,129,058	\$4,249,423
Number of staff	39.6	41.6	44.6	44.6	44.6
Number of Inspectors	16	18.6	20.6	20.6	20.6
<u>Output:</u>					
Number of inspections performed	50,430	54,464	47,707	54,054	44,678
<u>Efficiency:</u>					
Number of inspections per inspector	3,152	2,928	2,316	2,624	2,169
<u>Service Quality:</u>					
Number of approved inspections	41,824	44,911	38,824	44,573	37,976
Number of disapproved inspections	8,606	9,553	8,883	9,481	6,702
<u>Outcome:</u>					
Percent of inspections that are disapproved	17.1%	17.5%	18.6%	17.5%	15.0%

Explanation and Analysis of Performance Measures

Construction practices of builders directly impact the quality of housing stock within the County. Deficiencies are often identified during the final inspection of a structure for compliance to required code standards. Final inspection deficiencies cause delays in occupancy of a structure. Tracking inspection findings will identify areas of deficiency. Such a program was designed to identify deficiencies. By analyzing these deficiencies we can identify areas of construction that require workshops and/or handouts designed specifically to improve current construction practices. The type of inspection with the highest disapproval rate is the determining factor in identifying workshop/handout topics; i.e., footing, foundation, framing, final, etc. specific to building construction. Workshops will be held to address identified deficiencies and handouts will be developed accordingly to distribute to builders.

Major Related Plans and Policies

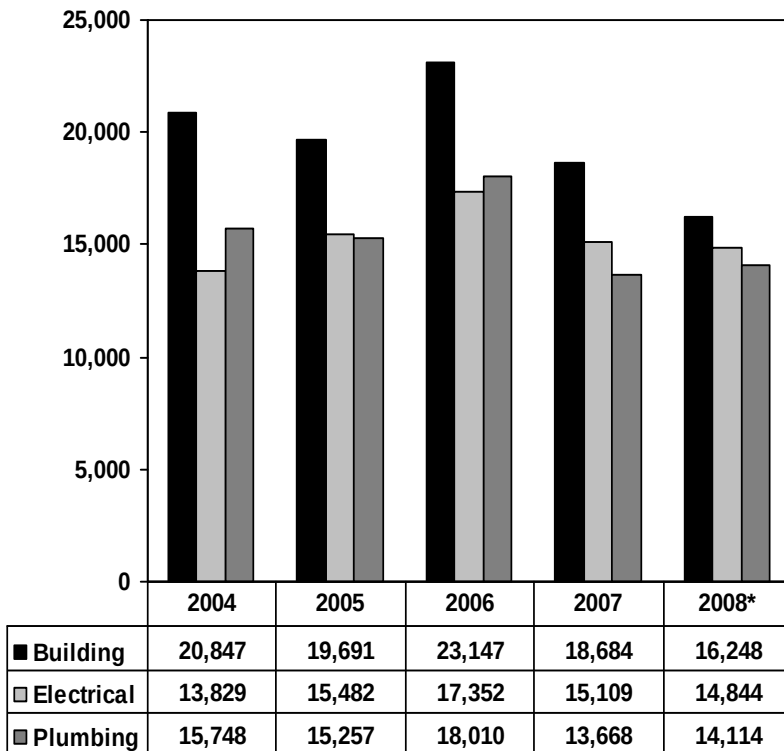
- To continue to report the number of inspections performed and violations by type
- To analyze reports and determine areas needing improvement in construction practices
- To identify areas needing improvement and provide handouts and workshops for technical tradespeople, when appropriate.

Inspections, Licenses and Permits

Inspections/Permit Activity

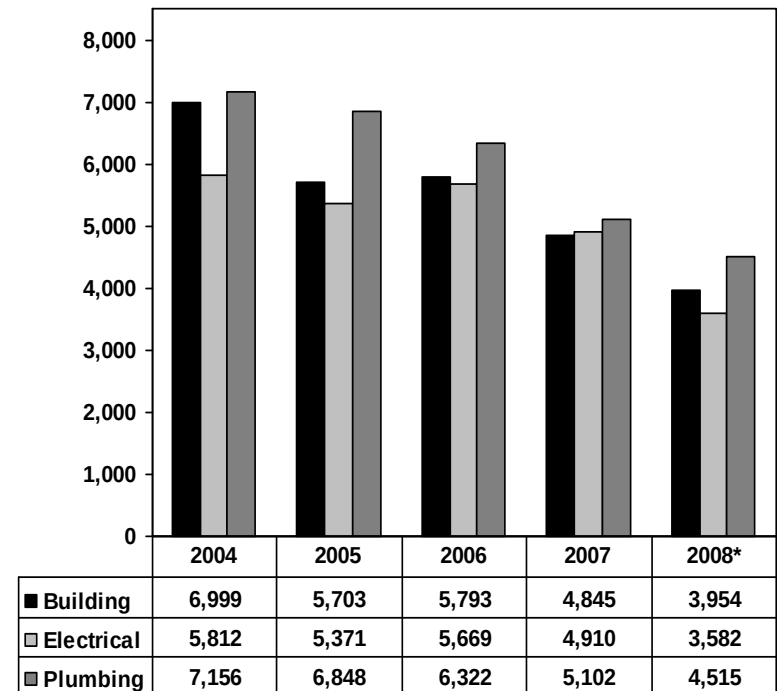
Fiscal Year Basis

Inspections Made



*Projected

Permits Issued



*Projected (Includes plumbing and electrical postcard permits and does not include town permits).

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: 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, plumbing and building codes; enforcement of County animal control, mobile home park and abandoned building ordinances; and enforcement of codes and ordinances through issuance and sale of licenses, permits, and inspections. The Director renders permits and inspection services through cooperative agreements with municipalities and coordinates a centralized computer system encompassing all licensing programs and building, electrical, 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 to 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 '08 - '09 GOAL & OBJECTIVE:

- 2 DECREASE THE NUMBER OF CODE VIOLATIONS AND HOLD WORKSHOPS FOR TRADES PEOPLE ON IDENTIFIED AREAS OF NON-COMPLIANCE TO CODE REQUIREMENTS
 - o Decrease the number of Code violations

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	266,473	292,297	422,405	400,396	400,396
20	CONTRACTUAL SERVICES	10,236	9,707	11,721	13,321	13,321
30	SUPPLIES & MATERIALS	2,372	2,516	4,000	2,855	2,855
40	BUSINESS & TRAVEL	85,437	84,749	81,270	92,195	92,195
50	CAPITAL OUTLAY	81,484	94,274	4,500	4,500	4,500
80	INTER-GOVERNMENTAL / INTER-FUND EXP.	0	0	0	5,824	5,824
	GRAND TOTAL	446,002	483,543	523,896	519,091	519,091
<u>FUNDING SOURCE:</u>						
11	GENERAL	446,002	483,543	523,896	519,091	519,091

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Director of DILP****INDEX: 261000****FINANCIAL NOTES:**

The (\$4,805) net decrease in funding for Inspections, Licenses & Permits - Director of DILP is the result of:

	FY 08	FY 09	CHANGE
o		12,122	12,122 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		12,039	12,039 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	319,389	288,724	(30,665) Full-Time Salaries
			(32,850) Turnover <u>(-11.38%)</u>
			<u>2,185</u> Step/Grade adjustments based on the recommendations of the Department of Human Resources
			<u>(30,665)</u>
o	29,559	26,476	(3,083) Pension / Retirement rate adjustment (one employee in old retirement system retired)
o	3,888	4,186	298 Workers' Compensation - rate adjustment
o	30,036	30,562	526 Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	11,179	0	(11,179) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	23,510	21,443	(2,067) FICA - rate adjustment
o	100	1,700	1,600 Office Equipment Service - increase for service agreement for Mobius document scanner

INDEX: 261000

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DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
 DIVISION: DIRECTOR OF INSPECTIONS, LICENSES AND PERMITS

Index No. 261000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	53,239	1.00	57,031	1.00	40,377
Chief, Building Services	1.00	62,837	0.00	0	0.00	0
Deputy Director DILP	0.00	0	1.00	72,820	1.00	81,890
Director of Inspections, Licenses & Permits	1.00	110,933	1.00	117,682	1.00	121,217
Management Analyst	1.00	67,079	1.00	71,856	1.00	65,117
TOTAL FULL-TIME SALARIES	4.00	294,088	4.00	319,389	4.00	308,601
TEMPORARY SALARIES		3,480		4,284		4,284
SALARY TOTAL	4.00	297,568	4.00	323,673	4.00	312,885
OTHER PERSONAL SERVICES						
Pension & Retirement		28,775		29,559		28,966
Workers' Compensation		2,849		3,888		4,573
Health Benefits		28,386		30,036		30,562
OPEB		0		11,179		0
FICA		22,829		23,510		22,850
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		83,399		98,732		87,511
TOTAL PERSONAL SERVICES	4.00	380,967 *	4.00	422,405	4.00	400,396

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: 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 owners, 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 '08 - '09 GOAL:

- 3 DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	995,377	1,058,768	1,109,162	1,113,896	1,113,896
20	CONTRACTUAL SERVICES	9,481	7,755	12,730	10,000	10,000
30	SUPPLIES & MATERIALS	21,295	22,117	24,731	23,031	23,031
40	BUSINESS & TRAVEL	3,169	7,536	13,692	8,275	8,275
50	CAPITAL OUTLAY	0	24,040	0	0	0
	GRAND TOTAL	<u>1,029,322</u>	<u>1,120,216</u>	<u>1,160,315</u>	<u>1,155,202</u>	<u>1,155,202</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,029,322</u>	<u>1,120,216</u>	<u>1,160,315</u>	<u>1,155,202</u>	<u>1,155,202</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****FINANCIAL NOTES:**

The (\$5,113) net decrease in funding for Inspections, Licenses & Permits - Building Services is the result of:

	FY 08	FY 09	CHANGE	
o		55,388	55,388	FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		34,169	34,169	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	781,721	777,477	(4,244)	Full Time Salaries
				918 Salary Step &/or Grade adjustment based on the recommendations of the Dept. of Human Resources
			(5,162)	Staff Turnover (0.66%)
			<u>(4,244)</u>	
o		62,716	62,716	Position transferred to Electrical Services
				# of Positions Salary Fringe Total
				(1.0) (38,349) (24,367) (62,716) Building Inspector II
o	145,388	144,588	(800)	Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	27,360	1,342	(26,018)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	63,554	70,896	7,342	Pension / Retirement rate adjustments
o	25,168	27,106	1,938	Workers' Compensation rate adjustments
o	60,091	59,766	(325)	FICA rate adjustments
o	12,730	10,000	(2,730)	Telephone Service - 10 cell phones for inspector staff, monthly fees, etc., decrease based on actual expense history
o	6,800	7,000	200	Printing - Commercial increase based on additional forms required to accommodate new building code, increase in inspection and licensing activity

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	10,200	7,400	(2,800) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	4,000	3,500	(500) General Office Supplies
	100	50	(50) Delivery Charges
	100	50	(50) Other Food Supplies
	2,000	1,300	(700) Safety Equipment
	4,000	2,500	(1,500) Professional Books & Periodicals
	<u>10,200</u>	<u>7,400</u>	<u>(2,800)</u>
o	800	500	(300) Uniforms - Purchase - decrease based on actual expense history - County DILP logo shirts for Inspectors / Staff
o	300	100	(200) Audio Visual Supplies - decrease based on actual expense history - film for photo I.D., laminating supplies and visuals for workshops, etc.
o	1,800	0	(1,800) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	6,160	4,000	(2,160) Training Seminars, Courses & Meetings decrease based on actual expenditures - funds required for conferences on construction standards practices, 2006 International Code Interpretations, etc.

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: BUILDING SERVICES

Index No. 263000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	41,377 A
Administrative Assistant II	1.00	53,239	1.00	57,031	1.00	62,270
Building Inspections Supervisor (DILP)	1.00	72,542	1.00	77,705	1.00	85,691
Building Inspector II	6.00	273,949	6.00	275,128	5.00	262,153 B
Building Inspector III	1.00	52,146	1.00	55,317	1.00	60,384
Clerk Typist	1.00	31,172	1.00	32,115	1.00	29,409
Commercial Inspector	1.00	54,010	1.00	57,331	1.00	62,588
Plans Reviewer	2.00	107,033	2.00	113,547	2.00	123,995
Secretary I	1.00	33,786	1.00	35,842	0.00	0
Senior Plans Reviewer	1.00	72,542	1.00	77,705	1.00	85,691
TOTAL FULL-TIME SALARIES	15.00	750,419	15.00	781,721	14.00	813,557
TEMPORARY SALARIES		3,780		3,780		3,780
SALARY TOTAL	15.00	754,199	15.00	785,501	14.00	817,337
OTHER PERSONAL SERVICES						
Pension & Retirement		61,834		63,554		74,603
Workers' Compensation		17,472		25,168		28,135
Health Benefits		130,266		145,388		129,335
OPEB		0		27,360		0
Overtime		3,079		0		0
FICA		57,931		60,091		62,526
Miscellaneous		2,100		2,100		1,960
TOTAL OTHER PERSONAL SERVICES		272,682		323,661		296,559
TOTAL PERSONAL SERVICES	15.00	1,026,881 *	15.00	1,109,162	14.00	1,113,896

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Secretary I position reclassified as an Administrative Assistant I - #0446

B - One (1) Building Inspector II position transferred to Electrical Services and reclassified as an Electrical Inspector II #0454

INSPECTIONS, LICENSES AND PERMITS - BUILDING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To decrease the number of building code violations during final inspection and reduce the number of reinspections.

Department Objective:

To improve the quality of housing stock and to ensure it meets building code requirements.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$861,917	\$1,029,031	\$1,094,692	\$1,160,315	\$1,155,202
Number of staff	15	16	15	15	15
Number of inspectors	8	9	9	9	9
<u>Output:</u>					
Number of final building inspections performed	5,572	5,891	4,712	5,272	4,500
<u>Efficiency:</u>					
Number of final inspections per inspector	697	655	524	586	500
<u>Service Quality:</u>					
Number of approved final inspections	4,191	4,476	3,554	4,044	3,600
Number of disapproved final inspections	1,381	1,415	1,158	1,228	900
<u>Outcome:</u>					
Percent of final inspections that are disapproved	24.8%	24.0%	24.6%	23.3%	20.0%

Explanation and Analysis of Performance Measures

Construction practices of contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous required inspections. The highest number of disapprovals and deficiencies are identified during the final inspection. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements. A program was designed to identify deficiencies by type of inspection performed. We track inspection results and, based on this information, develop handouts designed to address these areas of deficiency. We also provide workshops for tradespeople designed specifically to improve current construction practices targeting the areas of disapprovals.

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Plumbing Services****INDEX: 264000****ORIGIN/PURPOSE:**

This Division is responsible for reviewing plans and permit applications, issuing permits, master and journeyman plumbing certificates, master gas fitters certificates, liquid petroleum gas fitters licenses, utility contractor licenses, journey utility licenses, septic installer licenses, and journeyman septic installer licenses. Plumbing, gas fitting, storm water and utility work is inspected for compliance to applicable codes for all residential, commercial, and industrial construction.

This Division enforces the Harford County Plumbing Code and National Fuel Gas Code. Workmanship and quality are constantly monitored during construction. New methods of service are coordinated with the Harford County and Maryland State Master Plumbers Associations, the Baltimore Gas and Electric Company, and Harford County Utility Contractors Association. This Division also acts as liaison for the Harford County Plumbing Board and implements Local / State requirements governing water saving fixtures and plumbing systems.

FY '08 - '09 GOAL:

- 5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	428,560	498,505	576,222	579,731	579,731
20 CONTRACTUAL SERVICES	4,472	4,656	5,570	4,800	4,800
30 SUPPLIES & MATERIALS	5,477	4,829	7,130	6,230	6,230
40 BUSINESS & TRAVEL	2,660	2,221	5,690	5,360	5,360
50 CAPITAL OUTLAY	0	21,328	0	0	0
70 MISCELLANEOUS	440	0	1,440	800	800
GRAND TOTAL	441,609	531,539	596,052	596,921	596,921
<u>FUNDING SOURCE:</u>					
11 GENERAL	441,609	531,539	596,052	596,921	596,921

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Plumbing Services****INDEX: 264000****FINANCIAL NOTES:**

The \$869 net increase in funding for Inspections, Licenses & Permits - Plumbing Services is the result of:

	FY 08	FY 09	CHANGE	
o		27,121	27,121	FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		13,168	13,168	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	402,901	364,291	(38,610)	Full Time Salaries
			(33,594)	Staff Turnover (9.22%)
			(5,016)	Salary Step &/or Grade adjustment based on the recommendations of the Dept. of Human Resources
			<u>(38,610)</u>	
o	80,689	99,477	18,788	Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	14,101	0	(14,101)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	13,833	13,281	(552)	Workers' Compensation rate adjustments
o	32,756	33,405	649	Pension / Retirement rate adjustments
o	30,822	27,868	(2,954)	FICA adjustment
o	1,100	500	(600)	Printing-In-House decrease due to actual expense history, costs of utility & septic licenses & associated forms
o	1,300	1,000	(300)	General Office Mailing - decrease due to actual expense history, program initiative, redevelopment plans (Rt. 40), and Licensing program, etc.

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Plumbing Services

INDEX: 264000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	5,770	4,820	(950) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	4,970	4,200	(770) Telephone Service
	800	620	(180) Lodging
	<u>5,770</u>	<u>4,820</u>	<u>(950)</u>
o	100	0	(100) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	1,440	800	(640) Boards & Commission - Plumbing Board meetings for (3) members, \$40 per meeting per month (as attended) and actual expense history

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: PLUMBING SERVICES

Index No. 264000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Plumbing Services	1.00	75,048	1.00	79,611	1.00	70,672
Commercial Inspector	1.00	59,023	1.00	62,622	1.00	47,917
Permits Technician	2.00	69,328	2.00	73,571	2.00	80,346
Plumbing Inspector I	1.00	36,121	0.00	0	1.00	40,627 A
Plumbing Inspector II	2.00	82,032	3.00	128,052	2.00	93,700
Plumbing Inspector III	1.00	55,659	1.00	59,045	1.00	64,472
SALARY TOTAL	8.00	377,211	8.00	402,901	8.00	397,734
OTHER PERSONAL SERVICES						
Pension & Retirement		31,082		32,756		36,472
Workers' Compensation		9,310		13,833		14,501
Health Benefits		87,041		80,689		99,477
OPEB		0		14,101		0
FICA		28,857		30,822		30,427
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		157,410		173,321		181,997
TOTAL PERSONAL SERVICES	8.00	534,621 *	8.00	576,222	8.00	579,731

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Plumbing Inspector II position filled as a Plumbing Inspector I #0460

INSPECTIONS, LICENSES AND PERMITS - PLUMBING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To decrease the number of plumbing code violations during final inspection and reduce the number of reinspections.

Department Objective:

To improve the quality of housing stock and to ensure it meets plumbing code requirements.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$448,526	\$475,464	\$578,771	\$596,052	\$596,921
Number of staff	7	7	8	8	8
Number of Inspectors	4	4	5	5	5
<u>Output:</u>					
Number of final plumbing inspections performed	4,389	5,098	3,944	5,980	4,090
<u>Efficiency:</u>					
Number of final inspections per inspector	1,097	1,275	789	1,196	818
<u>Service Quality:</u>					
Number of approved final inspections	3,544	4,180	3,052	5,038	6,476
Number of disapproved final inspections	845	918	892	942	614
<u>Outcome:</u>					
Percent of final inspections that are disapproved	19.3%	18.0%	22.6%	15.8%	15.0%

Explanation and Analysis of Performance Measures

Construction practices of contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous required inspections. The highest number of disapprovals and deficiencies are identified during the final inspection of a structure. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements, causing additional expenses to the owner or prospective buyer. A program was designed to identify deficiencies by type of inspection performed, and we perform daily data entry of the inspection results. We track inspection results and identify areas of deficiency. Based on this information, we develop handouts designed specifically to address these areas of deficiency by identifying them to tradespeople and providing directives for code compliant construction standards.

Major Related Plans and Policies

Continue to report the number of inspections performed and identify violations by type (ISIS reports (INS 330 and INS 340).

Continue to identify inspections by type as well as status (approved/disapproved).

Analyze reports and identify inspection areas with the highest level of approval.

Develop and provide workshops for technical tradespeople along with handouts specific to identified areas of deficiency to improve construction practices and assure code compliance for quality housing stock.

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: 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 '08 - '09 GOAL:

4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	406,269	451,775	501,786	596,691	596,691
20	CONTRACTUAL SERVICES	4,437	3,493	6,900	4,500	4,500
30	SUPPLIES & MATERIALS	8,150	7,546	9,325	11,525	11,525
40	BUSINESS & TRAVEL	2,124	2,764	6,065	4,385	4,385
50	CAPITAL OUTLAY	2,233	1,676	1,500	1,500	1,500
70	MISCELLANEOUS	1,840	2,000	2,400	2,400	2,400
	GRAND TOTAL	425,053	469,254	527,976	621,001	621,001
	<u>FUNDING SOURCE:</u>					
11	GENERAL	425,053	469,254	527,976	621,001	621,001

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Electrical Services****INDEX: 265000****FINANCIAL NOTES:**

The \$93,025 net increase in funding for Inspections, Licenses & Permits - Electrical Services is the result of:

	FY 08	FY 09	CHANGE																																													
o		27,234	27,234	FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff																																												
o		14,507	14,507	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08																																												
o		65,434	65,434	Position transferred from Building Services																																												
				<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>1.0</td><td>42,224</td><td>23,210</td><td>65,434</td><td>Electrical Inspector II</td></tr></table>	# of Positions	Salary	Fringe	Total		1.0	42,224	23,210	65,434	Electrical Inspector II																																		
# of Positions	Salary	Fringe	Total																																													
1.0	42,224	23,210	65,434	Electrical Inspector II																																												
o	78,737	73,980	(4,757)	Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage																																												
o	12,057	0	(12,057)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund																																												
o	28,008	31,706	3,698	Pension / Retirement rate adjustments																																												
o	11,151	12,098	947	Workers' Compensation rate adjustments																																												
o	16,500	11,600	(4,900)	Line items significantly adjusted, based on actual expense history:																																												
				<table><tr><td>FY 08</td><td>FY 09</td><td>Change</td><td></td></tr><tr><td>6,900</td><td>4,500</td><td>(2,400)</td><td>Telephone Service</td></tr><tr><td>2,100</td><td>1,500</td><td>(600)</td><td>General Office Supplies</td></tr><tr><td>1,200</td><td>700</td><td>(500)</td><td>Printing-In-House</td></tr><tr><td>2,200</td><td>1,500</td><td>(700)</td><td>Printing Commercial</td></tr><tr><td>500</td><td>750</td><td>250</td><td>Small Tools</td></tr><tr><td>800</td><td>950</td><td>150</td><td>Safety Equipment</td></tr><tr><td>400</td><td>200</td><td>(200)</td><td>Meals</td></tr><tr><td>1,200</td><td>900</td><td>(300)</td><td>Lodging</td></tr><tr><td>1,200</td><td>600</td><td>(600)</td><td>Training Seminars, Courses & Mtgs.</td></tr><tr><td><u>16,500</u></td><td><u>11,600</u></td><td><u>(4,900)</u></td><td></td></tr></table>	FY 08	FY 09	Change		6,900	4,500	(2,400)	Telephone Service	2,100	1,500	(600)	General Office Supplies	1,200	700	(500)	Printing-In-House	2,200	1,500	(700)	Printing Commercial	500	750	250	Small Tools	800	950	150	Safety Equipment	400	200	(200)	Meals	1,200	900	(300)	Lodging	1,200	600	(600)	Training Seminars, Courses & Mtgs.	<u>16,500</u>	<u>11,600</u>	<u>(4,900)</u>	
FY 08	FY 09	Change																																														
6,900	4,500	(2,400)	Telephone Service																																													
2,100	1,500	(600)	General Office Supplies																																													
1,200	700	(500)	Printing-In-House																																													
2,200	1,500	(700)	Printing Commercial																																													
500	750	250	Small Tools																																													
800	950	150	Safety Equipment																																													
400	200	(200)	Meals																																													
1,200	900	(300)	Lodging																																													
1,200	600	(600)	Training Seminars, Courses & Mtgs.																																													
<u>16,500</u>	<u>11,600</u>	<u>(4,900)</u>																																														

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Electrical Services

INDEX: 265000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	700	0	(700) In-House Training - Funds reallocated to Human Resources - Personnel Matters for better control
o	350	4,000	3,650 Uniforms - Purchase - protective clothing for six (6) inspectors as required by the National Fire Protections Administration, County DILP logo shirts for inspectors / staff
o	1,500	1,500	0 Equipment - Ground resistance meters

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ELECTRICAL SERVICES

Index No. 265000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,213	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	44,133	1.00	48,672
Chief, Electrical Services	1.00	68,686	1.00	72,863	1.00	79,551
Commercial Inspector	1.00	47,968	1.00	50,882	1.00	55,547
Electrical Inspector I	1.00	37,235	0.00	0	0.00	0
Electrical Inspector II	1.00	42,227	2.00	85,826	3.00	138,495 A
Electrical Inspector III	1.00	50,904	1.00	54,010	1.00	58,977
Permits Technician	1.00	34,663	1.00	36,785	1.00	40,173
SALARY TOTAL	7.00	321,896	7.00	344,499	8.00	421,416
OTHER PERSONAL SERVICES						
Pension & Retirement		26,524		28,008		38,644
Workers' Compensation		7,516		11,151		15,212
Health Benefits		75,075		78,737		88,061
OPEB		0		12,057		0
FICA		24,625		26,354		32,238
Miscellaneous		980		980		1,120
TOTAL OTHER PERSONAL SERVICES		134,720		157,287		175,275
TOTAL PERSONAL SERVICES	7.00	456,616 *	7.00	501,786	8.00	596,691

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Building Inspector II position transferred from Building Services and reclassified as an Electrical Inspector II - #0454

INSPECTIONS, LICENSES AND PERMITS - ELECTRICAL SERVICES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To decrease the number of electrical code violations and reduce the number of reinspections.

Department Objective:

To improve the quality of housing stock and to ensure it meets electrical code requirements.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$452,114	\$461,473	\$481,688	\$527,976	\$621,001
Number of staff	7	7	7	7	8
Number of inspectors	4	4	4	4	5
<u>Output:</u>					
Number of final electrical inspections performed	6,403	7,009	6,506	7,536	5,850
<u>Efficiency:</u>					
Number of final inspections per inspector	1,601	1,752	1,627	1,884	1,170
<u>Service Quality:</u>					
Number of approved final inspections	4,335	4,566	4,423	5,093	4,680
Number of disapproved final inspections	2,068	2,443	2,083	2,443	1,170
<u>Outcome:</u>					
Percent of final inspections that are disapproved	32.3%	34.9%	32.0%	32.4%	20.0%

Explanation and Analysis of Performance Measures

Construction practices of electrical contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous inspections. The greatest number of deficiencies are identified during the final inspection of a structure. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements, causing added expenses to the owner or prospective buyer. A program was designed to identify deficiencies by type of inspection performed. Based on this information, we develop handouts designed specifically to address these areas of deficiency by identifying them to the tradespeople and providing directives for code compliant construction standards.

Major Related Plans and Policies

Continue to report the number of inspections performed and violations by type (ISIS System Reports - INS 330 and INS 340)
Analyze reports and identify inspection areas needing improvement in electrical installation and construction practices
Develop and provide workshops for technical tradespeople along with handouts specific to identified deficiencies in electrical construction

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Manufactured Housing / Abandoned Property****INDEX: 266000****ORIGIN/PURPOSE:**MANUFACTURED HOUSING:

This Division enforces Local, State, and Federal codes governing residential manufactured housing, modular housing, and industrialized structures; i.e., classrooms, sales and business offices, etc. This Division certifies and licenses 24 mobile home parks annually in conjunction with the Health Department as per Harford County Code, §173-4D. Furthermore, this office works with the revitalization, expansion, and development of manufactured housing communities. It receives and investigates landlord / tenant complaints and works closely with the Attorney General's Office for compliance. This office sponsors educational seminars for the public and the manufacturing industry.

ABANDONED PROPERTIES:

This Division jointly investigates complaints with the Health Department on abandoned, unsafe structures. These complaints are generated by our citizens or State and County agencies. This office sends notices of violation and orders property owners to abate such unsafe conditions. If owner is not responsive, the unsafe condition is abated by any means deemed necessary by the Division of Housing Services; i.e., to utilize County agencies or private contractors. This office works with property owners and local fire departments through the "Learn and Burn Program" to remove uninhabitable and unsafe conditions. This Division is responsible for property maintenance projects; i.e., Project Care, and the Aberdeen, Havre de Grace and Edgewood Enterprise Zones.

FY '08 - '09 GOAL:

2 ASSURE PUBLIC SAFETY BY MONITORING THE COMPLETION OF ALL DEMOLITION PROJECTS WITHIN THE COUNTY

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	174,038	214,067	257,346	267,449	267,449
20	CONTRACTUAL SERVICES	30,225	10,502	34,530	31,250	31,250
30	SUPPLIES & MATERIALS	2,239	1,342	2,725	2,350	2,350
40	BUSINESS & TRAVEL	333	1,529	1,947	1,290	1,290
50	CAPITAL OUTLAY	0	7,096	0	0	0
	GRAND TOTAL	206,835	234,536	296,548	302,339	302,339
	<u>FUNDING SOURCE:</u>					
11	GENERAL	206,835	234,536	296,548	302,339	302,339

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Manufactured Housing / Abandoned Property****INDEX: 266000****FINANCIAL NOTES:**

The \$5,791 net increase in funding for Inspections, Licenses, & Permits - Manufactured Housing / Abandoned Property is the result of:

	FY 08	FY 09	CHANGE
o		13,346	13,346 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		6,291	6,291 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	125,158	127,379	2,221 Full Time Salaries
			2,215 Salary Step &/or Grade adjustment based on the recommendations of the Dept. of Human Resources
			6 Turnover
			<u>2,221</u>
o	25,901	26,657	756 Temporary Salaries - Building Inspector II (initiative in redevelopment of the Route 40 corridor inspections / investigations as required)
o	44,517	34,207	(10,310) Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	5,204	0	(5,204) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	14,133	16,211	2,078 Pension / Retirement rate adjustments
o	13,357	13,584	227 FICA adjustment
o	4,979	5,677	698 Workers' Compensation rate adjustments

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Manufactured Housing / Abandoned Property

INDEX: 266000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	4,512	2,600	(1,912)	
	Line items significantly adjusted, based on actual expense history:			
	FY 08	FY 08	Change	
	2,280	1,000	(1,280)	Telephone Service
	575	400	(175)	Safety Equipment
	400	250	(150)	Professional Books & Periodicals
	700	550	(150)	General Office Mailing
	557	400	(157)	Training Seminars, Courses & Meetings
	<u>4,512</u>	<u>2,600</u>	<u>(1,912)</u>	
o	32,000	30,000	(2,000)	Other Professional Services - to raze or board up structures; abate sediment & erosion problems on abandoned properties, etc.
o	350	0	(350)	In-House Training funds reallocated to Human Resources - Personnel Matters for better control

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: MANUFACTURED HOUSING/ABANDONED PROPERTY

Index No. 266000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Housing Services	1.00	70,356	1.00	74,641	1.00	83,912
Secretary I	1.00	46,705	1.00	50,517	1.00	55,161
TOTAL FULL TIME SALARIES	2.00	117,061	2.00	125,158	2.00	139,073
PART-TIME SALARIES						
Building Inspector I	0.60	22,187	0.60	23,537	0.60	25,698
TOTAL PART-TIME SALARIES	0.60	22,187	0.60	23,537	0.60	25,698
TEMPORARY SALARIES		0		25,901		29,104
SALARY TOTAL	2.60	139,248	2.60	174,596	2.60	193,875
OTHER PERSONAL SERVICES						
Pension & Retirement		11,474		14,133		17,778
Workers' Compensation		2,861		4,979		6,198
Health Benefits		27,136		44,517		34,207
OPEB		0		5,204		0
FICA		10,652		13,357		14,831
Miscellaneous		420		560		560
TOTAL OTHER PERSONAL SERVICES		52,543		82,750		73,574
TOTAL PERSONAL SERVICES	2.60	191,791 *	2.60	257,346	2.60	267,449

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS - HOUSING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To assure public safety by monitoring the completion of all demolition projects within the County.

Department Objective:

To follow up on all approved demolition projects to ensure that they are properly completed during the approved time frame.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$185,883	\$206,517	\$230,301	\$296,548	\$302,339
Number of total staff	2.6	2.6	2.6	2.6	2.6
Number of inspectors	1.6	1.6	1.6	1.8	1.6
<u>Output:</u>					
Number of demolition permits issued	156	114	89	112	120
Number of demolition projects completed and reinspected on schedule	88	69	60	80	55
Number of demolition projects for which no reinspection was scheduled by applicant	68	45	29	32	65
<u>Service Quality:</u>					
Number of demolition projects for which no reinspection was scheduled by applicant that were followed up on appropriately by inspectors	68	45	29	32	65
<u>Efficiency:</u>					
Number of reinspections completed per inspector	98	71	56	62	75
<u>Outcome:</u>					
Percentage of incomplete projects that were followed up on appropriately by inspectors	100%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

Demolition permits are issued to: (1) raze a structure that will be replaced or (2) remove a structure that is vacant, in disrepair and is a threat to the health, safety, and welfare of a community. To ensure completion of an approved demolition, an on-site inspection must be performed. There are occasions when an applicant is issued an approved permit for demolition of a structure that is not completed in a timely manner. An inspection of the property will provide vital information on the status of the demolition project and to assure the health and safety of the community by its completion. Completion of a demolition project in a timely manner will also minimize the number of approved permits that would be expired without benefit of an inspection or resolution

Major Related Plans and Policies

Review INS Report on Status of Demolition Permit and schedule reinspection of all expired or non-finalized demo permits.

Issue letter of code violation to owner directing completion of demolition.

When demolition is not completed by owner; issue notice of abatement and corrective measures to be taken by County.

Issue letter of administrative hearing; file tax lien against property to recover all associated costs.

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****ORIGIN/PURPOSE:**

This Division is responsible for enforcing Harford County's Animal Control Laws through conducting inspections/investigations, issuing necessary citations, and filing court charges, as required. The Division also enforces the Annotated Code of Maryland for cruelty and dangerous dog violations.

The Division's employees assist State, County, and local police in removing animals in vehicle accidents or creating traffic hazards. We also assist the Health Department officials with suspected rabid animal cases.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	362,693	380,224	476,611	495,450	495,450
20	CONTRACTUAL SERVICES	8,686	7,834	12,570	10,000	10,000
30	SUPPLIES & MATERIALS	7,265	12,349	14,425	12,075	12,075
40	BUSINESS & TRAVEL	46,573	43,135	60,665	52,115	52,115
50	CAPITAL OUTLAY	21,953	31,389	0	20,000	20,000
70	MISCELLANEOUS	350,000	375,000	460,000	456,000	456,000
80	INTER-GOVERNMENTAL / INTER-FUND EXP	0	0	0	9,229	9,229
	GRAND TOTAL	797,170	849,931	1,024,271	1,054,869	1,054,869
	<u>FUNDING SOURCE:</u>					
11	GENERAL	797,170	849,931	1,024,271	1,054,869	1,054,869

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****FINANCIAL NOTES:**

The \$30,598 net increase in funding for Inspections, Licenses & Permits - Animal Control is the result of:

	FY 08	FY 09	CHANGE
o		23,589	23,589 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		11,451	11,451 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	311,356	314,414	3,058 Full Time Salaries
			3,058 Turnover <u>0.97%</u>
o	76,455	68,142	(8,313) Health Benefits - adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	10,897	0	(10,897) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	25,313	28,832	3,519 Pension / Retirement rate adjustment
o	13,102	14,390	1,288 Workers' Compensation rate adjustments
o	10,728	6,000	(4,728) Overtime - based on actual expense history
o	51,070	37,950	(13,120) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	6,820	5,500	(1,320) Telephone Service
	4,700	3,500	(1,200) Other Professional Services
	1,400	800	(600) General Office Supplies
	700	400	(300) Janitorial Supplies & Equipment
	3,600	3,000	(600) Uniforms - Purchase
	3,350	2,500	(850) Safety Equipment
	27,000	20,000	(7,000) County Owned Vehicles
	2,800	2,000	(800) Non-Targeted Charges - FVS
	700	250	(450) Mileage
	<u>51,070</u>	<u>37,950</u>	<u>(13,120)</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	300	0	(300) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	0	20,000	20,000 Equipment - retrofit two (2) new vans with cages (1 new cage @ \$12,000 and 1 existing cage moved @ \$8,000) vehicles # 0854 & # 0851
o	450,000	450,000	0 Payment to Other Governmental Agency - County's support of the Humane Society of Harford County
o	10,000	6,000	(4,000) Confidential Expenses - Costs incurred for humane animal rescue and care
o	0	9,229	9,229 Fleet Management Rentals - all replacement vehicles are now purchased through the new fleet management program. These funds provide lease costs to replace two (2) vans # 0854 & # 0851.

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ANIMAL CONTROL

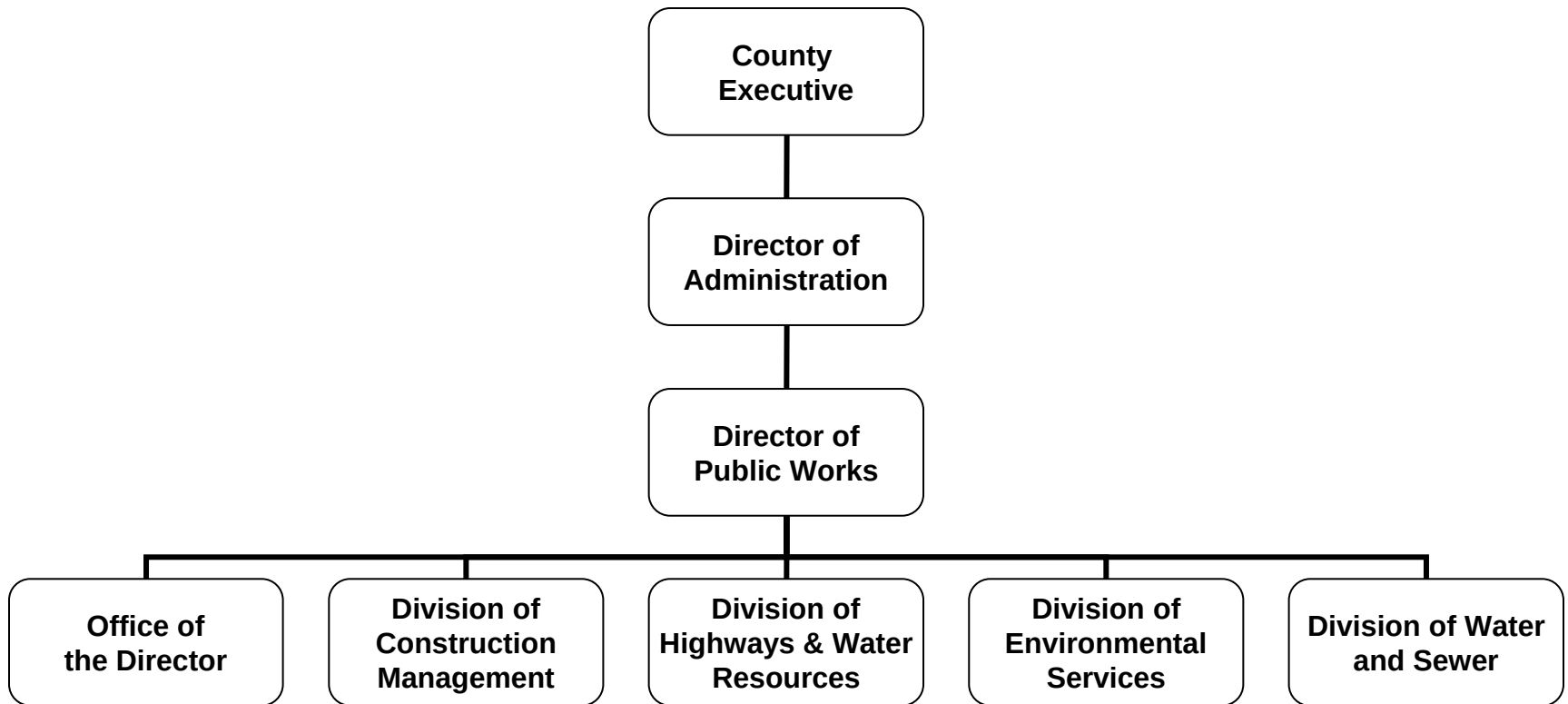
Index No. 267000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	36,978	1.00	39,228	1.00	42,830
Animal Control Officer I	0.00	0	1.00	31,771	0.00	0
Animal Control Officer II	5.00	197,830	4.00	156,096	5.00	208,451 A
Chief Animal Control Officer	1.00	54,010	1.00	57,331	1.00	62,588
Clerk Typist	1.00	25,344	1.00	26,930	1.00	29,409
FULL TIME SALARIES	8.00	314,162	8.00	311,356	8.00	343,278
SALARY OFFSET		(12,672)		0		0
TOTAL FULL TIME SALARIES		301,490		311,356		343,278
TEMPORARY SALARIES		3,712		0		0
SALARY TOTAL	8.00	305,202	8.00	311,356	8.00	343,278
OTHER PERSONAL SERVICES						
Pension & Retirement		25,887		25,313		31,479
Workers' Compensation		9,726		13,102		15,711
Health Benefits		70,230		76,455		68,142
OPEB		0		10,897		0
Overtime & Shift Differential		10,034		10,728		6,000
FICA		25,041		24,640		26,720
Uniform Allowance		2,400		3,000		3,000
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		144,438		165,255		152,172
TOTAL PERSONAL SERVICES	8.00	449,640 *	8.00	476,611	8.00	495,450

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Animal Control Officer I position upgraded to an Animal Control Officer II - #0473

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 IV, 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 and Sewer, Highways and Water Resources, Division of Construction 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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	27,939,510	30,855,360	35,642,954	37,351,490	37,351,490
20	CONTRACTUAL SERVICES	15,992,822	18,186,332	20,979,450	22,247,491	21,424,157
30	SUPPLIES & MATERIALS	4,560,575	5,748,696	6,672,202	6,726,696	6,851,696
40	BUSINESS & TRAVEL	2,586,136	2,588,467	3,025,849	2,973,412	2,973,412
50	CAPITAL OUTLAY	4,002,699	5,511,101	4,261,848	956,928	956,928
70	MISCELLANEOUS	18,160,626	17,798,592	18,603,468	19,005,053	19,005,053
80	INTER-GOVERNMENTAL / INTER-FUND	598,346	736,144	745,000	1,851,529	1,851,529
	GRAND TOTAL	73,840,714	81,424,692	89,930,771	91,112,599	90,414,265
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	3,265,579	4,291,108	4,587,806	4,542,768	4,542,768
25	HIGHWAYS	28,347,041	31,549,838	34,520,223	34,416,690	34,380,023
51	WATER & SEWER OPERATING	31,784,722	33,702,384	38,090,655	39,302,351	39,390,684
55	SOLID WASTE SERVICES	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790
	GRAND TOTAL	73,840,714	81,424,692	89,930,771	91,112,599	90,414,265

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY DIVISION BY FUND:</u>					
<u>GENERAL FUND:</u>					
301111 BUREAU OF ENVIRONMENTAL SERVICES					
ADMINISTRATION & ENGINEERING	607,262	658,605	744,407	783,637	783,637
301241 RECYCLING	1,735,765	2,501,786	2,428,620	2,231,634	2,231,634
301251 POST CLOSURE	107,942	133,139	142,150	179,550	179,550
301261 SCARBORO REMEDIATION	41,997	72,390	66,500	87,500	87,500
301520 ENVIRONMENTAL AFFAIRS NOXIOUS WEED	(7,255)	1,443	8,000	0	0
301530 ENVIRONMENTAL AFFAIRS GYPSY MOTH	15,000	20,400	15,000	0	0
301603 BUREAU OF WATER RESOURCES	764,868	903,345	1,183,129	1,260,447	1,260,447
<u>SOLID WASTE SERVICES:</u>					
301211 BUREAU OF SOLID WASTE MANAGEMENT	3,878,212	4,345,608	4,087,580	3,899,597	3,899,597
301271 WASTE TO ENERGY	6,565,160	7,535,754	8,644,507	8,951,193	8,201,193
<u>HIGHWAYS FUND:</u>					
303110 DIRECTOR OF PUBLIC WORKS	281,183	322,900	367,051	421,054	384,387
303125 BUREAU OF CAPITAL PROJECTS MANAGEMENT	728,410	702,313	865,653	866,021	866,021
303210 BUREAU OF HIGHWAYS ENGINEERING	2,505,305	2,654,019	3,091,386	3,259,686	3,259,686
303220 BUREAU OF CONSTRUCTION INSPECTIONS	2,463,907	2,692,814	3,089,808	3,141,433	3,141,433
303410 BUREAU OF HIGHWAYS MAINTENANCE	21,346,817	23,581,069	25,277,369	24,885,675	24,885,675
303430 SNOW REMOVAL	1,021,419	1,596,723	1,828,956	1,842,821	1,842,821
<u>WATER & SEWER FUND:</u>					
BUREAU OF WATER & SEWER ADMINISTRATION	2,710,166	2,845,659	3,032,116	3,322,343	3,285,676
WATER & SEWER DEPRECIATION	9,881,998	9,419,753	10,281,250	10,281,250	10,281,250
BUREAU OF WATER & SEWER ENGINEERING	1,121,462	1,122,486	1,327,952	1,423,465	1,423,465
BUREAU OF WATER & SEWER MAINTENANCE	5,403,208	5,992,497	6,897,659	6,959,635	7,084,635
WATER & SEWER WASTEWATER PROCESSING	8,265,108	8,803,663	10,278,586	11,084,282	11,084,282
WATER & SEWER WATER PRODUCTION	4,402,780	5,518,326	6,273,092	6,231,376	6,231,376
GRAND TOTAL	73,840,714	81,424,692	89,930,771	91,112,599	90,414,265

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - GENERAL FUND</u>						
Administrative Assistant I	1.00	45,248	0.00	0	0.00	0
Administrative Assistant II	1.00	49,682	2.00	102,429	2.00	111,653
Chief, Engineering Division	0.00	0	0.00	0	1.00	116,726
Civil Engineer II	2.00	159,030	2.00	168,714	1.00	88,467
Civil Engineer III	0.00	0	1.00	80,233	1.00	88,902
Civil Engineer IV	1.00	95,037	1.00	100,821	1.00	101,051
Deputy Director of Public Works	1.00	105,664	1.00	112,091	1.00	122,381
Engineering Associate I	0.00	0	1.00	30,851	2.00	77,744
Engineering Associate III	2.00	109,756	2.00	117,082	2.00	127,831
Engineering Associate IV	3.00	212,163	3.00	227,266	3.00	248,146
Equipment Operator	2.00	67,014	2.00	75,456	2.00	82,391
Equipment Operator Trainee	0.00	0	1.00	26,695	1.00	31,106
Equipment Repair Specialist	1.00	39,099	1.00	49,039	1.00	53,548
Laborer	3.00	64,016	4.00	110,206	4.00	118,320
Planner II	1.00	57,331	1.00	60,801	1.00	66,379
Recycling Program Coordinator	1.00	48,975	1.00	51,975	1.00	56,750
Recycling Program Manager	1.00	80,705	1.00	89,917	1.00	98,173
Senior Equipment Operator	3.00	119,781	3.00	124,796	3.00	136,257
Weighmaster / Attendant I	1.00	26,694	1.00	28,301	1.00	30,907
Weighmaster / Attendant II	1.00	38,071	1.00	40,384	1.00	44,102
FULL-TIME SALARIES	25.00	1,318,266	29.00	1,597,057	30.00	1,800,834
SALARY OFFSET		(24,006)		0		0
TOTAL FULL-TIME SALARIES		1,294,260		1,597,057		1,800,834
PART-TIME SALARIES						
Civil Engineer II	0.00	0	0.00	60,705	1.00	66,940
Environmental Scientist II	1.00	57,213	1.00	0	0.00	0
TOTAL PART-TIME SALARIES	1.00	57,213	1.00	60,705	1.00	66,940
TEMPORARY SALARIES		155,414		110,185		106,257
SUB-TOTAL GENERAL FUND SALARIES	26.00	1,506,887	30.00	1,767,947	31.00	1,974,031

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - SOLID WASTE SERVICES</u>						
Administrative Assistant I	2.00	72,885	2.00	77,319	0.00	0
Administrative Assistant II	1.00	41,906	0.00	0	2.00	86,001
Administrative Assistant III	0.00	0	1.00	42,870	0.00	0
Chauffeur - Laborer	1.00	33,078	2.00	78,647	1.00	38,312
Chief, Solid Waste Management	1.00	88,096	1.00	93,452	1.00	102,034
Civil Engineer I	0.00	0	0.00	0	1.00	52,215
Crew Chief	2.00	123,745	3.00	170,141	3.00	186,399
Equipment Operator	3.00	110,848	1.00	43,619	2.00	103,335
Equipment Repair Specialist	1.00	47,605	2.00	84,646	1.00	49,530
Laborer	6.00	167,450	5.00	148,981	4.00	124,253
Landfill Supervisor	1.00	53,046	1.00	56,281	1.00	61,452
Litter Control Program Team Leader	1.00	30,037	1.00	35,885	2.00	75,713
Senior Equipment Operator	6.00	241,941	7.00	286,374	8.00	336,555
Weighmaster / Attendant I	1.00	26,694	2.00	54,203	2.00	59,181
Weighmaster / Attendant II	5.00	219,660	5.00	236,801	5.00	259,011
Weighmaster / Attendant Trainee	1.00	21,981	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	32.00	1,278,972	33.00	1,409,219	33.00	1,533,991
TEMPORARY SALARIES		62,790		91,800		84,252
SUB-TOTAL SOLID WASTE SALARIES	32.00	1,341,762	33.00	1,501,019	33.00	1,618,243

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Accounting Clerk I	0.00	0	0.00	0	1.00	56,836
Accounting Clerk II	1.00	40,277	1.00	42,719	1.00	46,645
Administrative Assistant I	2.00	89,189	3.00	128,244	2.00	82,186
Administrative Assistant II	14.00	661,360	10.00	495,261	10.00	507,328
Administrative Budget Technician I	0.00	0	2.00	108,020	3.00	184,379
Administrative Budget Technician II	1.00	58,680	0.00	0	0.00	0
Administrative Secretary II	1.00	57,567	0	0	0.00	0
Administrative Secretary III	0.00	0	1.00	63,286	1.00	69,104
Administrative Specialist I	0.00	0	0.00	0	1.00	64,779
Administrative Specialist II	1.00	62,858	1.00	67,335	1.00	74,246
Assistant Storekeeper	1.00	26,694	0.00	0	0.00	0
Assistant Superintendent of Highways	0.00	0	2.00	131,822	2.00	145,371
Central Stores Coordinator	0.00	0	0.00	0	1.00	34,066
Central Stores Manager	1.00	46,833	1.00	49,704	1.00	54,818
Chauffeur-Laborer	36.00	1,112,695	36.00	1,182,393	32.00	1,127,796
Chief, Access & Utilities Permits	1.00	83,939	1.00	89,917	1.00	99,155
Chief, Bureau of Construction Management	1.00	78,261	1.00	80,618	1.00	88,022
Chief, Construction Inspector	3.00	209,592	3.00	221,524	3.00	244,298
Chief, Engineering Division	1.00	103,799	1.00	106,906	1.00	120,223
Chief, Environmental Enforcement	1.00	60,801	1.00	64,508	1.00	70,422
Chief, Highways Division	1.00	81,990	1.00	86,981	1.00	95,922
Chief, Vertical Inspector	1.00	155,796	1.00	69,243	1.00	75,599
Civil Engineer I	0.00	0	1.00	42,420	0.00	0
Civil Engineer II	0.00	0	0.00	0	1.00	53,580
Civil Engineer III	6.00	522,833	7.00	624,853	6.00	613,684
Civil Engineer IV	1.00	89,596	1.00	95,037	1.00	105,845
Clerk Typist	1.00	51,418	1.00	54,503	0.00	0
Clerk Typist II (GF)	1.00	44,412	1.00	48,033	0.00	0
Communications Specialist II	1.00	42,719	1.00	45,355	1.00	50,025
Construction Inspector I	1.00	43,941	1.00	80,427	1.00	56,706
Construction Inspector II	6.00	327,423	6.00	271,635	6.00	335,545
Construction Inspector III	8.00	481,802	8.00	518,074	8.00	568,472
Crew Chief	13.00	622,750	13.00	629,095	13.00	685,536
Deputy Director of Public Works	2.00	177,627	2.00	186,218	2.00	229,226
Director of Public Works	1.00	111,790	1.00	118,604	1.00	122,160
Drafting Technician I	1.00	45,397	1.00	49,104	1.00	53,617
Engineering Associate I	1.00	34,728	2.00	66,629	0.00	0
Engineering Associate II	1.00	57,567	0.00	0	2.00	88,637

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Engineering Associate III	2.00	126,509	3.00	187,503	3.00	205,494
Engineering Associate IV	3.00	162,565	3.00	204,942	4.00	250,417
Engineering Associate V	2.00	72,028	2.00	166,850	2.00	183,087
Engineering Records Technician	1.00	60,780	1.00	65,107	1.00	71,080
Environmental Inspector I	0.00	0	1.00	35,714	1.00	53,980
Environmental Inspector II	3.00	138,935	3.00	126,872	3.00	139,709
Environmental Inspector III	1.00	65,728	1.00	58,444	1.00	63,813
Equipment Operator	22.00	713,227	22.00	728,052	22.00	820,697
Equipment Operator Trainee	0.00	0	0.00	0	5.00	171,373
Equipment Repair Specialist	5.00	222,361	5.00	237,805	5.00	261,195
Highways Maintenance Supervisor	8.00	476,513	9.00	568,035	8.00	528,800
Laborer	10.00	306,662	15.00	418,735	14.00	437,152
Land Surveyor	1.00	72,028	1.00	77,148	1.00	84,229
Management Assistant I	0.00	0	2.00	110,419	2.00	121,201
Management Assistant II	1.00	67,079	1.00	71,856	1.00	78,461
Planner II	1.00	67,079	0.00	0	0.00	0
Road Marking Equipment Operator II	1.00	46,597	1.00	49,446	1.00	53,981
Senior Equipment Operator	15.00	590,916	15.00	605,979	15.00	657,737
Storekeeper	0.00	0	1.00	30,251	0.00	0
Superintendent Highways	2.00	138,655	1.00	74,641	1.00	82,319
Trades/Laborer	4.00	134,992	3.00	114,083	3.00	124,538
Traffic Operations Supervisor	2.00	136,835	1.00	74,727	2.00	148,790
Traffic Sign Mechanic I	1.00	42,249	2.00	79,483	1.00	50,392
Traffic Sign Mechanic II	2.00	68,749	1.00	39,163	2.00	81,181
Traffic Sign Mechanic III	1.00	40,277	1.00	42,719	1.00	46,645
Utility Worker I	3.00	118,647	4.00	147,998	4.00	151,705
Utility Worker II	3.00	138,442	3.00	146,882	3.00	160,893
Vertical Inspector II	2.00	106,820	2.00	113,912	2.00	116,409
Vertical Inspector III	2.00	122,331	1.00	70,013	1.00	60,384
TOTAL FULL-TIME SALARIES	209.00	9,821,338	217.00	10,465,247	217.00	11,409,890
TEMPORARY SALARIES		207,719		121,838		166,017
SUB-TOTAL HIGHWAYS FUND SALARIES	209.00	10,029,057	217.00	10,587,085	217.00	11,575,907

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Accountant III	1.00	88,096	1.00	93,452	1.00	102,034
Administrative Assistant I	2.00	78,113	1.00	42,656	0.00	0
Administrative Assistant II	5.00	217,822	7.00	310,882	8.00	388,183
Administrative Specialist II	1.00	67,978	1.00	72,820	1.00	79,506
Assistant Superintendent of Plant Operations	2.00	149,238	2.00	159,867	2.00	176,288
Central Stores Coordinator	1.00	32,672	1.00	34,664	1.00	37,857
Central Stores Manager	1.00	38,091	1.00	38,091	1.00	41,582
Chemist	1.00	45,183	1.00	46,534	1.00	54,384
Chief Water & Sewer Utility Technician	1.00	62,621	1.00	66,436	1.00	73,258
Chief, Engineering Division	1.00	100,777	1.00	106,906	1.00	116,726
Chief, Water & Sewer Administration	1.00	103,799	1.00	106,906	1.00	120,223
Chief, Water & Sewer Facilities	1.00	95,036	1.00	100,820	1.00	111,172
Chief, Water & Sewer Operations	1.00	101,828	1.00	108,040	1.00	119,133
Civil Engineer I	0.00	0	1.00	41,178	1.00	45,216
Civil Engineer II	2.00	127,280	2.00	135,740	1.00	67,868
Civil Engineer III	3.00	252,182	3.00	267,522	4.00	380,310
Civil Engineer IV	1.00	95,038	1.00	100,822	1.00	111,174
Computer Records Assistant	1.00	37,964	1.00	40,278	1.00	43,966
Computer Resource Technician	1.00	51,503	0.00	0	0.00	0
Computer Resource Technician II	1.00	63,201	2.00	132,807	2.00	146,450
Database Administrator	1.00	59,751	1.00	63,393	1.00	69,910
Deputy Director Public Works	1.00	105,664	1.00	112,091	1.00	122,381
Drafting Technician II	1.00	47,604	1.00	51,482	1.00	56,206
Drafting Technician Trainee	2.00	50,348	1.00	27,486	0.00	0
Electrician	1.00	50,453	1.00	53,517	1.00	58,432
Engineering Associate III	1.00	48,976	1.00	47,562	1.00	51,936
Engineering Associate IV	1.00	57,330	1.00	60,800	0.00	0
Engineering Associate V	1.00	77,897	1.00	83,424	1.00	91,998
GIS Coordinator	0.00	0	0.00	0	1.00	70,210
Instrumentation Technician	1.00	48,569	1.00	51,503	1.00	56,229
Laboratory Assistant	2.00	64,528	2.00	64,594	2.00	67,354
Laboratory Technician	3.00	128,136	4.00	172,954	4.00	188,830
Management Assistant II	3.00	197,529	3.00	211,049	3.00	230,433
Permits Clerk	2.00	55,768	2.00	58,316	1.00	31,840

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Plant Operations Manager	1.00	72,028	1.00	77,148	1.00	85,071
Plant Operator	19.00	815,721	20.00	902,620	20.00	962,782
Plant Operator Trainee I	3.00	80,082	5.00	136,664	5.00	147,452
Plant Operator Trainee II	6.00	203,228	3.00	112,197	3.00	119,316
Plant Superintendent W & S Facilities Maintenance	1.00	83,939	1.00	89,917	1.00	98,173
Plant Superintendent Water / Wastewater Operator	2.00	192,922	2.00	204,663	2.00	225,675
Pretreatment Inspector (GF)	1.00	58,680	1.00	62,258	1.00	67,969
Process Engineer	2.00	116,975	2.00	145,790	2.00	160,786
Senior Instrument Technician	1.00	53,517	1.00	56,773	1.00	61,997
Senior Plant Operator	12.00	623,075	10.00	579,623	10.00	602,977
Senior W/WW Facility Mechanic	0.00	0	0.00	0	2.00	115,887
Shift Supervisor	7.00	438,399	6.00	392,958	6.00	429,832
Superintendent of Laboratories	1.00	83,040	1.00	60,009	1.00	65,517
Superintendent of Water & Sewer Facilities	1.00	78,262	1.00	83,041	1.00	90,656
Supervisor, Meter Operations	1.00	72,542	1.00	77,705	1.00	85,691
Water & Sewer Facilities Maintenance Specialist	1.00	56,966	1.00	60,438	1.00	66,654
Water & Sewer Maintenance Supervisor	4.00	260,151	5.00	361,403	5.00	394,579
Water & Sewer Permits Technician	1.00	34,664	0.00	0	1.00	34,064
Water & Sewer Utility Crew Chief	6.00	310,239	6.00	298,521	6.00	321,938
Water & Sewer Utility Technician I	0.00	0	1.00	44,134	1.00	48,190
Water & Sewer Utility Technician II	1.00	54,632	1.00	58,530	1.00	63,904
Water & Sewer Utility Technician III	4.00	248,346	3.00	192,044	3.00	210,354
Water & Sewer Utility Worker I	4.00	126,766	8.00	267,438	9.00	313,050
Water & Sewer Utility Worker II	9.00	284,104	7.00	219,660	9.00	297,464
Water & Sewer Utility Worker III (Certified)	2.00	73,250	2.00	76,718	1.00	48,052
Water & Sewer Utility Worker III (Non-Certified)	4.00	123,317	5.00	161,857	6.00	211,380
Water & Sewer Utility Worker IV	4.00	159,372	2.00	86,233	1.00	53,980
Water / Wastewater Facility Mechanic	11.00	505,716	10.00	500,786	9.00	478,657
Water / Wastewater Facility Mechanic Trainee	0.00	0	2.00	67,550	1.00	33,678

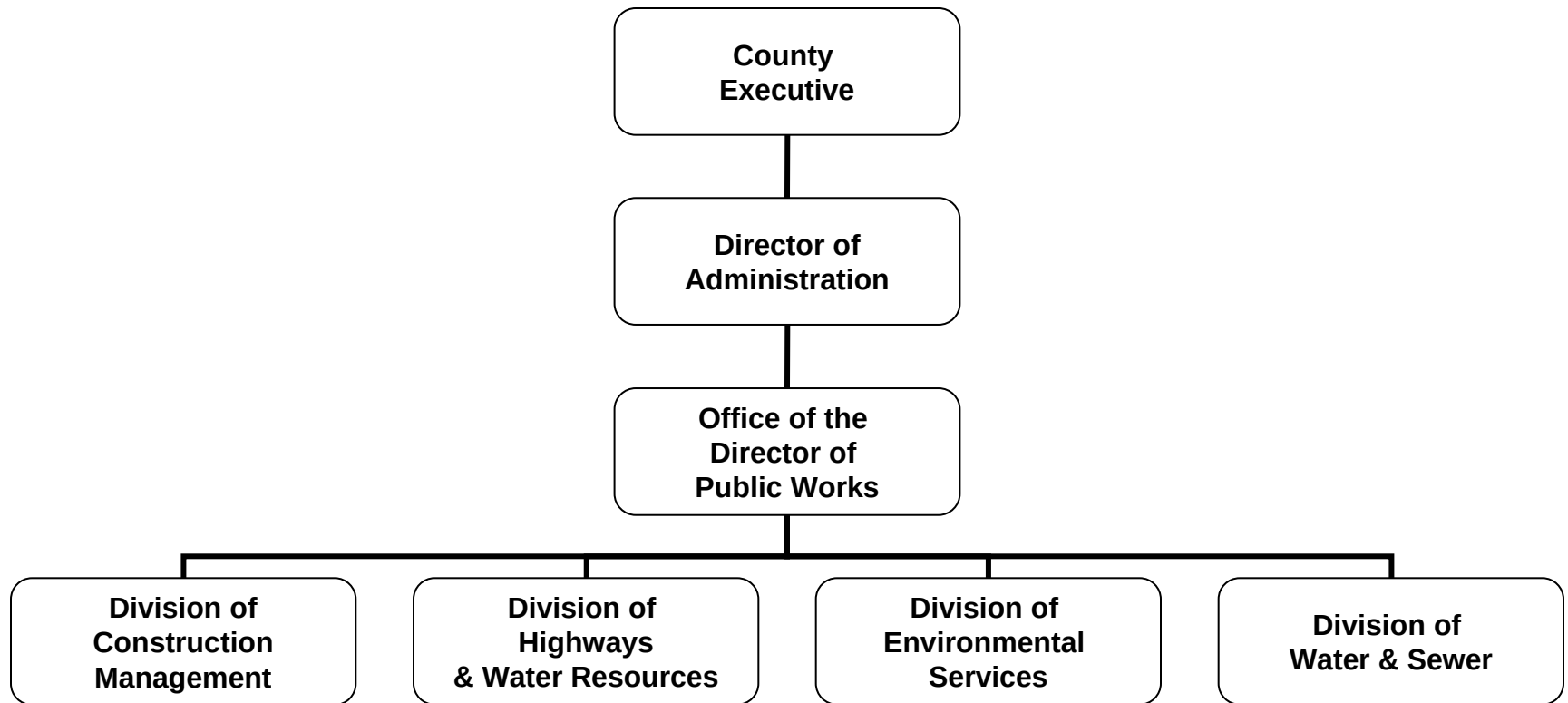
STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Water Meter Mechanic I	1.00	27,487	1.00	28,301	1.00	30,907
Water Meter Mechanic II	6.00	238,660	7.00	284,875	6.00	260,556
Water Meter Mechanic Trainee	1.00	25,152	0.00	0	1.00	50,528
Water Meter Technician I	2.00	93,194	2.00	98,893	2.00	107,961
Water Meter Technician II	1.00	50,003	1.00	53,046	1.00	57,909
TOTAL FULL-TIME SALARIES	168.00	8,445,404	169.00	8,906,385	170.00	9,714,675
TEMPORARY SALARIES		<u>98,921</u>		<u>125,417</u>		<u>148,278</u>
SUB-TOTAL WATER & SEWER SALARIES	<u>168.00</u>	<u>8,544,325</u>	<u>169.00</u>	<u>9,031,802</u>	<u>170.00</u>	<u>9,862,953</u>

	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - DEPARTMENT TOTALS</u>						
FULL-TIME SALARIES	434.00	20,863,980	448.00	22,377,908	450.00	24,459,390
SALARY OFFSET		<u>(24,006)</u>		<u>0</u>		<u>0</u>
TOTAL FULL-TIME SALARIES		20,839,974		22,377,908		24,459,390
TOTAL PART-TIME SALARIES	1.00	57,213	1.00	60,705	1.00	66,940
TOTAL DEPARTMENTAL TEMPORARY SALARIES		<u>524,844</u>		<u>449,240</u>		<u>504,804</u>
DEPARTMENTAL SALARY TOTAL	<u>435.00</u>	<u>21,422,031</u>	<u>449.00</u>	<u>22,887,853</u>	<u>451.00</u>	<u>25,031,134</u>

DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE DIRECTOR



PUBLIC WORKS - OFFICE OF THE DIRECTOR

ORIGIN/PURPOSE:

The Office of the Director is responsible for providing guidance and support to all four divisions within the Department of Public Works. These divisions are Water and Sewer, Highways and Water Resources, Environmental Services and Construction Management.

The Office of the Director is divided into the following functional areas:

DIRECTOR'S OFFICE: The Director, who is mandated by Harford County charter to possess a Professional Engineer's license under the laws of the State of Maryland, works to provide an efficient, cost-effective department which defines and meets the needs of Harford County citizens.

CAPITAL PROJECTS MANAGEMENT: In FY 07 this index was renamed Bureau of Capital Projects Management and moved under the purview of Public Works - Division of Construction Management.

WATER RESOURCES PLANNING & ENGINEERING: In FY 07 this index was renamed Bureau of Water Resources and moved under the purview of Public Works - Division of Highways & Water Resources.

MISSION STATEMENT:

TO PROVIDE GUIDANCE AND SUPPORT TO THE FOUR DIVISIONS 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 '08 - 09 KEY GOAL:

- 1 TO WORK TOWARDS A DEPARTMENT OF PUBLIC WORKS THAT IS EFFICIENT, QUALITY AND CUSTOMER SERVICE ORIENTED, AND AS COST EFFECTIVE AS ANY COMPARABLE ORGANIZATION IN THE REGION, MAKING AND DOCUMENTING THE COMPARISONS AND CHANGES WE VIEW AS NECESSARY, WHILE AT THE SAME TIME PROVIDING FOR A SAFE AND SECURE WORK ENVIRONMENT FOR OUR EMPLOYEES

PUBLIC WORKS - OFFICE OF THE DIRECTOR

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,489,349	288,761	329,461	345,182	345,182
20	CONTRACTUAL SERVICES	192,926	12,507	17,895	54,462	17,795
30	SUPPLIES & MATERIALS	33,293	2,481	1,720	2,220	2,220
40	BUSINESS & TRAVEL	32,570	7,584	7,975	9,190	9,190
50	CAPITAL OUTLAY	22,500	1,567	0	0	0
70	MISCELLANEOUS	3,823	10,000	10,000	10,000	10,000
	GRAND TOTAL	1,774,461	322,900	367,051	421,054	384,387

SUMMARY BY FUND:

11	GENERAL	764,868	0	0	0	0
25	HIGHWAYS	1,009,593	322,900	367,051	421,054	384,387
	GRAND TOTAL	1,774,461	322,900	367,051	421,054	384,387

SUMMARY BY DIVISION:

HIGHWAYS FUND:

303110	DIRECTOR OF PUBLIC WORKS	281,183	322,900	367,051	421,054	384,387
303125	CAPITAL PROJECTS MANAGEMENT	728,410	0	0	0	0

GENERAL FUND:

301603	WATER RESOURCES PLANNING & ENG	764,868	0	0	0	0
	GRAND TOTAL	1,774,461	322,900	367,051	421,054	384,387

PUBLIC WORKS - OFFICE OF THE DIRECTOR

HIGHWAYS FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	929,075	288,761	329,461	345,182	345,182
20	CONTRACTUAL SERVICES	22,484	12,507	17,895	54,462	17,795
30	SUPPLIES & MATERIALS	11,644	2,481	1,720	2,220	2,220
40	BUSINESS & TRAVEL	25,335	7,584	7,975	9,190	9,190
50	CAPITAL OUTLAY	21,055	1,567	0	0	0
70	MISCELLANEOUS	0	10,000	10,000	10,000	10,000
	GRAND TOTAL	<u>1,009,593</u>	<u>322,900</u>	<u>367,051</u>	<u>421,054</u>	<u>384,387</u>

SUMMARY BY FUND:

25	HIGHWAYS	<u>1,009,593</u>	<u>322,900</u>	<u>367,051</u>	<u>421,054</u>	<u>384,387</u>
	GRAND TOTAL	<u>1,009,593</u>	<u>322,900</u>	<u>367,051</u>	<u>421,054</u>	<u>384,387</u>

SUMMARY BY DIVISION:

303110	DIRECTOR OF PUBLIC WORKS	281,183	322,900	367,051	421,054	384,387
303125	CAPITAL PROJECTS MANAGEMENT	<u>728,410</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	GRAND TOTAL	<u>1,009,593</u>	<u>322,900</u>	<u>367,051</u>	<u>421,054</u>	<u>384,387</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: 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 and Water Resources, Environmental Services and Construction Management. In FY 07, Capital Projects Management moved under the purview of Public Works - Construction Management. This assures support and participation from each division of the Department in water quality planning and improvements. The Director of Public Works is a position mandated by the Harford County Charter that must be held by any individual who possesses a Professional Engineer's license under the laws of the State of Maryland.

FY '08 - '09 GOAL:

- 1 TO WORK TOWARDS A DEPARTMENT OF PUBLIC WORKS THAT IS EFFICIENT, QUALITY AND CUSTOMER SERVICE ORIENTED, AND AS COST EFFECTIVE AS ANY COMPARABLE ORGANIZATION IN THE REGION, MAKING AND DOCUMENTING THE COMPARISONS AND CHANGES WE VIEW AS NECESSARY, WHILE AT THE SAME TIME PROVIDING FOR A SAFE AND SECURE WORK ENVIRONMENT FOR OUR EMPLOYEES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	256,635	288,761	329,461	345,182	345,182
20	CONTRACTUAL SERVICES	15,429	12,507	17,895	54,462	17,795
30	SUPPLIES & MATERIALS	5,139	2,481	1,720	2,220	2,220
40	BUSINESS & TRAVEL	3,778	7,584	7,975	9,190	9,190
50	CAPITAL OUTLAY	202	1,567	0	0	0
70	MISCELLANEOUS	0	10,000	10,000	10,000	10,000
	GRAND TOTAL	281,183	322,900	367,051	421,054	384,387
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	281,183	322,900	367,051	421,054	384,387

DEPARTMENT: PUBLIC WORKS**DIVISION: Director's Office****INDEX: 303110****FINANCIAL NOTES:**

The \$17,336 net increase in funding for the Director's Office is the result of:

	FY 08	FY 09	CHANGE
o		10,144	10,144 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		8,483	8,483 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	0	5,200	5,200 Temporary Salaries - funding for a part-time Administrative Budget Technician as needed
o	39,917	37,030	(2,887) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	8,496	0	(8,496) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	19,736	22,261	2,525 Pension / Retirement rate adjustments
o	874	947	73 Workers' Compensation rate adjustments
o	17,262	17,940	678 FICA adjustment
o	1,000	1,000	0 Other Professional Services - consultant fees as needed
o	10,700	10,700	0 Financial / Audit - Highways Fund's share of the County audit
o	0	500	500 Computer Supplies - replacement of ink cartridges for new color laser jet printer
o	750	2,200	1,450 Fuel Charges - increase based on travel for the Director due to being on the Board of Directors for Northeast Waste Authority (NEWA) and travel to Baltimore City
o	1,600	2,200	600 Lodging for County Engineers Conference, Maryland Association of Counties (MACO), American Public Works Association (APWA) & Solid Waste Association of North America (SWANA)
o	500	0	(500) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	10,000	10,000	0 Grants & Contributions - grant to Highways Safety Committee to perform miscellaneous safety initiatives, i.e. sobriety check points

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - OFFICE OF THE DIRECTOR - HIGHWAYS FUND
DIVISION: DIRECTOR OF PUBLIC WORKS

Index No. 303110

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	53,238	0.00	0	0.00	0
Administrative Budget Technician I	0.00	0	1.00	60,866	1.00	66,448
Administrative Secretary II	1.00	57,567	0.00	0	0.00	0
Administrative Secretary III	0.00	0	1.00	63,286	1.00	69,104
Director of Public Works	1.00	111,790	1.00	118,604	1.00	122,160
TOTAL FULL-TIME SALARIES	3.00	222,595	3.00	242,756	3.00	257,712
TEMPORARY SALARIES		<u>0</u>		<u>0</u>		<u>5,677</u> A
SALARY TOTAL	<u>3.00</u>	<u>222,595</u>	<u>3.00</u>	<u>242,756</u>	<u>3.00</u>	<u>263,389</u>
OTHER PERSONAL SERVICES						
Pension		18,342		19,736		24,304
Workers' Compensation		534		874		1,034
Health Benefits		38,123		39,917		37,030
OPEB		0		8,496		0
FICA		15,938		17,262		19,005
Miscellaneous		<u>420</u>		<u>420</u>		<u>420</u>
TOTAL OTHER PERSONAL SERVICES		<u>73,357</u>		<u>86,705</u>		<u>81,793</u>
TOTAL PERSONAL SERVICES	<u>3.00</u>	<u>295,952</u> *	<u>3.00</u>	<u>329,461</u>	<u>3.00</u>	<u>345,182</u>

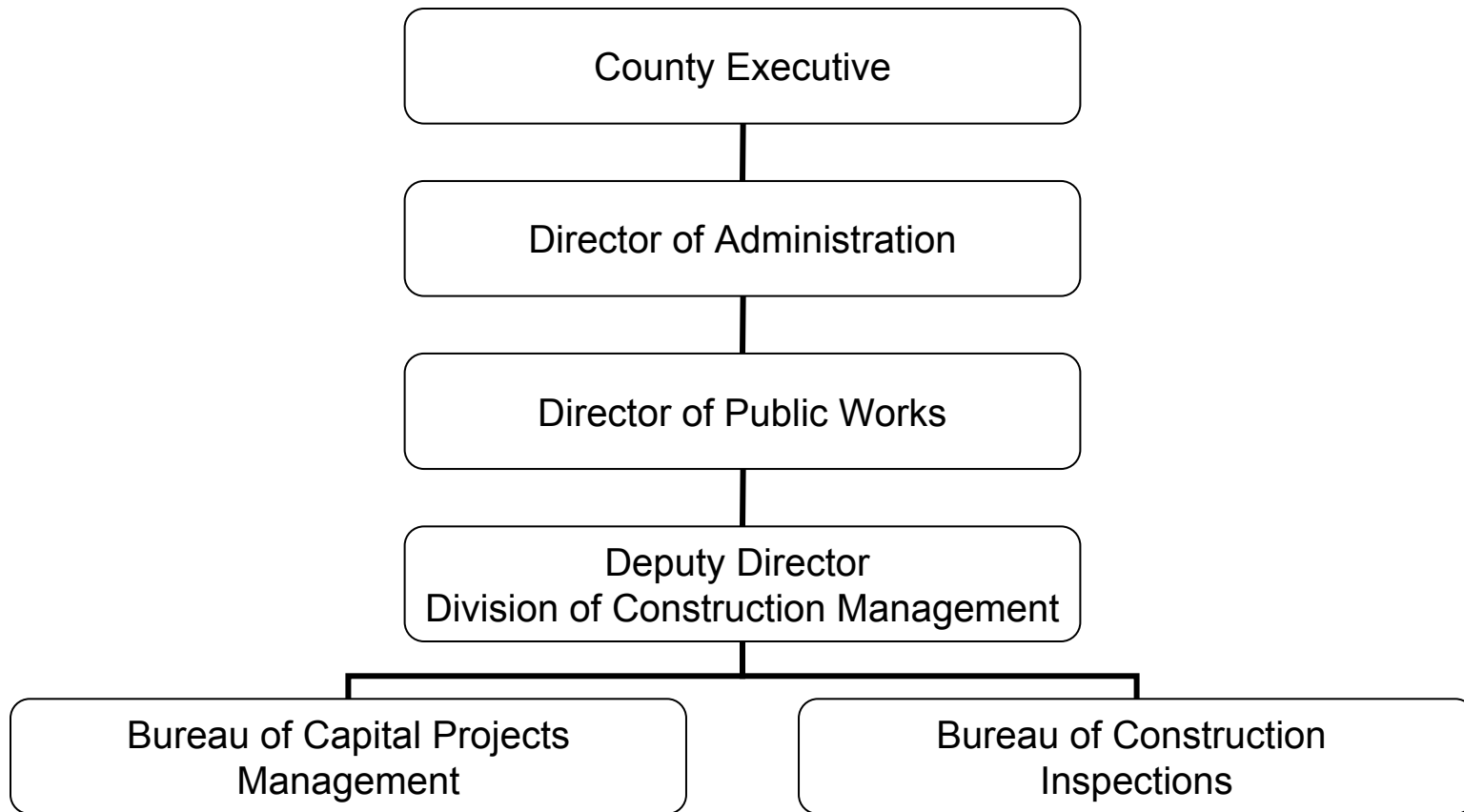
*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries provide for an Administrative Budget Technician II position

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DEPARTMENT OF PUBLIC WORKS

DIVISION OF CONSTRUCTION MANAGEMENT



PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

ORIGIN/PURPOSE:

The Division of Construction Management is one of four major Divisions within the Department of Public Works. The Division provides:

- Comprehensive project management services for the design and construction of County-owned capital projects for County departments and agencies
- Inspection services for construction of roads, bridges, storm water management facilities, water distribution lines, sewer lines and sewage pump stations, and commercial development infrastructure that will be transferred to county ownership
- Enforcement inspections of erosion and sediment control measures at all public and private construction sites county-wide

The Division was established in FY 2007 by combining the Bureau of Capital Projects Management (index 303125), previously titled Vertical Construction / Capital Projects Management under DPW - Office of the Director, and the Bureau of Construction Inspections (index 303220), formerly the Bureau of Construction Management under DPW - Division of Engineering & Construction

MISSION STATEMENT:

TO PROVIDE COMPREHENSIVE DESIGN MANAGEMENT AND CONSTRUCTION MANAGEMENT / INSPECTION SERVICES IN A COST EFFECTIVE MANNER
TO DELIVER HIGH QUALITY FACILITIES AND INFRASTRUCTURE PROJECTS TO MEET THE NEEDS OF HARFORD COUNTY

FY '08 - '09 KEY GOAL:

- 1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	2,819,758	3,392,604	3,555,661	3,555,661
20	CONTRACTUAL SERVICES	0	181,985	245,215	221,040	221,040
30	SUPPLIES & MATERIALS	0	32,060	28,935	28,735	28,735
40	BUSINESS & TRAVEL	0	123,125	154,132	152,715	152,715
50	CAPITAL OUTLAY	0	238,199	134,575	2,375	2,375
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	46,928	46,928
	GRAND TOTAL	0	3,395,127	3,955,461	4,007,454	4,007,454
<u>SUMMARY BY FUND:</u>						
25	HIGHWAYS	0	3,395,127	3,955,461	4,007,454	4,007,454
	GRAND TOTAL	0	3,395,127	3,955,461	4,007,454	4,007,454
<u>SUMMARY BY DIVISION:</u>						
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	0	702,313	865,653	866,021	866,021
303220	BUREAU OF CONSTRUCTION INSPECTIONS	0	2,692,814	3,089,808	3,141,433	3,141,433
	GRAND TOTAL	0	3,395,127	3,955,461	4,007,454	4,007,454

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	89,189	2.00	94,587	1.00	46,532
Administrative Assistant II	3.00	145,534	3.00	154,982	3.00	161,237
Administrative Budget Technician I	0.00	0	0.00	0	1.00	66,448
Chief, Bureau of Construction Management	1.00	78,261	1.00	80,618	1.00	88,022
Chief, Construction Inspector	3.00	209,592	3.00	221,524	3.00	244,298
Chief, Environmental Enforcement	1.00	60,801	1.00	64,508	1.00	70,422
Chief, Vertical Inspector	1.00	72,028	1.00	69,243	1.00	75,599
Civil Engineer III	0.00	0	1.00	75,991	0.00	0
Civil Engineer IV	1.00	89,596	1.00	95,037	1.00	105,845
Construction Inspector I	1.00	43,941	2.00	80,427	1.00	56,706
Construction Inspector II	6.00	327,423	5.00	271,635	6.00	335,545
Construction Inspector III	7.00	413,438	7.00	444,826	7.00	487,689
Deputy Director of Public Works	1.00	71,963	1.00	74,127	1.00	105,622
Engineering Associate II	1.00	57,567	0.00	0	0.00	0
Engineering Associate IV	0.00	0	0.00	0	1.00	57,800
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,999
Environmental Inspector I	0.00	0	1.00	35,714	1.00	53,980
Environmental Inspector II	3.00	138,935	3.00	126,872	3.00	139,709
Environmental Inspector III	1.00	65,728	1.00	58,444	1.00	63,813
Vertical Inspector II	2.00	106,820	2.00	113,912	2.00	116,409
Vertical Inspector III	2.00	122,331	1.00	70,013	1.00	60,384
TOTAL FULL-TIME SALARIES	37.00	2,171,045	37.00	2,215,885	37.00	2,428,059
TEMPORARY SALARIES		133,403		81,698		119,346
SUB-TOTAL HIGHWAYS FUND SALARIES	37.00	2,304,448	37.00	2,297,583	37.00	2,547,405
DIVISION OF CONSTRUCTION MANAGEMENT TOTALS						
TOTAL DEPARTMENT FULL-TIME SALARIES	37.00	2,171,045	37.00	2,215,885	37.00	2,428,059
TOTAL DEPARTMENT TEMPORARY SALARIES		133,403		81,698		119,346
DIVISION OF CONSTRUCTION MANAGEMENT SALARY TOTAL	37.00	2,304,448	37.00	2,297,583	37.00	2,547,405

DPW - CONSTRUCTION MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To ensure effective delivery of the Engineering and Construction programs.

Department Objective:

To maintain a level of inspector productivity that is equal to or greater than the industry standard.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$460,900	\$437,800	\$510,000	\$572,000	\$588,600
Number of staff*	7.08	8.25	8	10	8
<u>Output:</u>					
Dollar cost of construction work that was inspected	\$9,828,889	\$12,111,317	\$11,923,850	\$15,000,000	\$11,000,000
<u>Efficiency:</u>					
Construction work inspected per inspector (measured in dollar cost of inspected work)	\$1,388,261	\$1,468,038	\$1,490,481	\$1,500,000	\$1,375,000
Target for each inspector (based on industry standard)	\$915,085	\$1,070,649	\$1,134,888	\$1,191,163	\$1,287,190
<u>Service Quality:</u>					
Percent of industry standard achieved	152%	137%	131%	126%	107%
<u>Outcome:</u>					
Inspection costs as a percentage of construction amount	4.7%	3.6%	4.3%	3.8%	5.3%

*includes 6 to 7 County employees and consultants as needed

Explanation and Analysis of Performance Measures

Industry standards suggest an annual target for the total value of construction projects that one inspector should be able to inspect. This measure presents the value of construction projects successfully inspected by Harford County inspectors as compared to the industry standard.

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****ORIGIN/PURPOSE:**

The Bureau of Capital Projects Management provides comprehensive project management services for the design and construction of County-owned buildings and other capital projects for County departments and agencies in accordance with Sections 16-25 and 41-26 of the Harford County Code.

The Bureau of Capital Projects Management (index 303125), previously titled Vertical Construction / Capital Projects Management under DPW - Office of the Director, was moved to the newly established Division of Construction Management in FY 2007.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	603,119	781,468	795,194	795,194
20	CONTRACTUAL SERVICES	0	28,161	19,950	17,390	17,390
30	SUPPLIES & MATERIALS	0	10,115	6,935	7,985	7,985
40	BUSINESS & TRAVEL	0	16,509	30,300	29,840	29,840
50	CAPITAL OUTLAY	0	44,409	27,000	1,500	1,500
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	14,112	14,112
GRAND TOTAL		0	702,313	865,653	866,021	866,021
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	0	702,313	865,653	866,021	866,021

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****FINANCIAL NOTES:**

The \$368 net increase in funding for Bureau of Capital Projects Management is the result of:

	FY 08	FY 09	CHANGE	
o	555,868	503,464	(52,404)	Full Time Salaries
			2,261	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(54,665)	Staff Turnover (10.86%)
			<u>(52,404)</u>	
o		39,704	39,704	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		24,678	24,678	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	13,440	48,640	35,200	Temporary Salaries - two (2) Senior Engineering / Architecture aides to continue with building plans and inventory and one (1) part-time Engineering Associate V position added to the FY 09 budget due to workload @ \$37,893
o	74,207	70,976	(3,231)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	19,455	0	(19,455)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	45,192	46,168	976	Pension / Retirement rate adjustments & turnover
o	15,716	14,979	(737)	Workers' Compensation rate adjustments
o	12,000	3,000	(9,000)	Overtime - decrease based on actual expense history
o	44,470	42,465	(2,005)	FICA Adjustment

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	3,400	9,840	6,440 Office Equipment - annual cost of copier lease including extra and color copies plus lease for one new wide format copier / printer / scanner
o	10,000	1,000	(9,000) Other Professional Services - contractual construction management or consultant services as needed, decrease based on actual expense history
o	3,800	5,000	1,200 Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	3,000	4,000	1,000 General Office Supplies
	800	1,000	200 Duplicating Machine Supplies
	<u>3,800</u>	<u>5,000</u>	<u>1,200</u>
o	200	700	500 Mileage increased for the new part-time temporary Engineering Associate V position
o	500	0	(500) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	1,500	1,000	(500) Training Seminars, Courses - decrease based on actual expense history
o	27,000	1,500	(25,500) Equipment - funds provide for surveying equipment - all vehicles now replaced under the new fleet management program through a yearly lease
o	0	14,112	14,112 Fleet Management Rental - lease to replace: two (2) 1/4 ton SUVs #0901 & #0944 one (1) compact auto #0951

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CAPITAL PROJECTS MANAGEMENT

Index No. 303125

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	46,532 A
Administrative Assistant II	1.00	45,462	1.00	48,247	0.00	0
Chief, Vertical Inspector	1.00	72,028	1.00	69,243	1.00	75,599
Civil Engineer III	0.00	0	1.00	75,991	0.00	0
Civil Engineer IV	1.00	89,596	1.00	95,037	1.00	105,845
Engineering Associate IV	0.00	0	0.00	0	1.00	57,800 B
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,999
Vertical Inspector II	2.00	106,820	2.00	113,912	2.00	116,409 C
Vertical Inspector III	2.00	122,331	1.00	70,013	1.00	60,384 D
TOTAL FULL-TIME SALARIES	8.00	514,135	8.00	555,868	8.00	554,568
TEMPORARY SALARIES		12,320		13,440		51,871 E
SALARY TOTAL	8.00	526,455	8.00	569,308	8.00	606,439
OTHER PERSONAL SERVICES						
Retirement & Pension		42,365		45,192		50,854
Workers' Compensation		10,361		15,716		16,421
Health Benefits		59,331		74,207		70,975
OPEB		0		19,455		0
Overtime		12,000		12,000		3,000
FICA		41,191		44,470		46,385
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		166,368		212,160		188,755
TOTAL PERSONAL SERVICES	16.00	692,823 *	8.00	781,468	8.00	795,194

***FY 07 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Administrative Assistant II position filled as an Administrative Assistant I - #1438

B - One (1) vacant Civil Engineer III position filled as an Engineer Associate IV - #0725

C - One (1) vacant Vertical Inspector III position filled as a Vertical Inspector II - #0751

D - One (1) Vertical Inspector II position upgraded to a Vertical Inspector III - #2495

E - Temporary Salaries provide for one Engineering Associate V and summer hire

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****ORIGIN/PURPOSE:**

The Bureau of Construction Inspections (BCI) provides inspection services for construction of roads, bridges, storm water management facilities, water distribution lines, sewer lines and sewage pump stations, and commercial development infrastructure that will be transferred to county ownership. BCI also provides enforcement inspections of erosion and sediment control measures at all public and private construction sites county-wide.

The Bureau of Construction Inspections (index 303220), formerly the Bureau of Construction Management under DPW - Division of Engineering & Construction, was moved to the newly established Division of Construction Management in FY 2007.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	2,216,639	2,611,136	2,760,467	2,760,467
20	CONTRACTUAL SERVICES	0	153,824	225,265	203,650	203,650
30	SUPPLIES & MATERIALS	0	21,945	22,000	20,750	20,750
40	BUSINESS & TRAVEL	0	106,616	123,832	122,875	122,875
50	CAPITAL OUTLAY	0	193,790	107,575	875	875
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	32,816	32,816
	GRAND TOTAL	0	2,692,814	3,089,808	3,141,433	3,141,433
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	0	2,692,814	3,089,808	3,141,433	3,141,433

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****FINANCIAL NOTES:**

The \$51,625 net increase in funding for Bureau of Construction Management is the result of:

	FY 08	FY 09	CHANGE	
o	1,660,017	1,709,742	49,725	Full Time Salaries
			11,295	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			38,430	Staff Turnover 2.25%
			<u>49,725</u>	
o	68,258	62,306	(5,952)	Temporary Salaries - provides for two (2) part-time Inspectors, one (1) part-time Administrative Budget Technician II and summer hire
o		131,812	131,812	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		71,674	71,674	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	327,148	287,849	(39,299)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	58,100	0	(58,100)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	138,042	159,866	21,824	Pension / Retirement rate adjustments
o	60,823	67,917	7,094	Workers' Compensation rate adjustments
o	150,000	120,000	(30,000)	Overtime - decreased based on actual expenses
o	143,688	144,741	1,053	FICA adjustments
o	164,350	143,500	(20,850)	Due to the lab being phased out the following line items were adjusted:
	FY 08	FY 09	Change	
	2,000	0	(2,000)	Management Services
	2,350	1,500	(850)	Operating Equipment
	160,000	142,000	(18,000)	Other Professional Services - contractual inspectors for developer projects,
	<u>164,350</u>	<u>143,500</u>	<u>(20,850)</u>	and lab testing now done contractually and based on actual expense history

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	0	350	350	Other Rents & Utilities - rental for Farm Fair booth
o	8,000	8,600	600	Building / Custodial Services - janitorial services per contract and trash pickup increased due to recycling pickup
o	4,000	3,000	(1,000)	Safety Equipment - purchase of a tri-pod, air quality meter and harness for newly purchased pipe camera
o	1,200	1,500	300	Other Supplies & Materials - increase based on actual expense history
o	3,000	0	(3,000)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	24,232	22,200	(2,032)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	7,800	5,800	(2,000)	Electricity
	11,000	13,000	2,000	Non-Targeted Charges - FVS
	800	2,000	1,200	Lodging - for County Engineers and Sediment Control conferences
	1,400	300	(1,100)	Professional Books
	3,232	1,100	(2,132)	Membership Fees & Dues
	<u>24,232</u>	<u>22,200</u>	<u>(2,032)</u>	
o	4,000	6,000	2,000	Training Seminars - increase due to adding GIS and confined space training seminars in FY 09
o	107,575	875	(106,700)	Equipment - funds provide for an air meter for testing concrete on site - all vehicles now replaced under the new fleet management program through a yearly lease
o	0	32,816	32,816	Fleet Management Rental - lease to replace: one (1) 1/2 ton SUV #0979 four (4) 1/4 ton SUVs #0909, #0914, #0992 & #0995

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	89,189	2.00	94,587	0.00	0
Administrative Assistant II	2.00	100,072	2.00	106,735	3.00	161,237 A
Administrative Budget Technician I	0.00	0	0.00	0	1.00	66,448 B
Chief, Bureau of Construction Mgt	1.00	78,261	1.00	80,618	1.00	88,022
Chief, Construction Inspector	3.00	209,592	3.00	221,524	3.00	244,298
Chief, Environmental Enforcement	1.00	60,801	1.00	64,508	1.00	70,422
Construction Inspector I	1.00	43,941	2.00	80,427	1.00	56,706 C
Construction Inspector II	6.00	327,423	5.00	271,635	6.00	335,545 D
Construction Inspector III	7.00	413,438	7.00	444,826	7.00	487,689
Deputy Director of Public Works	1.00	71,963	1.00	74,127	1.00	105,622
Engineering Associate II	1.00	57,567	0.00	0	0.00	0
Environmental Inspector I	0.00	0	1.00	35,714	1.00	53,980 E
Environmental Inspector II	3.00	138,935	3.00	126,872	3.00	139,709 F
Environmental Inspector III	1.00	65,728	1.00	58,444	1.00	63,813
TOTAL FULL-TIME SALARIES	29.00	1,656,910	29.00	1,660,017	29.00	1,873,491
TEMPORARY SALARIES		121,083		68,258		67,475 G
SALARY TOTAL	29.00	1,777,993	29.00	1,728,275	29.00	1,940,966
OTHER PERSONAL SERVICES						
Pension & Retirement		155,365		138,042		175,198
Workers' Compensation		42,782		60,823		74,455
Health Benefits		317,009		327,148		287,849
OPEB		0		58,100		0
Overtime		145,000		150,000		120,000
FICA		147,108		143,688		157,439
Miscellaneous		4,860		5,060		4,560
TOTAL OTHER PERSONAL SERVICES		812,124		882,861		819,501
TOTAL PERSONAL SERVICES	29.00	2,590,117 *	29.00	2,611,136	29.00	2,760,467

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

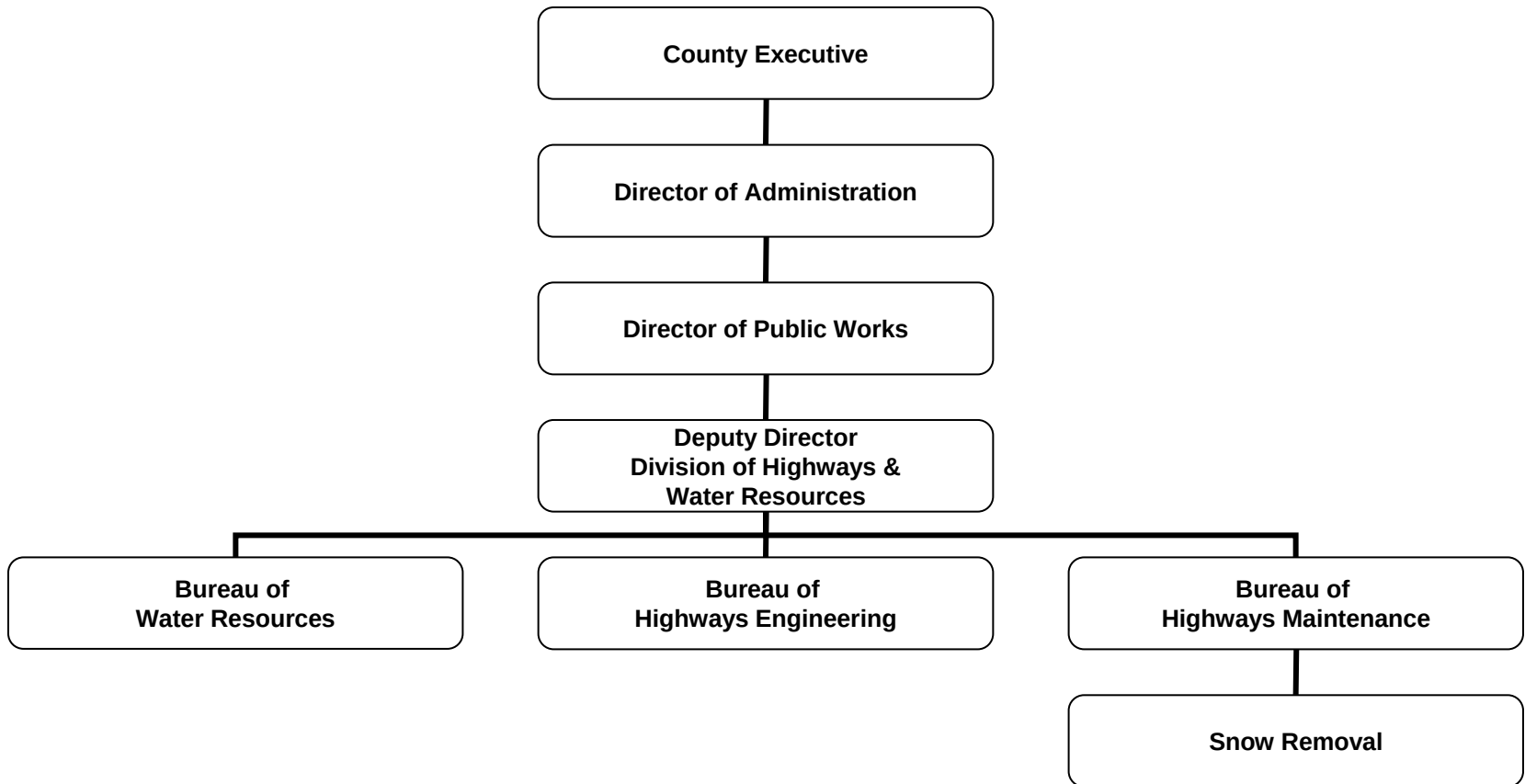
POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

- A - Two (2) Administrative Assistant I positions upgraded to Administrative II positions - #0487 & #0888
- B - One (1) Administrative Assistant I position reclassified to a Administrative Budget Technician I - #0724
- C - One (1) Construction Inspector II position downgraded to a Construction Inspector I - #3423
- D - Two (2) Construction Inspector I positions upgraded to Construction Inspector II positions - #0737 & #0746
- E - One (1) vacant Environmental Inspector II position filled as an Environmental Inspector I - #3424
- F - One (1) Environmental Inspector I position upgraded to an Environmental Inspector II - #0167
- G - Temporary Salaries provide for one Construction Inspector I, one Construction Inspector II, one Administrative Budget Technician II and summer hire

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DEPARTMENT OF PUBLIC WORKS

DIVISION OF HIGHWAYS AND WATER RESOURCES



PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

ORIGIN/PURPOSE:

The Highways & Water Resources Division of the Department of Public Works has overall responsibility for the County's roadway network and stream quality. This charge is divided between three distinct functional areas:

BUREAU OF WATER RESOURCES: Responsibilities include review and approval of stormwater management and sediment control plans for development related and capital projects. In addition, the requirements of the National Pollution Discharge Elimination System Permit are handled by this section. These include watershed surveys and assessments, design and construction of stormwater management retrofits and stream restorations, inspection for illicit discharges, and a public information outreach.

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 1,042 miles of County roadways; 217 County bridges, which includes ten bridges shared with Baltimore County; over 26,000 signs; and over 5,150 street lights.

Snow Removal: Overtime cost, materials, meals, and other related expenses incurred for snow removal operations are budgeted in this account under the purview of the Bureau of Highways Maintenance.

MISSION STATEMENT:

TO PROVIDE COMPREHENSIVE HIGH QUALITY ENGINEERING, MAINTAIN ROADWAY INFRASTRUCTURE, AND STREAM QUALITY IN A COST EFFECTIVE MANNER TO MEET THE NEEDS OF HARFORD COUNTY

FY '08 - '09 KEY GOALS:

- 1 TO MAINTAIN THE CONDITION, EFFICIENCY AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK
- 2 TO PROVIDE SAFE AND WELL MAINTAINED BRIDGES
- 3 TO IMPROVE STREAM WATER QUALITY THROUGH EFFECTIVE URBAN RUNOFF CONTROLS AND THROUGH STREAM RESTORATION PROGRAMS

PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	12,048,368	11,828,655	13,823,743	14,487,621	14,487,621
20	CONTRACTUAL SERVICES	3,433,684	3,778,885	4,233,295	4,691,268	4,691,268
30	SUPPLIES & MATERIALS	2,171,571	3,006,834	2,831,830	3,081,530	3,081,530
40	BUSINESS & TRAVEL	1,535,331	1,464,448	1,722,700	1,702,100	1,702,100
50	CAPITAL OUTLAY	1,819,512	2,324,616	2,582,350	98,135	98,135
70	MISCELLANEOUS	6,328,982	6,331,718	6,186,922	6,495,574	6,495,574
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	692,401	692,401
GRAND TOTAL		27,337,448	28,735,156	31,380,840	31,248,629	31,248,629

SUMMARY BY FUND:

11	GENERAL	0	903,345	1,183,129	1,260,447	1,260,447
25	HIGHWAYS	27,337,448	27,831,811	30,197,711	29,988,182	29,988,182
GRAND TOTAL		27,337,448	28,735,156	31,380,840	31,248,629	31,248,629

SUMMARY BY DIVISION:

GENERAL FUND:

301603	BUREAU OF WATER RESOURCES	0	903,345	1,183,129	1,260,447	1,260,447

HIGHWAYS FUND:

303210	BUREAU OF HIGHWAYS ENGINEERING	2,505,305	2,654,019	3,091,386	3,259,686	3,259,686
303220	BUREAU OF CONSTRUCTION INSPECTION	2,463,907	0	0	0	0
303410	BUREAU OF HIGHWAYS MAINTENANCE	21,346,817	23,581,069	25,277,369	24,885,675	24,885,675
303430	SNOW REMOVAL	1,021,419	1,596,723	1,828,956	1,842,821	1,842,821
GRAND TOTAL		27,337,448	28,735,156	31,380,840	31,248,629	31,248,629

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - GENERAL FUND</u>						
Administrative Assistant I	1.00	45,248	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	49,704	1.00	54,275
Civil Engineer II	0.00	0	1.00	80,233	1.00	88,467
Civil Engineer III	1.00	75,991	1.00	80,618	1.00	88,902
Engineering Associate I	0.00	0	1.00	30,851	2.00	77,744
Engineering Associate IV	3.00	212,163	3.00	227,266	3.00	248,146
Planner II	1.00	57,331	1.00	60,801	1.00	66,379
TOTAL FULL-TIME SALARIES	6.00	390,733	8.00	529,473	9.00	623,913
<u>PART-TIME SALARIES</u>						
Civil Engineer II	0.00	0	1.00	60,705	1.00	66,940
Environmental Scientist II	1.00	57,213	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	1.00	57,213	1.00	60,705	1.00	66,940
TEMPORARY SALARIES		69,577		40,340		13,734
SUB-TOTAL GENERAL FUND SALARIES	<u>7.00</u>	<u>517,523</u>	<u>9.00</u>	<u>630,518</u>	<u>10.00</u>	<u>704,587</u>

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND

Accounting Clerk I	0.00	0	0.00	0	1.00	56,836
Accounting Clerk II	1.00	40,277	1.00	42,719	1.00	46,645
Administrative Assistant I	0.00	0	1.00	33,657	1.00	35,654
Administrative Assistant II	10.00	462,588	7.00	340,279	7.00	346,091
Administrative Budget Technician I	0.00	0	1.00	47,154	1.00	51,483
Administrative Budget Technician II	1.00	58,680	0.00	0	0.00	0
Administrative Specialist I	0.00	0	0.00	0	1.00	64,779
Administrative Specialist II	1.00	62,858	1.00	67,335	1.00	74,246
Assistant Storekeeper	1.00	26,694	0.00	0	0.00	0
Assistant Superintendent of Highways	0.00	0	2.00	131,822	2.00	145,371
Central Stores Coordinator	0.00	0	0.00	0	1.00	34,066
Central Stores Manager	1.00	46,833	1.00	49,704	1.00	54,818
Chauffeur-Laborer	36.00	1,112,695	36.00	1,182,393	32.00	1,127,796
Chief, Access & Utilities Permits	1.00	83,939	1.00	89,917	1.00	99,155
Chief, Engineering Division	1.00	103,799	1.00	106,906	1.00	120,223
Chief, Highways Division	1.00	81,990	1.00	86,981	1.00	95,922
Civil Engineer I	0.00	0	1.00	42,420	0.00	0
Civil Engineer II	0.00	0	0.00	0	1.00	53,580
Civil Engineer III	6.00	522,833	6.00	548,862	6.00	613,684
Clerk Typist	1.00	51,418	1.00	54,503	0.00	0
Clerk Typist II (GF)	1.00	44,412	1.00	48,033	0.00	0
Communications Specialist II	1.00	42,719	1.00	45,355	1.00	50,025
Construction Inspector III	1.00	68,364	1.00	73,248	1.00	80,783
Crew Chief	13.00	622,750	13.00	629,095	13.00	685,536
Deputy Director of Public Works	1.00	105,664	1.00	112,091	1.00	123,604

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND

Drafting Technician I	1.00	45,397	1.00	49,104	1.00	53,617
Engineering Associate I	1.00	34,728	2.00	66,629	0.00	0
Engineering Associate II	0.00	0	0.00	0	2.00	88,637
Engineering Associate III	2.00	126,509	3.00	187,503	3.00	205,494
Engineering Associate IV	3.00	162,565	3.00	204,942	3.00	192,617
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,088
Engineering Records Technician	1.00	60,780	1.00	65,107	1.00	71,080
Equipment Operator	22.00	713,227	22.00	728,052	22.00	820,697
Equipment Operator Trainee	0.00	0	0.00	0	5.00	171,373
Equipment Repair Specialist	5.00	222,361	5.00	237,805	5.00	261,195
Highways Maintenance Supervisor	8.00	476,513	9.00	568,035	8.00	528,800
Laborer	10.00	306,662	15.00	418,735	14.00	437,152
Land Surveyor	1.00	72,028	1.00	77,148	1.00	84,229
Management Assistant I	0.00	0	2.00	110,419	2.00	121,201
Management Assistant II	1.00	67,079	1.00	71,856	1.00	78,461
Planner II	1.00	67,079	0.00	0	0.00	0
Road Marking Equipment Operator II	1.00	46,597	1.00	49,446	1.00	53,981
Senior Equipment Operator	15.00	590,916	15.00	605,979	15.00	657,737
Storekeeper	0.00	0	1.00	30,251	0.00	0
Superintendent Highways	2.00	138,655	1.00	74,641	1.00	82,319
Trades / Laborer	4.00	134,992	3.00	114,083	3.00	124,538
Traffic Operations Supervisor	2.00	136,835	1.00	74,727	2.00	148,790
Traffic Sign Mechanic I	1.00	42,249	2.00	79,483	1.00	50,392
Traffic Sign Mechanic II	2.00	68,749	1.00	39,163	2.00	81,181
Traffic Sign Mechanic III	1.00	40,277	1.00	42,719	1.00	46,645

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND</u>						
Utility Worker I	3.00	118,647	4.00	147,998	4.00	151,705
Utility Worker II	3.00	138,442	3.00	146,882	3.00	160,893
TOTAL FULL-TIME SALARIES	169.00	7,427,698	177.00	8,006,606	177.00	8,724,119
TEMPORARY SALARIES		74,316		40,140		40,994
SUB-TOTAL HIGHWAYS FUND SALARIES	<u>169.00</u>	<u>7,502,014</u>	<u>177.00</u>	<u>8,046,746</u>	<u>177.00</u>	<u>8,765,113</u>

<u>DIVISION OF HIGHWAYS AND WATER RESOURCES TOTALS</u>						
TOTAL DEPARTMENT FULL-TIME SALARIES	175.00	7,818,431	185.00	8,536,079	186.00	9,348,032
TOTAL DEPARTMENT PART-TIME SALARIES	1.00	57,213	1.00	60,705	1.00	66,940
TOTAL DEPARTMENT TEMPORARY SALARIES		143,893		80,480		54,728
DIVISION OF HIGHWAYS AND WATER RESOURCES SALARY TOTALS	<u>176.00</u>	<u>8,019,537</u>	<u>186.00</u>	<u>8,677,264</u>	<u>187.00</u>	<u>9,469,700</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Water Resources

INDEX: 301603

ORIGIN/PURPOSE:

Responsibilities include review and approval of stormwater management and sediment control plans for development related and capital projects. In addition, the requirements of the National Pollution Discharge Elimination System Permit are handled by this section. These include watershed surveys and assessments, design and construction of stormwater management retrofits and stream restorations, inspection for illicit discharges, and a public information outreach.

In FY 07 Water Resources was moved under the purview of Public Works - Engineering & Construction from Public Works - Office of the Director.

FY '08 - '09 GOAL:

3 TO IMPROVE STREAM WATER QUALITY THROUGH EFFECTIVE URBAN RUNOFF CONTROLS AND THROUGH STREAM RESTORATION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	662,047	890,311	938,476	938,476
20	CONTRACTUAL SERVICES	0	196,060	251,130	287,973	287,973
30	SUPPLIES & MATERIALS	0	22,118	20,950	15,950	15,950
40	BUSINESS & TRAVEL	0	14,545	15,150	11,250	11,250
50	CAPITAL OUTLAY	0	4,345	0	0	0
70	MISCELLANEOUS	0	4,230	5,588	6,798	6,798
GRAND TOTAL		0	903,345	1,183,129	1,260,447	1,260,447
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	903,345	1,183,129	1,260,447	1,260,447

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Water Resources****INDEX: 301603****FINANCIAL NOTES:**

The \$77,318 net increase in funding for Bureau of Water Resources is the result of:

	FY 08	FY 09	CHANGE				
		58,481	58,481	# of Positions	Salary	Fringes	Total
o				1.0	37,502	20,979	58,481
				Engineering Associate I position converted from temporary to permanent			
o	529,473	535,497	6,024	Full Time Salaries			
				6,024 Staff Turnover		<u>1.12%</u>	
o	40,340	13,426	(26,914)	Temporary Salaries - provides for Clerk Typist and summer hire, decrease is the result of one Engineering Associate I position converted to permanent			
o		44,061	44,061	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff			
o		23,976	23,976	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08			
o	112,111	83,124	(28,987)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage			
o	21,704	0	(21,704)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund			
o	8,275	8,740	465	Workers' Compensation rate adjustments			
o	52,720	54,970	2,250	Pension / Retirement rate adjustments			
o	12,000	7,000	(5,000)	Overtime - decreased based on actual expense history			
o	51,443	47,096	(4,347)	FICA adjustments			

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Water Resources****INDEX: 301603****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE			
o	0	400	400	Other Rents & Utilities - rental of booth at Farm Fair for public awareness materials		
o	6,000	5,000	(1,000)	County Owned Vehicles - decrease based on actual expense history		
o	33,000	20,000	(13,000)	Line items significantly adjusted, based on actual expense history:		
		FY 08	FY 09	Change		
		Telephone Service	3,000	2,500	(500)	
		Other Advertising	6,000	2,000	(4,000)	
		Printing - Commercial	6,000	3,000	(3,000)	
		Laboratory Supplies	3,000	2,000	(1,000)	
		Other Supplies & Materials	4,000	3,000	(1,000)	
		County Owned Vehicles	6,000	5,000	(1,000)	
		Lodging	1,000	500	(500)	
		Training Seminars	4,000	2,000	(2,000)	
			<u>33,000</u>	<u>20,000</u>	<u>(13,000)</u>	
o	235,000	275,973	40,973	Other Professional Services:		
				NPDES funding for the following:		
				Lab Analysis	30,000	
				Monitoring	115,000	funds previously appropriated in the capital budget
				Outreach Contractors	32,000	
				GIS Analysis	23,000	
				Illicit Discharge Inspection	70,000	
				B & D Consulting	5,973	
					<u>275,973</u>	
o	500	0	(500)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control		
o	5,588	6,798	1,210	Pro Rata Share for DPW Director		

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - GENERAL FUND

Index No. 301603

DIVISION: BUREAU OF WATER RESOURCES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	45,248	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	49,704	1.00	54,275
Civil Engineer II	0.00	0	1.00	80,233	1.00	88,467
Civil Engineer III	1.00	75,991	1.00	80,618	1.00	88,902
Engineering Associate I	0.00	0	1.00	30,851	2.00	77,744 A
Engineering Associate IV	3.00	212,163	3.00	227,266	3.00	248,146
Planner II	1.00	57,331	1.00	60,801	1.00	66,379
TOTAL FULL-TIME SALARIES	6.00	390,733	8.00	529,473	9.00	623,913
PART-TIME SALARIES						
Civil Engineer II	0.00	0	1.00	60,705	1.00	66,940
Environmental Scientist II	1.00	57,213	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	1.00	57,213	1.00	60,705	1.00	66,940
TEMPORARY SALARIES		69,577		40,340		13,734 B
SALARY TOTAL	7.00	517,523	9.00	630,518	10.00	704,587

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - GENERAL FUND

Index No. 301603

DIVISION: BUREAU OF WATER RESOURCES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		41,589		52,720		63,687
Workers' Compensation		4,505		8,275		10,021
Health Benefits		75,629		112,111		97,205
OPEB		0		21,704		0
Overtime		12,000		12,000		7,000
FICA		40,509		51,443		54,436
Miscellaneous		1,120		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		175,352		259,793		233,889
TOTAL PERSONAL SERVICES	7.00	692,875 *	9.00	890,311	10.00	938,476

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Engineering Associate I position created in FY 09 due to workload - #3497

B - Temporary Salaries provide for 25% of a Clerk Typist position and summer hire

DPW - HIGHWAYS & WATER RESOURCES - WATER RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To improve stream water quality through effective urban runoff controls and through stream restoration programs.

Department Objective:

To increase the amount of impervious cover treated.

County Goal(s) Supported:

III. Efficient County Government

V. Environmental Stewardship

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Assessments initiated	\$112,439	\$240,288	\$325,891	\$392,972	\$400,000
Concept designs initiated	\$131,029	\$119,249	\$39,984	\$58,897	\$75,000
Final designs initiated	\$17,959	\$188,151	\$0	\$130,415	\$150,000
Retrofit costs	\$752,000	\$0	\$0	\$135,000	\$175,000
Stream restoration costs	\$0	\$0	\$0	\$995,000	\$1,250,000
Grants	\$186,000	\$0	\$0	\$215,000	\$250,000
<u>Output:</u>					
Number of retrofits constructed	4	0	0	0	1
Acres treated by retrofit	30.7	0	0	0	2.3
Number of stream restorations constructed	0	0	0	0	2
Acres treated by stream restoration	0	0	0	0	61.8
<u>Efficiency:</u>					
Cost per acre treated by retrofit	\$25,000	\$0	\$0	\$0	\$59,000
Cost per acre treated by stream restoration	\$0	\$0	\$0	\$0	\$20,000
<u>Service Quality:</u>					
Number of properties impacted by retrofit/restoration	45	0	0	0	57
Number of property owners responding to questionnaire	N/A*	N/A*	N/A*	N/A*	30
Percent of property owners responding good or excellent	N/A*	N/A*	N/A*	N/A*	90%
<u>Outcome:</u>					
Cumulative percent of impervious acres treated	1.6%	1.6%	1.6%	1.6%	2.4%
Cumulative acres treated	133.6	133.6	133.6	133.6	197.7

*These are new measures being tracked by the Department of Public Works, therefore data for previous years is unavailable.

Explanation and Analysis of Performance Measures

The outcome is a cumulative percentage. Under the County's municipal National Pollutant Discharge Elimination System (NPDES) permit, the County is required to treat 10% of this total every 5 years (i.e. FY 2004 should be 10%, FY 2009 should be 20%, etc.). The acres untreated accounts for acres developed prior to stormwater management regulations or areas that were developed with waivers or exemptions after stormwater management regulations were adopted. All new impervious area will be required to provide management under new stormwater management regulations. Costs include design, construction and administrative cost for projects constructed. The amount treated applied to non-structural practices such as street sweeping or public outreach needs to be determined. This will increase the percentages treated.

Major Related Plans and Policies

Municipal MPDES permit

PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

HIGHWAYS FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	12,048,368	11,166,608	12,933,432	13,549,145	13,549,145
20	CONTRACTUAL SERVICES	3,433,684	3,582,825	3,982,165	4,403,295	4,403,295
30	SUPPLIES & MATERIALS	2,171,571	2,984,716	2,810,880	3,065,580	3,065,580
40	BUSINESS & TRAVEL	1,535,331	1,449,903	1,707,550	1,690,850	1,690,850
50	CAPITAL OUTLAY	1,819,512	2,320,271	2,582,350	98,135	98,135
70	MISCELLANEOUS	6,328,982	6,327,488	6,181,334	6,488,776	6,488,776
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	692,401	692,401
	GRAND TOTAL	27,337,448	27,831,811	30,197,711	29,988,182	29,988,182

SUMMARY BY FUND:

25	HIGHWAYS	27,337,448	27,831,811	30,197,711	29,988,182	29,988,182
	GRAND TOTAL	27,337,448	27,831,811	30,197,711	29,988,182	29,988,182

SUMMARY BY DIVISION:

303210	BUREAU OF HIGHWAYS ENGINEERING	2,505,305	2,654,019	3,091,386	3,259,686	3,259,686
303220	BUREAU OF CONSTRUCTION INSPECTIONS	2,463,907	0	0	0	0
303410	BUREAU OF HIGHWAYS MAINTENANCE	21,346,817	23,581,069	25,277,369	24,885,675	24,885,675
303430	SNOW REMOVAL	1,021,419	1,596,723	1,828,956	1,842,821	1,842,821
	GRAND TOTAL	27,337,448	27,831,811	30,197,711	29,988,182	29,988,182

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****ORIGIN/PURPOSE:**

The Bureau of Highways Engineering is a major division within the Department of Public Works. Its responsibilities are to provide engineering design and technical support for roadway and bridge projects throughout Harford County.

In addition, the Bureau of Highways Engineering provides the review / design and subsequent approval of subdivision / related roadways, traffic analysis, including but not limited to intersection improvements, future roads, speed studies, traffic calming measures, etc., storm drains, and bridge facilities, which when completed, become part of the Harford County infrastructure.

FY '08 - '09 GOALS:

- 1 TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK
- 2 TO PROVIDE SAFE AND WELL MAINTAINED BRIDGES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,346,093	2,511,747	2,908,841	3,108,681	3,108,681
20	CONTRACTUAL SERVICES	68,531	52,037	107,695	72,495	72,495
30	SUPPLIES & MATERIALS	20,833	22,481	21,300	22,500	22,500
40	BUSINESS & TRAVEL	47,800	44,685	53,050	49,850	49,850
50	CAPITAL OUTLAY	22,048	23,069	500	2,800	2,800
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	3,360	3,360
	GRAND TOTAL	2,505,305	2,654,019	3,091,386	3,259,686	3,259,686
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	2,505,305	2,654,019	3,091,386	3,259,686	3,259,686

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

The \$168,300 net increase in funding for Bureau of Highways Engineering is the result of:

	FY 08	FY 09	CHANGE
o	2,072,389	2,071,160	(1,229) Full Time Salaries
			17,904 Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(19,133) Staff Turnover (0.92%)
			<u>(1,229)</u>
o	40,140	40,070	(70) Temporary Salaries - one (1) Clerk Typist position to assist in the scanning of old files (to be split 75/25 with Water Resources) and summer hire
o		149,087	149,087 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		99,907	99,907 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	345,203	346,814	1,611 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	176,364	197,877	21,513 Pension / Retirement rate adjustments
o	72,533	0	(72,533) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	34,162	37,571	3,409 Workers' Compensation rate adjustments
o	3,000	1,500	(1,500) Overtime - decreased based on actual expense history
o	160,350	160,495	145 FICA adjustment
o	5,000	5,000	0 Management Services - provides computer support for installing and maintaining engineer's software and design programs
o	55,000	20,000	(35,000) Other Professional Services - consultant studies for emergency projects, traffic studies, survey projects, etc., Consultant Inspector to supplement the utility and access section during peak activity and a consultant to program solutions to various management systems, decreased based on actual expense history

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE		
o	13,520	13,520	0 Data Processing Software - Maintenance - funding for licensing contracts		
o	7,500	9,000	1,500 General Office Supplies - increase due to filing supplies needed for new filing system		
o	13,000	17,000	4,000 County Owned Vehicles - increase based on actual expense history		
o	3,000	0	(3,000) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control		
o	15,000	10,000	(5,000) Line items significantly adjusted, based on actual expense history:		
		FY 08	FY 09	Change	
		Drafting & Display Supplies	4,000	3,500	(500)
		Transportation Costs	1,000	500	(500)
		Meals	1,000	500	(500)
		Professional Books	2,000	1,500	(500)
		Training Seminars	7,000	4,000	(3,000)
		<u>15,000</u>	<u>10,000</u>	<u>(5,000)</u>	
o	500	2,800	2,300	Equipment - two (2) traffic counters due to increase in requests from the public for traffic calming. All vehicles now replaced under the new fleet management program through a yearly lease.	
o	0	3,360	3,360	Fleet Management Rental - lease to replace: one (1) display trailer #0120A	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES
DIVISION: BUREAU OF HIGHWAYS ENGINEERING

Index No. 303210

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	33,657	0.00	0
Administrative Assistant II	4.00	191,167	3.00	157,917	4.00	209,244 A
Administrative Budget Technician I	0.00	0	1.00	47,154	1.00	51,483
Administrative Budget Technician II	1.00	58,680	0.00	0	0.00	0
Administrative Specialist I	0.00	0	0.00	0	1.00	64,779 B
Chief, Access & Utilities Permits	1.00	83,939	1.00	89,917	1.00	99,155
Chief, Engineering Division	1.00	103,799	1.00	106,906	1.00	120,223
Civil Engineer I	0.00	0	1.00	42,420	0.00	0
Civil Engineer II	0.00	0	0.00	0	1.00	53,580 C
Civil Engineer III	6.00	522,833	6.00	548,862	6.00	613,684
Clerk Typist	1.00	51,418	1.00	54,503	0.00	0
Construction Inspector III	1.00	68,364	1.00	73,248	1.00	80,783
Deputy Director of Public Works	1.00	105,664	1.00	112,091	1.00	123,604
Drafting Technician I	1.00	45,397	1.00	49,104	1.00	53,617
Engineering Associate I	1.00	34,728	2.00	66,629	0.00	0
Engineering Associate II	0.00	0	0.00	0	2.00	88,637 D
Engineering Associate III	2.00	126,509	3.00	187,503	3.00	205,494
Engineering Associate IV	3.00	162,565	3.00	204,942	3.00	192,617
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,088
Engineering Records Technician	1.00	60,780	1.00	65,107	1.00	71,080
Land Surveyor	1.00	72,028	1.00	77,148	1.00	84,229
Management Assistant II	1.00	67,079	1.00	71,856	1.00	78,461
Planner II	1.00	67,079	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	28.00	1,899,927	30.00	2,072,389	30.00	2,281,758

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES
DIVISION: BUREAU OF HIGHWAYS ENGINEERING

Index No. 303210

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		30,000		40,140		40,994 E
SALARY TOTAL	<u>28.00</u>	<u>1,929,927</u>	<u>30.00</u>	<u>2,112,529</u>	<u>30.00</u>	<u>2,322,752</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		163,163		176,364		218,025
Workers' Compensation		23,986		34,162		41,288
Health Benefits		316,045		345,203		346,814
OPEB		0		72,533		0
Overtime		3,000		3,000		1,500
FICA		146,563		160,350		174,102
Miscellaneous		3,920		4,700		4,200
TOTAL OTHER PERSONAL SERVICES		<u>656,677</u>		<u>796,312</u>		<u>785,929</u>
TOTAL PERSONAL SERVICES	<u>28.00</u>	<u>2,586,604</u>	<u>30.00</u>	<u>2,908,841</u>	<u>30.00</u>	<u>3,108,681</u>

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Clerk Typist position reclassified to an Administrative Assistant II - #2115
One (1) Administrative Assistant I position reclassified to an Administrative Assistant II - #0735
- B - One (1) Administrative Assistant II position reclassified to an Administrative Specialist I as a result of the SMART Pay & Classification Study conducted during FY 08 - #0790
- C - One (1) Civil Engineer I position reclassified to a Civil Engineer II - #2497
- D - One (1) vacant Engineering Associate I positions filled as an Engineering Associate II - #0720
One (1) Engineering Associate I position reclassified as an Engineering Associate II - #0748
- E - Temporary Salaries provide for 75% of a Clerk Typist position and summer hire

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS ENGINEERING OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide safe and well maintained bridges.

Department Objective:

To increase the average rating of County bridges while decreasing the number of bridges rated ≤ 60 in the County's bi-annual bridge inspection report.

County Goal(s) Supported:

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$2,771,000	\$3,750,000	\$3,750,000	\$4,310,000	\$4,042,000
Number of staff	2	2.5	2.5	2.5	2.5
<u>Output:</u>					
Number of bridges in need of repair (i.e. those having ratings ≤ 60)	N/A*	N/A*	30	27	27
<u>Efficiency:</u>					
Average cost to bring bridges up to satisfactory rating	N/A*	N/A*	\$650,000	\$650,000	\$700,000
<u>Service Quality:</u>					
Percent of all bridges Countywide with rating of ≤ 60	N/A*	N/A*	13.9%	12.5%	11.1%
<u>Outcome:</u>					
Average rating of all County bridges	N/A*	N/A*	78.2	78.5	79.0

*These are new measures being tracked by the Department of Public Works, therefore data for previous years is unavailable.

Explanation and Analysis of Performance Measures

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.

Related Plans and Policies

Harford County Bridge Management Program

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS ENGINEERING

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To maintain the condition, efficiency and safety of Harford County's roadway network.

Department Objective:

To improve the efficiency of the resurfacing program and to upgrade the overall rating of the County's roadway network

County Goal(s) Supported:

I. Public Safety

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$4,700,000	\$5,600,000	\$5,966,000	\$9,650,000	\$12,150,000
Number of staff	1	1	1	1	1.25
<u>Output:</u>					
Number of miles resurfaced	16.5	17.2	18.8	29.4	34
Number of miles micro-surfaced	N/A*	8.6	22.3	16.3	26
<u>Efficiency:</u>					
Cost per mile for resurfacing	\$285,000	\$293,000	\$254,000	\$270,000	\$285,000
Cost per mile for micro-surfacing	N/A*	\$66,000	\$56,000	\$61,000	\$75,000
<u>Service Quality:</u>					
Average number of days to complete a resurfacing project	45	45	45	50	60
<u>Outcome:</u>					
Percent of roads rated ≤ 75 that receive a resurfacing	N/A*	17.2%	26.0%	34.0%	26.0%
Percent of County asphalt roads that are rated ≤ 75	N/A*	23.6%	14.4%	13.6%	13.0%

*These are new measures being tracked by the Department of Public Works, therefore data for previous years is unavailable.

Explanation and Analysis of Performance Measures

The County is taking a proactive approach to the road infrastructure versus a reactive approach by striving to reduce each year the percentage of roads needing to be overlaid. This will allow citizens to travel on well maintained roads, reducing damage to vehicles and producing an aesthetically pleasing environment. The increased annual budget outlays will not have a noticeable impact on the average rating for several years

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: 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 1,042 miles of County roadways; 217 County bridges, which includes ten bridges shared with Baltimore County; over 26,000 signs; and over 5,150 street lights.

FY '08 - '09 GOAL:

1 TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	7,281,240	8,153,192	9,482,035	9,897,908	9,897,908
20	CONTRACTUAL SERVICES	3,080,254	3,419,058	3,733,300	4,104,800	4,104,800
30	SUPPLIES & MATERIALS	1,574,849	1,992,379	1,757,200	2,007,500	2,007,500
40	BUSINESS & TRAVEL	1,370,358	1,405,218	1,651,000	1,641,000	1,641,000
50	CAPITAL OUTLAY	1,711,134	2,283,734	2,472,500	56,650	56,650
70	MISCELLANEOUS	6,328,982	6,327,488	6,181,334	6,488,776	6,488,776
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	689,041	689,041
	GRAND TOTAL	21,346,817	23,581,069	25,277,369	24,885,675	24,885,675
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	21,346,817	23,581,069	25,277,369	24,885,675	24,885,675

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

The (\$391,694) net decrease in funding for the Bureau of Highways Maintenance is the result of:

	FY 08	FY 09	CHANGE
o	5,934,217	5,856,282	(77,935) Full Time Salaries
			15,846 Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(93,781) Staff Turnover (1.60%)
			<u>(77,935)</u>
o		461,637	461,637 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		287,476	287,476 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	1,521,670	1,378,757	(142,913) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	207,697	0	(207,697) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	513,271	562,704	49,433 Pension / Retirement rate adjustments
o	576,364	616,431	40,067 Workers' Compensation rate adjustments
o	180,000	190,000	10,000 Overtime - based on actual expense history and increased number of emergency responses
o	467,736	462,541	(5,195) FICA adjustments
o	60,500	61,500	1,000 Uniform Allowance - based on actuals
o	992,000	1,000,000	8,000 Electricity - increase due to using Hickory I for storage due to lack of space at Hickory II

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	36,000	60,000	24,000 Heating Fuel (Gas) - increase due to change over at Aldino and Abingdon shops from oil to gas
o	25,000	1,500	(23,500) Heating Fuel (Oil) - decrease due to change over at Aldino and Abingdon shops from oil to gas
o	220,000	130,000	(90,000) Curb Repair - repair of curbing and handicapped ramps following winter damage decreased based on actuals
o	500,000	600,000	100,000 Other Professional Services - for road projects, contractual dig-out and patch, increase due to road failures
o	448,000	200,000	(248,000) Temporary Services - decrease is the result of the inclusion of flaggers in the tree trimming contract
o	1,135,000	1,767,000	632,000 Grounds Maintenance - increase due to inclusion of flaggers in tree trimming contract from Temporary Services @ \$248,000, an increase to the contract of \$109,440 due to increased community area mowing and the addition of a 6th tree trimming crew @ \$274,560
o	30,000	10,000	(20,000) Other Contractual Services - pole relocations for road improvement projects, decrease based on actual expense history
o	9,500	50,000	40,500 Uniforms - Purchase - uniforms purchased every other year, will be purchased in FY 09
o	400,000	450,000	50,000 Bituminous Concrete - increase due to cost of material and additional projects
o	550,000	600,000	50,000 Liquid Bituminous - increase due to cost of material and double seal road projects
o	160,000	210,000	50,000 Traffic Signs & Markings - increase due to cost of materials and State / County mandates
o	50,000	100,000	50,000 Paint - increase due to material cost and increased productivity due to new paint striper truck technology

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	11,000	0	(11,000) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	2,500,004	2,463,532	(36,472) Pro Rata Shares for support of General Fund administrative services
o	2,800,000	3,130,000	330,000 Highways funds used to support Board of Education Transportation: \$2,000,000 to BOE operating and \$630,000 to General Fund Paygo for replacement of buses and \$500,000 for replacement of vehicles
o	881,330	895,244	13,914 Traffic Safety Reimbursement - to offset the expenses of the Sheriff's Traffic Safety Unit
o	222,600	222,000	(600) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	91,600	75,000	(16,600) Telephone Service
	60,000	50,000	(10,000) Street Lights
	50,000	65,000	15,000 Building / Custodial Services
	20,000	30,000	10,000 Other Supplies & Materials
	1,000	2,000	1,000 Lodging
	<u>222,600</u>	<u>222,000</u>	<u>(600)</u>
o	2,472,500	56,650	(2,415,850) Equipment - all vehicles now replaced under the new fleet management program through a yearly lease
	5,000		replacement of saws
	3,500		Mortar Mixer
	1,000		replace mudsucker pumps
	3,250		tamper
	1,500		replace three weed trimmers
	6,000		three portable welders
	<u>36,400</u>		cranes for district 1 & 2 pick-ups @ \$8,000; 12" & 18" gradall buckets @ \$12,000; backhoe forks @ \$4,000; thumb attachment @ \$7,000; leaf blower @ \$400; and replacement of 14' Jon Boat with electric motor used
	<u>56,650</u>		to clean out storm drain ponds @ \$5,000

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	0	689,041	689,041
			Fleet Management Rental - lease to replace 53 pieces of equipment:
			one 1 ton pick-up truck #0172;
			one 3/4 ton SUV #0276;
			two 3/4 ton crew pick-up trucks #0326 & #0327;
			one 3/4 ton pick-up truck #0273;
			four 1/4 ton SUVs #0122, #0123, #0348 & #0366;
			one intermediate car #0362;
			one tanker truck #0004;
			one tractor truck #0118;
			one stake truck #0067;
			two tri-axle dump trucks #0046 & #0149;
			four 1 axle dump trucks #0007, #0008, #0075 & #0117;
			one small dump truck #0173;
			two street sweepers #0227 & #0329;
			two compressors #0317 & #0322;
			one large snow blower #0001;
			one stone chipper #0224;
			two pavement crack sealers #0299 & #0372;
			two chippers #0107 & #0200;
			one riding tractor / mower #0240;
			one forklift #0265;
			two farm tractors #0133 & #0386;
			one vibrating roller #0189;
			one tire roller #0209;
			one asphalt paver #0333;
			one road grader #0167;
			two gradalls #0114 & #0218;
			one track loader #0341;
			two rubber tire loaders #0203 & #0204;
			one shoulder puller #0094;
			two backhoes w/loaders #0263 & #0270;
			one utility trailer #0156;
			five flatbed trailers #0160, #0163, #0192, #0303 & #0371
			and one slope mower #132

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk I	0.00	0	0.00	0	1.00	56,836 A
Accounting Clerk II	1.00	40,277	1.00	42,719	1.00	46,645
Administrative Assistant I	0.00	0	0.00	0	1.00	35,654 B
Administrative Assistant II	6.00	271,421	4.00	182,362	3.00	136,847
Administrative Specialist II	1.00	62,858	1.00	67,335	1.00	74,246
Assistant Storekeeper	1.00	26,694	0.00	0	0.00	0
Assistant Superintendent of Highways	0.00	0	2.00	131,822	2.00	145,371
Central Stores Coordinator	0.00	0	0.00	0	1.00	34,066 C
Central Stores Manager	1.00	46,833	1.00	49,704	1.00	54,818
Chauffeur-Laborer	36.00	1,112,695	36.00	1,182,393	32.00	1,127,796 D
Chief, Highways Division	1.00	81,990	1.00	86,981	1.00	95,922
Clerk Typist II (GF)	1.00	44,412	1.00	48,033	0.00	0
Communications Specialist II	1.00	42,719	1.00	45,355	1.00	50,025
Crew Chief	13.00	622,750	13.00	629,095	13.00	685,536
Equipment Operator	22.00	713,227	22.00	728,052	22.00	820,697 E
Equipment Operator Trainee	0.00	0	0.00	0	5.00	171,373 F
Equipment Repair Specialist	5.00	222,361	5.00	237,805	5.00	261,195
Highways Maintenance Supervisor	8.00	476,513	9.00	568,035	8.00	528,800
Laborer	10.00	306,662	15.00	418,735	14.00	437,152
Management Assistant I	0.00	0	2.00	110,419	2.00	121,201
Road Marking Equipment Operator II	1.00	46,597	1.00	49,446	1.00	53,981
Senior Equipment Operator	15.00	590,916	15.00	605,979	15.00	657,737
Storekeeper	0.00	0	1.00	30,251	0.00	0
Superintendent Highways	2.00	138,655	1.00	74,641	1.00	82,319
Trades / Laborer	4.00	134,992	3.00	114,083	3.00	124,538
Traffic Operations Supervisor	2.00	136,835	1.00	74,727	2.00	148,790 G
Traffic Sign Mechanic I	1.00	42,249	2.00	79,483	1.00	50,392
Traffic Sign Mechanic II	2.00	68,749	1.00	39,163	2.00	81,181 H
Traffic Sign Mechanic III	1.00	40,277	1.00	42,719	1.00	46,645

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUNC
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Utility Worker I	3.00	118,647	4.00	147,998	4.00	151,705
Utility Worker II	3.00	138,442	3.00	146,882	3.00	160,893
TOTAL FULL-TIME SALARIES	141.00	5,527,771	147.00	5,934,217	147.00	6,442,361
TEMPORARY SALARIES		44,316		0		0
SALARY TOTAL	141.00	5,572,087	147.00	5,934,217	147.00	6,442,361
OTHER PERSONAL SERVICES						
Pension & Retirement		489,777		513,271		619,085
Workers' Compensation		393,478		576,364		678,250
Health Benefits		1,446,530		1,521,670		1,378,757
OPEB		0		207,697		0
Overtime		160,000		180,000		190,000
FICA		441,563		467,736		507,375
Miscellaneous		65,880		81,080		82,080
TOTAL OTHER PERSONAL SERVICES		2,997,228		3,547,818		3,455,547
TOTAL PERSONAL SERVICES	141.00	8,569,315 *	147.00	9,482,035	147.00	9,897,908

***FY 07 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Clerk Typist II (GF) position reclassified to an Accounting Clerk I - #0695

B - One (1) vacant Administrative Assistant II position filled as an Administrative Assistant I - #0834

C - One (1) Storekeeper position reclassified to a Central Stores Coordinator as a result of the SMART Pay & Classification Study conducted in FY 08 - #0896

D - One (1) Laborer position reclassified to a Chauffeur Laborer - #0893

E - Two (2) Chauffeur Laborer positions reclassified to Equipment Operators - #0796 & 0830

F - Two (2) vacant Equipment Operator positions filled as Equipment Operator Trainees - #0783 & #0895

Three (3) Chauffeur Laborer positions reclassified to Equipment Operator Trainees - #0770, #0856 and #0891

G - One (1) Highways Maintenance Supervisor position reclassified to a Traffic Operations Supervisor - #0762

H - One (1) Traffic Sign Mechanic I position reclassified to a Traffic Sign Mechanic II - #0756

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the condition, efficiency, and safety of the Harford County roadway network.

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. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$95,149	\$135,639	\$153,804	\$165,000	\$224,212
Number of staff	5	5	7	7	7
<u>Output:</u>					
Number of road miles striped	556.53	823.66	759.12	1,000.00	1,006.00
<u>Efficiency:</u>					
Cost per mile	\$170.96	\$164.67	\$202.61	\$165.00	\$222.88
<u>Service Quality:</u>					
Average amount of time spent per striping project	8 hours	10 hours	7 hours	10 hours	8 hours
<u>Outcome:</u>					
Percentage of roads that needed to be striped that were completed	56%	82%	76%	100%	100%

Performance Measure Results

Determine the cost to stripe per mile and the number of miles striped each year.

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the condition, efficiency and safety of the Harford County roadway network.

Department Objective

To improve the efficiency of the tar and chip / road rehabilitation program and to upgrade the overall rating of the County's roadway network

County Goal(s) Supported

I. Public Safety

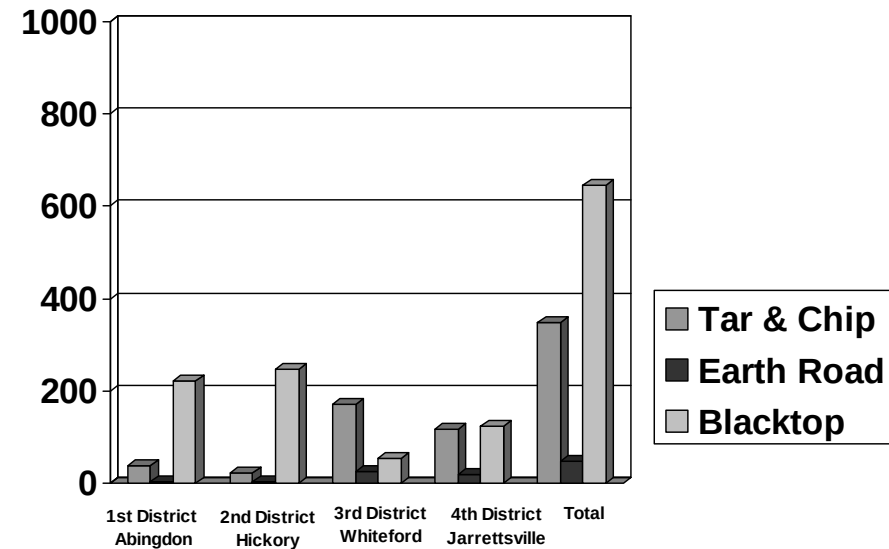
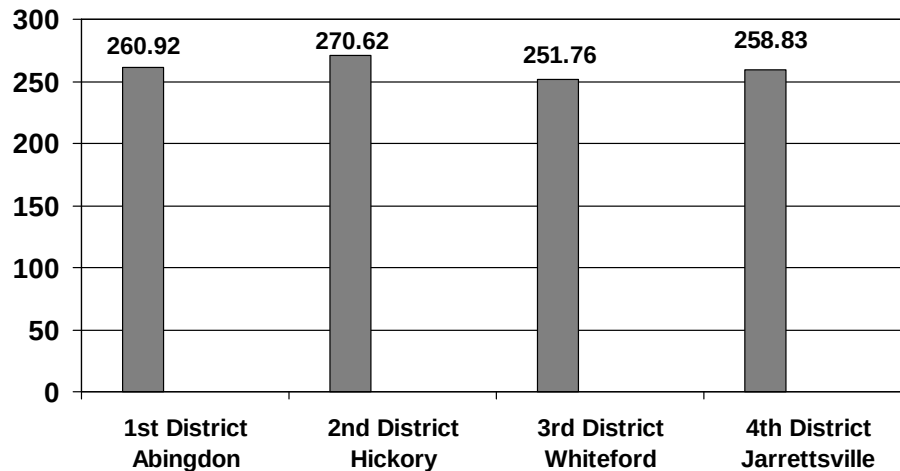
III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$1,129,319	\$1,166,107	\$1,392,968	\$1,529,120	\$1,692,500
Number of staff	12	12	12	12	12
<u>Output:</u>					
Miles of roads rehabilitated	95.99	67.26	76.54	80	80
<u>Efficiency:</u>					
Cost to rehabilitate roads per mile	\$11,765	\$17,337	\$18,199	\$19,114	\$21,158
<u>Service Quality:</u>					
Percentage of roads needing to be rehabilitated	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Percentage of miles of tar and chip roads rated fair or better	72%	75%	75%	75%	75%

Performance Measure Results

Determine the cost of tar and chipping per mile and the condition of our tar and chip roads.

HARFORD COUNTY PUBLIC WORKS HIGHWAYS ROAD INVENTORY



DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: 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 74 snow routes, each with an average length of 16 miles. The Bureau of Highways Maintenance members are proud of all their snow removal efforts and feel their efforts are among the best in the State.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	339,040	501,669	542,556	542,556	542,556
20	CONTRACTUAL SERVICES	77,454	111,730	141,170	226,000	226,000
30	SUPPLIES & MATERIALS	554,693	969,856	1,032,380	1,035,580	1,035,580
40	BUSINESS & TRAVEL	0	0	3,500	0	0
50	CAPITAL OUTLAY	50,232	13,468	109,350	38,685	38,685
GRAND TOTAL		<u>1,021,419</u>	<u>1,596,723</u>	<u>1,828,956</u>	<u>1,842,821</u>	<u>1,842,821</u>
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	<u>1,021,419</u>	<u>1,596,723</u>	<u>1,828,956</u>	<u>1,842,821</u>	<u>1,842,821</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance - Snow Removal****INDEX: 303430****FINANCIAL NOTES:**

The \$13,865 net increase in funding for the Bureau of Highways Maintenance - Snow Removal provides for:

	FY 08	FY 09	CHANGE
o	130,170	180,000	49,830 Vehicle & Operating Equipment - rental of pick-up and dump trucks with plows and operators
o	1,000	40,000	39,000 Other Professional Services - welding services, plaques for Snow Roadeo winners, etc. based on actual expense history
o	7,000	3,000	(4,000) Operating Equipment - contractor welding repairs for snow equipment, decrease based on actual expense history
o	35,000	37,500	2,500 Meals - for employees on snow removal overtime increased from \$8.00 to \$9.00 each
o	4,200	5,000	800 Other Supplies & Materials - increase based on actual expense history for chains, cots, antifreeze, snow melt, windshield washer, etc.
o	3,500	0	(3,500) Non-Targeted Charges - FVS - decreased based on actual expense history
o	109,350	38,685	(70,665) Equipment
			20,685 snow plows for two Parks & Recreation dump trucks
			18,000 spreaders for three Parks & Recreation pick-up trucks
			<u>38,685</u>

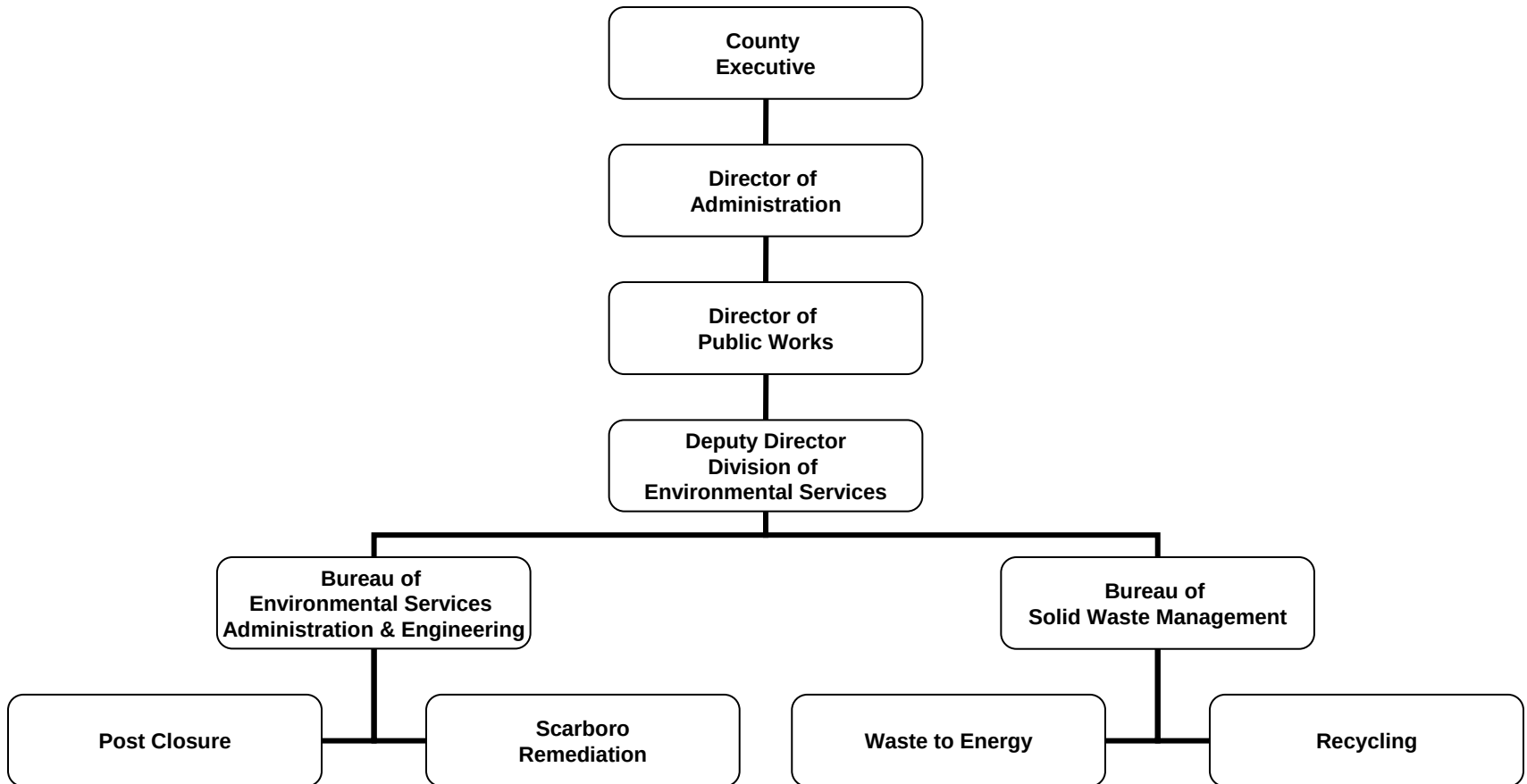


***Department of Public Works
Highways – Whiteford Salt Dome***

DEPARTMENT OF PUBLIC WORKS

DIVISION OF

ENVIRONMENTAL SERVICES



PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

ORIGIN/PURPOSE:

The Division of Environmental Services implements the County's environmental, solid waste management and recycling programs. Responsibilities include management and technical support for solid waste management, environmental investigation, and remediation of County landfill operations, and support of environmental programs with other County agencies, such as site assessment and land development plan review. The division is divided into functional units as follows:

BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING: Responsibilities include management and technical support for solid waste management, environmental investigation and remediation of County landfill operations, environmental assessments of County properties, and land development plan review.

POST CLOSURE: The Bureau of Environmental Services Administration & Engineering manages this operating budget which accounts for post closure care and monitoring costs associated with closed landfills.

SCARBORO REMEDIATION: This operating budget is administered by the Bureau of Environmental Services Administration & Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

BUREAU OF SOLID WASTE MANAGEMENT: Maintains and operates a safe and sanitary landfill in which to process and dispose of residential refuse, recyclables, yard waste and miscellaneous debris. Oversees the following operations: the Harford Waste Disposal Center, the Lawn and Garden Composting operation, the Recycling Transfer Station, the Roadside Litter Control Program, the Used Oil and Antifreeze Program, and the Waste-to-Energy Facility.

RECYCLING: Responsible for educating and motivating the public to ensure that Harford County continues to reduce its waste stream through recycling efforts.

GYPSY MOTH and NOXIOUS WEED: Funding transferred to the County Executive - Division of Agricultural Affairs #014000 in the FY 09 budget

MISSION STATEMENT:

TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

FY '08 - '09 KEY GOALS:

- 1 TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWNED LANDFILLS
- 2 TO PROVIDE A RECYCLING PROGRAM THAT CONTINUES TO MEET OR EXCEED STATE MANDATED RECYCLING REQUIREMENTS AND COUNTY GOALS, AND THAT BEST SERVES THE GENERAL PUBLIC
- 3 TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY FOR THE NEXT TEN YEARS AND BEYOND USING THE MOST APPROPRIATE TECHNOLOGIES

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,177,536	3,685,872	4,278,735	4,509,162	4,509,162
20	CONTRACTUAL SERVICES	7,779,886	8,828,484	10,224,937	10,460,218	9,710,218
30	SUPPLIES & MATERIALS	435,473	477,693	573,250	423,750	423,750
40	BUSINESS & TRAVEL	433,380	447,669	450,250	477,500	477,500
50	CAPITAL OUTLAY	1,095,068	1,792,339	566,600	55,000	55,000
70	MISCELLANEOUS	22,740	37,068	42,992	21,731	21,731
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	185,750	185,750
	GRAND TOTAL	12,944,083	15,269,125	16,136,764	16,133,111	15,383,111

SUMMARY BY FUND:

11	GENERAL	2,500,711	3,387,763	3,404,677	3,282,321	3,282,321
55	SOLID WASTE SERVICES	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790
	GRAND TOTAL	12,944,083	15,269,125	16,136,764	16,133,111	15,383,111

SUMMARY BY DIVISION:

GENERAL FUND:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	607,262	658,605	744,407	783,637	783,637
301241	RECYCLING	1,735,765	2,501,786	2,428,620	2,231,634	2,231,634
301251	POST CLOSURE	107,942	133,139	142,150	179,550	179,550
301261	SCARBORO REMEDIATION	41,997	72,390	66,500	87,500	87,500
301520	NOXIOUS WEED	(7,255)	1,443	8,000	0	0
301530	GYPSY MOTH	15,000	20,400	15,000	0	0

SOLID WASTE SERVICES:

301211	BUREAU OF SOLID WASTE MANAGEMENT	3,878,212	4,345,608	4,087,580	3,899,597	3,899,597
301271	WASTE TO ENERGY	6,565,160	7,535,754	8,644,507	8,951,193	8,201,193
	GRAND TOTAL	12,944,083	15,269,125	16,136,764	16,133,111	15,383,111

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND</u>						
Administrative Assistant II	1.00	49,682	1.00	52,725	1.00	57,378
Chief, Engineering Division	0.00	0	0.00	0.00	1.00	116,726
Civil Engineer III	1.00	83,039	1.00	88,096	0.00	0
Civil Engineer IV	1.00	95,037	1.00	100,821	1.00	101,051
Deputy Director of Public Works	1.00	105,664	1.00	112,091	1.00	122,381
Engineering Associate III	2.00	109,756	2.00	117,082	2.00	127,831
Equipment Operator	2.00	67,014	2.00	75,456	2.00	82,391
Equipment Operator Trainee	0.00	0	1.00	26,695	1.00	31,106
Equipment Repair Specialist	1.00	39,099	1.00	49,039	1.00	53,548
Laborer	3.00	64,016	4.00	110,206	4.00	118,320
Recycling Program Coordinator	1.00	48,975	1.00	51,975	1.00	56,750
Recycling Program Manager	1.00	80,705	1.00	89,917	1.00	98,173
Senior Equipment Operator	3.00	119,781	3.00	124,796	3.00	136,257
Weighmaster / Attendant I	1.00	26,694	1.00	28,301	1.00	30,907
Weighmaster / Attendant II	1.00	38,071	1.00	40,384	1.00	44,102
FULL-TIME SALARIES	19.00	927,533	21.00	1,067,584	21.00	1,176,921
SALARY OFFSET		(24,006)		0		0
TOTAL FULL-TIME SALARIES		903,527		1,067,584		1,176,921
TEMPORARY SALARIES		85,837		69,845		92,523
SUB-TOTAL GENERAL FUND SALARIES	19.00	989,364	21.00	1,137,429	21.00	1,269,444

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT</u>						
Administrative Assistant I	2.00	72,885	2.00	77,319	0.00	0
Administrative Assistant II	0.00	0	1.00	42,870	2.00	86,001
Administrative Assistant III	1.00	41,906	0.00	0	0.00	0
Chauffeur Laborer	1.00	33,078	2.00	78,647	1.00	38,312
Chief, Solid Waste Management	1.00	88,096	1.00	93,452	1.00	102,034
Civil Engineer I	0.00	0	0.00	0	1.00	52,215
Crew Chief	2.00	123,745	3.00	170,141	3.00	186,399
Equipment Operator	3.00	110,848	1.00	43,619	2.00	103,335
Equipment Repair Specialist	1.00	47,605	2.00	84,646	1.00	49,530
Laborer	6.00	167,450	5.00	148,981	4.00	124,253
Landfill Supervisor	1.00	53,046	1.00	56,281	1.00	61,452
Litter Control Program Leader	1.00	30,037	1.00	35,885	2.00	75,713
Senior Equipment Operator	6.00	241,941	7.00	286,374	8.00	336,555
Weighmaster / Attendant II	5.00	219,660	5.00	236,801	5.00	259,011
Weighmaster / Attendant I	1.00	26,694	2.00	54,203	2.00	59,181
Weighmaster / Attendant Trainee	1.00	21,981	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	32.00	1,278,972	33.00	1,409,219	33.00	1,533,991
TEMPORARY SALARIES		62,790		91,800		84,252
SUB-TOTAL BUREAU OF SOLID WASTE MANAGEMENT SALARIES	<u>32.00</u>	<u>1,341,762</u>	<u>33.00</u>	<u>1,501,019</u>	<u>33.00</u>	<u>1,618,243</u>
<u>DIVISION OF ENVIRONMENTAL SERVICES TOTALS</u>						
TOTAL FULL-TIME SALARIES	51.00	2,206,505	54.00	2,476,803	54.00	2,710,912
SALARY OFFSET		(24,006)		0		0
TOTAL TEMPORARY SALARIES		148,627		161,645		176,775
DIVISION OF ENVIRONMENTAL SERVICES SALARY TOTAL	<u>51.00</u>	<u>2,331,126</u>	<u>54.00</u>	<u>2,638,448</u>	<u>54.00</u>	<u>2,887,687</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,221,615	1,520,023	1,744,055	1,881,551	1,881,551
20	CONTRACTUAL SERVICES	711,260	883,119	948,530	998,375	998,375
30	SUPPLIES & MATERIALS	164,119	247,281	233,400	184,700	184,700
40	BUSINESS & TRAVEL	75,639	77,601	84,700	93,950	93,950
50	CAPITAL OUTLAY	305,338	622,671	351,000	16,000	16,000
70	MISCELLANEOUS	22,740	37,068	42,992	21,731	21,731
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	86,014	86,014
	GRAND TOTAL	2,500,711	3,387,763	3,404,677	3,282,321	3,282,321

SUMMARY BY FUND:

11	GENERAL	2,500,711	3,387,763	3,404,677	3,282,321	3,282,321
	GRAND TOTAL	2,500,711	3,387,763	3,404,677	3,282,321	3,282,321

SUMMARY BY DIVISION:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	607,262	658,605	744,407	783,637	783,637
301241	RECYCLING	1,735,765	2,501,786	2,428,620	2,231,634	2,231,634
301251	POST CLOSURE	107,942	133,139	142,150	179,550	179,550
301261	SCARBORO REMEDIATION	41,997	72,390	66,500	87,500	87,500
301520	NOXIOUS WEED	(7,255)	1,443	8,000	0	0
301530	GYPSY MOTH	15,000	20,400	15,000	0	0
	GRAND TOTAL	2,500,711	3,387,763	3,404,677	3,282,321	3,282,321

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Environmental Services Administration & Engineering

INDEX: 301111

ORIGIN/PURPOSE:

The Division of Environmental Services oversees the County's environmental, solid waste management, and recycling programs. Responsibilities include management and technical support for solid waste management, environmental investigation, and remediation of County landfill operations and support of environmental programs with other County agencies, such as site assessments and land development plan review.

FY '08 - '09 GOAL:

1 TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWNED LANDFILLS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	551,356	604,758	668,365	708,806	708,806
20	CONTRACTUAL SERVICES	14,235	12,343	21,150	19,250	19,250
30	SUPPLIES & MATERIALS	5,092	5,183	8,450	6,400	6,400
40	BUSINESS & TRAVEL	21,582	21,096	26,450	27,450	27,450
70	MISCELLANEOUS	14,997	15,225	19,992	21,731	21,731
	GRAND TOTAL	607,262	658,605	744,407	783,637	783,637
	<u>FUNDING SOURCE:</u>					
11	GENERAL	607,262	658,605	744,407	783,637	783,637

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Environmental Services Administration & Engineering****INDEX: 301111****FINANCIAL NOTES:**

The \$39,230 net increase in funding for Environmental Services - Bureau of Environmental Services Administration & Engineering is the result of:

	FY 08	FY 09	CHANGE	
o	470,815	476,902	6,087	Full-Time Salaries
			6,090	Salary Step &/or Grade adjustments based on the recommendations of the Dept of Human Resources
			(3)	Staff Turnover
			<u>6,087</u>	
o		34,458	34,458	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		21,792	21,792	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	76,870	70,421	(6,449)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	16,478	0	(16,478)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	38,277	43,732	5,455	Pension / Retirement rate adjustments
o	8,204	8,961	757	Workers' Compensation rate adjustments
o	36,881	36,700	(181)	FICA adjustments
o	20,000	15,000	(5,000)	Overtime - based on actual expenses
o	6,000	1,000	(5,000)	Other Professional Services - environmental assessments and signage for all sites, decrease based on actual expenses
o	0	500	500	Building Supplies - funding to replace handrails, sinks, etc. in the Administrative offices

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Environmental Services Administration & Engineering****INDEX: 301111****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	26,200	28,100	1,900	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	7,000	10,000	3,000	Telephone Services
	2,000	1,500	(500)	General Office Supplies
	500	100	(400)	Duplicating Machine Supplies
	1,000	100	(900)	Equipment Repair Parts
	2,000	1,500	(500)	Other Supplies & Materials
	6,500	9,000	2,500	Fuel Charges
	600	200	(400)	Transportation Costs
	400	200	(200)	Meals
	1,600	1,000	(600)	Lodging
	1,600	3,000	1,400	Membership Fees & Dues
	3,000	1,500	(1,500)	Training Seminars
	<u>26,200</u>	<u>28,100</u>	<u>1,900</u>	
o	200	0	(200)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	15,992	17,731	1,739	Pro Rata Shares to the Director of Public Works

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING

Index No. 301111

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	49,682	1.00	52,725	1.00	57,378
Chief, Engineering Division	0.00	0	0.00	0	1.00	116,726 A
Civil Engineer III	1.00	83,039	1.00	88,096	0.00	0
Civil Engineer IV	1.00	95,037	1.00	100,821	1.00	101,051 B
Deputy Director of Public Works	1.00	105,664	1.00	112,091	1.00	122,381
Engineering Associate III	2.00	109,756	2.00	117,082	2.00	127,831
SALARY TOTAL	6.00	443,178	6.00	470,815	6.00	525,367
OTHER PERSONAL SERVICES						
Pension		36,518		38,277		48,176
Workers' Compensation		5,502		8,204		9,841
Health Benefits		72,505		76,870		70,421
OPEB		0		16,478		0
Overtime		15,000		20,000		15,000
FICA		34,437		36,881		39,161
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		164,802		197,550		183,439
TOTAL PERSONAL SERVICES	6.00	607,980 *	6.00	668,365	6.00	708,806

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Civil Engineer IV position reclassified to a Chief, Engineering Division - #0484

B - One (1) Civil Engineer III reclassified to a Civil Engineer IV as a result of the SMART Pay & Classification Study conducted in FY 08 - #1365

DPW - ENVIRONMENTAL SERVICES - ADMINISTRATION & ENGINEERING

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide for proper closure and remediation of all County-owned landfills.

Department Objective:

To conduct long-term monitoring of environmental conditions at landfills to ensure regulatory compliance and environmental protection.

To operate and maintain, efficiently and in compliance with State permits, the Scarborough Remediation and Tollgate Landfill groundwater treatment systems and the landfill gas control systems at the Tollgate and Bush Valley Landfill.

County Goal(s) Supported:

- I. Public Safety
- V. Environmental Stewardship

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$568,648	\$607,262	\$672,330	\$766,407	\$783,637
Number of staff	6	6	6	6	6
<u>Output:</u>					
Maximum total number of unscheduled days a groundwater treatment system is off-line per year	2	7	40	5	5
<u>Efficiency:</u>					
Number of days a system is operational per year	363	358	344	360	360
<u>Service Quality:</u>					
Monthly treated effluent samples that comply with permit required	12	12	12	12	12
<u>Outcome:</u>					
Monthly samples that violated environmental standards	0	0	0	0	0

Explanation and Analysis of Performance Measures

Monthly samples of the effluent from the groundwater treatment systems are required to demonstrate that treated groundwater will not harm the environment. Permit required discharge standards are similar to drinking water standards. Systems are subject to several State permits. Regular reporting requirements and routine MDE inspections measure compliance of system operation. Systems operate 24 hours per day, 7 days per week. Continued operation is necessary to provide optimal protection of human health and the environment. Sampling and analysis of the groundwater is required to ensure regulatory compliance and environmental protection.

Major Related Plans and Policies

Solid Waste Management Plan

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

ORIGIN/PURPOSE:

The Recycling Office oversees the ongoing implementation of the County's Recycling Plan through the development of aggressive educational programs and the encouragement of residential and commercial / institutional generators to practice good source reduction, re-use, and recycling habits.

FY '08 - '09 GOAL:

- 2 TO PROVIDE A RECYCLING PROGRAM THAT CONTINUES TO MEET OR SURPASS STATE MANDATED RECYCLING REQUIREMENTS AND COUNTY GOALS, AND THAT BEST SERVE THE GENERAL PUBLIC

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	670,259	915,265	1,075,690	1,172,745	1,172,745
20	CONTRACTUAL SERVICES	588,319	718,480	765,530	779,775	779,775
30	SUPPLIES & MATERIALS	126,005	191,173	185,150	116,600	116,600
40	BUSINESS & TRAVEL	54,057	56,505	58,250	66,500	66,500
50	CAPITAL OUTLAY	297,125	620,363	344,000	10,000	10,000
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	86,014	86,014
	GRAND TOTAL	1,735,765	2,501,786	2,428,620	2,231,634	2,231,634
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,735,765	2,501,786	2,428,620	2,231,634	2,231,634

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES**DIVISION: Recycling****INDEX: 301241****FINANCIAL NOTES:**

The (\$196,986) net decrease in funding for Environmental Services - Recycling is the result of:

	FY 08	FY 09	CHANGE
o	596,769	595,878	(891) Full-time Salaries (891) Staff Turnover (0.15%)
o	69,845	84,743	14,898 Temporary Salaries - provides for two full-time Laborers, two part-time Landfill Workers and one Weighmaster/Attendant, increase due to one Laborer position converting from part-time to full-time during FY 08
o		50,439	50,439 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		29,316	29,316 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	149,382	143,693	(5,689) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	20,887	0	(20,887) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	54,195	62,184	7,989 Pension / Retirement rate adjustments
o	53,043	57,464	4,421 Workers' Compensation rate adjustments
o	55,969	58,188	2,219 FICA adjustments
o	65,000	80,000	15,000 Overtime adjusted based on actual expense history to man yard waste sites
o	5,030	6,000	970 Other Rents & Utilities - portable restrooms, handwash unit and water cooler rentals increased based on actual expense history
o	75,000	63,000	(12,000) Other Advertising - advertising for eight (8) major campaigns decreased based on actual expense history
o	11,000	9,000	(2,000) Grounds Maintenance - mowing contract split with Solid Waste Management decreases based on actual expense history

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	560,000	624,875	64,875 Other Professional Services

Transport/Process Recyclables
Hauling of Ground Materials
Steam Cleaning of Waste Oil
Removal of computers, etc
MES Contract

FY 08	FY 09	Change	Explanation
504,000	503,875	(125)	
30,000	30,000	0	Transport yard waste
6,000	6,000	0	10 sites on a quarterly basis
20,000	20,000	0	e-cycling program
0	65,000	65,000	antifreeze sites throughout the County starting in 2008
560,000	624,875	64,875	

o	25,000	12,500	(12,500) Other Supplies & Materials - split 50/50 with Solid Waste Management for Litter Control Program, Adopt a Road Program and Community Work Services, etc.
o	1,000	0	(1,000) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	1,250	6,000	4,750 Uniforms - Purchase - uniforms purchased every other year, will purchase in FY 09
o	263,600	175,000	(88,600) Line items significantly adjusted, based on actual expense history:

	FY 08	FY 09	Change
Heating Fuel (Oil)	6,000	2,000	(4,000)
County Facility Repairs	5,500	2,000	(3,500)
Operating Equipment	65,000	35,000	(30,000)
Printing - Commercial	15,000	2,000	(13,000)
Delivery Charges	5,000	4,000	(1,000)
General Office Mailings	2,000	1,000	(1,000)
Equipment Repair Parts	100,000	60,000	(40,000)
Small Tools	3,000	2,000	(1,000)
Safety Equipment	9,100	7,000	(2,100)
County Owned Vehicles	3,000	4,000	1,000
Fuel Charges	48,000	55,000	7,000
Training Seminars	2,000	1,000	(1,000)
	<u>263,600</u>	<u>175,000</u>	<u>(88,600)</u>

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	344,000	10,000	(334,000) Equipment - two enclosed 30 yard containers @ \$5,000 each. All vehicles now replaced under the new fleet management program through a yearly lease
o	0	86,014	86,014 Fleet Management Rental - lease to replace one 1/4 ton SUV #0765; one rubber tire loader #647; one skid loader #628 and one new wheel excavator

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUNDS
 DIVISION: RECYCLING

Index No. 301241

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	2.00	67,014	2.00	75,456	2.00	82,391
Equipment Operator Trainee	0.00	0	1.00	26,695	1.00	31,106
Equipment Repair Specialist	1.00	39,099	1.00	49,039	1.00	53,548
Laborer	3.00	64,016	4.00	110,206	4.00	118,320
Recycling Program Coordinator	1.00	48,975	1.00	51,975	1.00	56,750
Recycling Program Manager	1.00	80,705	1.00	89,917	1.00	98,173
Senior Equipment Operator	3.00	119,781	3.00	124,796	3.00	136,257
Weighmaster / Attendant I	1.00	26,694	1.00	28,301	1.00	30,907
Weighmaster / Attendant II	1.00	38,071	1.00	40,384	1.00	44,102
FULL-TIME SALARIES	13.00	484,355	15.00	596,769	15.00	651,554
SALARY OFFSET		(24,006)		0		0
TOTAL FULL-TIME SALARIES		460,349		596,769		651,554
TEMPORARY SALARIES		85,837		69,845		92,523 A
SALARY TOTAL	13.00	546,186	15.00	666,614	15.00	744,077
OTHER PERSONAL SERVICES						
Pension & Retirement		48,066		54,195		68,231
Workers' Compensation		30,211		53,043		62,862
Health Benefits		179,494		149,382		143,693
OPEB		0		20,887		0
Overtime		62,000		65,000		80,000
FICA		46,197		55,969		63,042
Miscellaneous		8,040		10,600		10,840
TOTAL OTHER PERSONAL SERVICES		374,008		409,076		428,668
TOTAL PERSONAL SERVICES	13.00	920,194 *	15.00	1,075,690	15.00	1,172,745

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary salaries provide for one Weighmaster / Attendant, two Landfill Workers and two Laborers, increase due to two (2) positions being converted from part-time to full-time

DPW - ENVIRONMENTAL SERVICES - RECYCLING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide a recycling program that continues to meet or exceed State mandated recycling requirements and County goals, and that best serves the general public.

Department Objective

To continue to exceed the State mandated recycling rate of 20% by at least 5%.

County Goal(s) Supported

V. Environmental Stewardship

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$1,817,914	\$1,918,232	\$2,487,894	\$2,399,844	\$2,323,789
Number of staff (enacted)	8	13	13	13	15
<u>Output:</u>					
Gallons of motor oil recycled	64,665	67,855	73,733	70,000	N/A**
Gallons of antifreeze recycled	4,635	3,931	4,511	4,500	N/A**
Gallons of paint recycled	1,505	2,150	1,100	1,200	N/A**
Tons of white goods recycled	3,677	3,717	2,484	3,800	N/A**
Number of pesticide containers recycled	1,138	1,200*	1,327	1,200	N/A**
Number of promotional projects	5	6	7	7	N/A**
<u>Efficiency:</u>					
Net cost per ton of recyclables collected	\$10.13	\$10.69	\$13.60	\$12.77	\$12.91
<u>Service Quality:</u>					
Percent of residential recycling customers rating services as good or better	65%	65%	65%	65%	65%
<u>Outcome:</u>					
Percent of waste stream recycled	61%	62%	62%	64%	60%
Tonnage of materials removed from the waste stream	179,386	179,399	182,899	188,000	180,000

Explanation and Analysis of Performance Measures

The solid waste stream is projected to increase and, therefore, the recycling tonnages are expected to increase as well. Additional tonnage removed due to ash recycling at the Waste-to-Energy Plant and increased production of yard trim material.

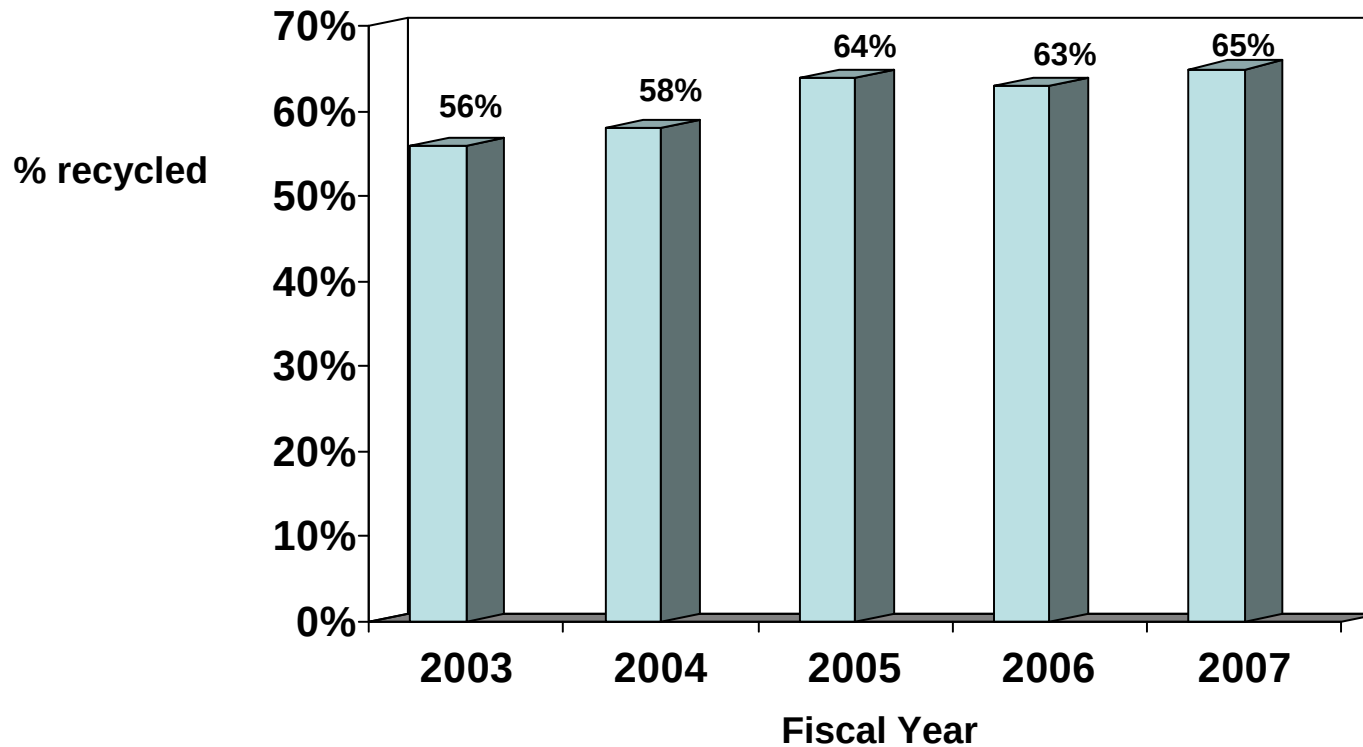
Major Related Plans and Guidelines

Harford County Recycling Plan and Solid Waste Management Plan

*Estimated, data not available at this time

** N/A - This measure has been discontinued and is no longer being tracked.

Environmental Affairs Percent of Solid Waste Recycled



Note: Graph includes 5% Waste to Energy Credit

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Post Closure

INDEX: 301251

ORIGIN/PURPOSE:

The Bureau of Environmental Services Administration and Engineering manages this operating budget which accounts for post closure care and monitoring costs associated with closed landfills. The accounting for these costs is required by the Governmental Accounting Standards Board Statement No. 18.

The costs include groundwater monitoring, gas monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with post closure activities. The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

In the future, after closure actions at other landfills have been completed, those post closure costs will also be reflected in this budget.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	95,529	107,698	118,750	149,750	149,750
30	SUPPLIES & MATERIALS	9,991	23,133	19,400	26,800	26,800
50	CAPITAL OUTLAY	2,422	2,308	4,000	3,000	3,000
GRAND TOTAL		107,942	133,139	142,150	179,550	179,550
<u>FUNDING SOURCE:</u>						
11	GENERAL	107,942	133,139	142,150	179,550	179,550

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Post Closure****INDEX: 301251****FINANCIAL NOTES:**

The \$37,400 net increase in funding for Environmental Services - Post Closure is the result of:

	FY 08	FY 09	CHANGE	
o	67,000	102,000	35,000	Line items significantly adjusted due to the purchase of the Spencer's rubble landfill:
				FY 08
				FY 09
				Change
				Other Professional Services
				27,000
				47,000
				20,000
				Grounds Maintenance
				30,000
				40,000
				10,000
				Other Supplies & Materials
				10,000
				15,000
				5,000
				<u>67,000</u>
				<u>102,000</u>
				<u>35,000</u>
o	3,000	4,000	1,000	Operating Equipment - annual services for the GEM equipment, conductivity meters and PH meters
o	6,000	8,000	2,000	Equipment Repair Parts - increase based on actual expense history
o	4,000	3,000	(1,000)	Pumps - replacement pumps which run 24 hours / day, 7 days / week required annually

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Scarboro Remediation****INDEX: 301261****ORIGIN/PURPOSE:**

This operating budget is administered by the Bureau of Environmental Services Administration and Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

The costs include groundwater monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with remediation.

The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	13,177	44,598	43,100	49,600	49,600
30	SUPPLIES & MATERIALS	23,029	27,792	20,400	34,900	34,900
50	CAPITAL OUTLAY	5,791	0	3,000	3,000	3,000
	GRAND TOTAL	41,997	72,390	66,500	87,500	87,500
	<u>FUNDING SOURCE:</u>					
11	GENERAL	41,997	72,390	66,500	87,500	87,500

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Scarborough Remediation****INDEX: 301261****FINANCIAL NOTES:**

The \$21,000 net increase in funding for Environmental Services - Scarborough Remediation is the result of:

	FY 08	FY 09	CHANGE	
o	34,000	51,000	17,000	Line items significantly adjusted, based on actual expense history:
				</

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Noxious Weed****INDEX: 301520****ORIGIN/PURPOSE:**

Noxious Weed is a State program to control noxious weeds. Noxious weeds include Johnson grass, Shattercane, and Canada thistle and are usually found on agricultural lands although some properties owned by land developers are affected. This program also budgets for noxious weed control on County-owned properties.

Noxious Weed provides funding for a Noxious Weed Coordinator and Technician to coordinate the local program for controlling noxious weeds in Harford County.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
30	SUPPLIES AND MATERIALS	2	0	0	0	0
70	MISCELLANEOUS	(7,257)	1,443	8,000	0	0
	GRAND TOTAL	<u>(7,255)</u>	<u>1,443</u>	<u>8,000</u>	<u>0</u>	<u>0</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>(7,255)</u>	<u>1,443</u>	<u>8,000</u>	<u>0</u>	<u>0</u>

FINANCIAL NOTES:

The (\$8,000) net decrease in funding for Environmental Services - Noxious Weed Control:

FY 08	FY 09	CHANGE
8,000	0	(8,000) Grants & Contributions - funding transferred to the County Executive - Division of Agricultural Affairs #014000

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Gypsy Moth****INDEX: 301530****ORIGIN/PURPOSE:**

The Forest Pest Management Section of the Maryland Department of Agriculture conducts annual surveys to delineate the areas in the County where infestation of gypsy moths have the potential to cause defoliation and damage.

Based on the results of surveys, the State selects areas to be treated with insecticides. The County is responsible for a 30 percent share of the treatment costs and a 30 percent share of the survey costs.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>15,000</u>	<u>20,400</u>	<u>15,000</u>	<u>0</u>	<u>0</u>
	GRAND TOTAL	<u>15,000</u>	<u>20,400</u>	<u>15,000</u>	<u>0</u>	<u>0</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>15,000</u>	<u>20,400</u>	<u>15,000</u>	<u>0</u>	<u>0</u>

FINANCIAL NOTES:

The (\$15,000) net decrease in funding for Environmental Services - Gypsy Moth:

FY 08	FY 09	CHANGE
15,000	0	(15,000) Grants & Contributions - funding transferred to the County Executive - Division of Agricultural Affairs #014000

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

SOLID WASTE SERVICES SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,955,921	2,165,849	2,534,680	2,627,611	2,627,611
20	CONTRACTUAL SERVICES	7,068,626	7,945,365	9,276,407	9,461,843	8,711,843
30	SUPPLIES & MATERIALS	271,354	230,412	339,850	239,050	239,050
40	BUSINESS & TRAVEL	357,741	370,068	365,550	383,550	383,550
50	CAPITAL OUTLAY	789,730	1,169,668	215,600	39,000	39,000
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	99,736	99,736
	GRAND TOTAL	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790

SUMMARY BY FUND:

55	SOLID WASTE SERVICES	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790
	GRAND TOTAL	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790

SUMMARY BY DIVISION:

301211	BUREAU OF SOLID WASTE MANAGEMENT	3,878,212	4,345,608	4,087,580	3,899,597	3,899,597
301271	WASTE TO ENERGY	6,565,160	7,535,754	8,644,507	8,951,193	8,201,193
	GRAND TOTAL	10,443,372	11,881,362	12,732,087	12,850,790	12,100,790

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Solid Waste Management

INDEX: 301211

ORIGIN/PURPOSE:

The Bureau of Solid Waste Management operates a comprehensive program of municipal solid waste recycling and disposal services for the citizens, businesses, and institutions of Harford County. These services include the Recycling Transfer Station and the Yard Waste Composting Operation.

FY '08 - '09 GOAL:

3 TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY FOR THE NEXT TEN YEARS AND BEYOND USING THE MOST APPROPRIATE TECHNOLOGIES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,955,921	2,165,849	2,534,680	2,627,611	2,627,611
20	CONTRACTUAL SERVICES	503,466	409,611	631,900	510,650	510,650
30	SUPPLIES & MATERIALS	271,354	230,412	339,850	239,050	239,050
40	BUSINESS & TRAVEL	357,741	370,068	365,550	383,550	383,550
50	CAPITAL OUTLAY	789,730	1,169,668	215,600	39,000	39,000
80	INTER-GOVERNMENTAL/INTER-FUND	0	0	0	99,736	99,736
	GRAND TOTAL	<u>3,878,212</u>	<u>4,345,608</u>	<u>4,087,580</u>	<u>3,899,597</u>	<u>3,899,597</u>
	<u>FUNDING SOURCE:</u>					
55	SOLID WASTE SERVICES	<u>3,878,212</u>	<u>4,345,608</u>	<u>4,087,580</u>	<u>3,899,597</u>	<u>3,899,597</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

The (\$187,983) net decrease in funding for Environmental Services - Bureau of Solid Waste Management is the result of:

	FY 08	FY 09	CHANGE	
o	1,409,219	1,394,288	(14,931)	Full-time Salaries
			(2,687)	Salary Step &/or Grade adjustments based on the recommendations of the Dept of Human Resources
			(12,244)	Staff Turnover (0.88%)
			<u>(14,931)</u>	
o	91,800	77,168	(14,632)	Temporary Salaries - provides for one full-time Laborer and four part-time Landfill Workers - decrease due to turnover
o		114,556	114,556	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		70,801	70,801	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	409,595	374,519	(35,076)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	49,322	0	(49,322)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	122,032	134,724	12,692	Pension / Retirement rate adjustments
o	182,000	180,000	(2,000)	Overtime adjusted per actuals
o	123,451	136,259	12,808	Workers' Compensation rate adjustments
o	13,750	14,200	450	Uniform Allowance - adjusted for eligible staff
o	128,751	126,336	(2,415)	FICA - adjust for salary changes

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Solid Waste Management

INDEX: 301211

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	15,000	20,000	5,000	Telephone Service - increase due to adding four additional Centrex lines and cell phones
o	45,000	38,000	(7,000)	Management Services - disposal of the Town of Bel Air's rubble, decreased based on actual expenses
o	210,000	80,000	(130,000)	Operating Equipment - decrease due to in-house mechanics doing repairs
o	173,200	200,000	26,800	Other Professional Services provides for the following:

Service	FY 08	FY 09	Change	Explanation
Hazardous Waste Disposal	5,000	15,000	10,000	holding a second event
Groundwater Testing	15,000	15,000	0	required semi-annually
Leachate Testing	2,500	2,000	(500)	
Leachate Hauling	33,000	33,000	0	
Flyover	20,000	0	(20,000)	based on actuals
Haul Homeowner Bins	2,000	2,000	0	
Scale Maintenance	5,000	5,500	500	
Parts Cleaner Service	1,900	1,900	0	
Waste Oil Furnace	5,000	0	(5,000)	one-time expense for FY 08
Surveying	3,800	3,800	0	based on actuals
Stone Hauling	47,000	54,000	7,000	rate increase by vendor
Annual DOT Inspection	10,000	0	(10,000)	not required per FVS
Litter Fence	20,000	0	(20,000)	based on actuals
Generator Maintenance	1,000	0	(1,000)	work will be done in-house
Computer Cleaning	2,000	2,000	0	
Equipment Operators (Highways)	0	7,800	7,800	Hwys EO working on Saturdays
Welding Services	0	58,000	58,000	annual contract for welding on bins
TOTAL	173,200	200,000	26,800	

o	39,500	39,500	0	Other Contractual Services - pond cleaning and maintenance / repair / enlargement of nine (9) sediment ponds

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	5,000	8,000	3,000	Meals - Special Purposes - increased based on required overtime due to exporting of trash
o	1,500	11,000	9,500	Uniform - Purchase - purchased every other year - will be purchased in FY 09
o	2,000	0	(2,000)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	710,600	609,500	(101,100)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	15,000	5,000	(10,000)	Vehicle & Operating Equipment
	18,000	15,000	(3,000)	Heating Fuel (Oil)
	5,000	2,500	(2,500)	County Facility Repairs & Renovations
	1,500	500	(1,000)	Security Systems
	3,000	2,000	(1,000)	Printing - Commercial
	2,500	1,500	(1,000)	Ice and Bottled Water
	90,000	45,000	(45,000)	Equipment Repair Parts
	2,000	1,000	(1,000)	Landscape & Grounds Material
	7,000	6,000	(1,000)	Small Tools
	10,000	8,000	(2,000)	Building Supplies
	5,000	4,000	(1,000)	Chemicals in Bulk
	12,500	10,000	(2,500)	Safety Equipment
	145,000	105,000	(40,000)	Crushed Aggregate
	7,500	6,000	(1,500)	Bituminous Concrete
	2,300	1,000	(1,300)	Traffic Signs and Markings
	1,800	1,000	(800)	Paint
	2,500	1,000	(1,500)	Oil & Lubricants
	20,000	15,000	(5,000)	Other Supplies & Materials
	45,000	50,000	5,000	County Owned Vehicles
	190,000	200,000	10,000	Fuel Charges
	125,000	130,000	5,000	Non-Targeted FVS
	<u>710,600</u>	<u>609,500</u>	<u>(101,100)</u>	

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	215,600	39,000	(176,600)	Equipment - all vehicles now replaced under the new fleet management program through a yearly lease
			31,000	five (5) 50 yard homeowner bins @ \$6,200 each
			8,000	two (2) open top 30 yard containers @ \$4,000 each
			<u>39,000</u>	
o	0	99,736	99,736	Fleet Management Rental - lease to replace:
			one (1) 1 ton pick-up truck #0692	one road service truck #0651
			one (1) 3/4 ton crew pick-up truck #0663	one farm tractor #0623
			one (1) 1/4 ton pick-up truck #0617	one tanker trailer #0668
			four (4) 3/4 ton pick-up trucks #0614, #0642, #0677 & #0681	one skid loader #629

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
DIVISION: BUREAU OF SOLID WASTE MANAGEMENT

Index No. 301211

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	72,885	2.00	77,319	0.00	0
Administrative Assistant II	0.00	0	1.00	42,870	2.00	86,001 A
Administrative Assistant III	1.00	41,906	0.00	0	0.00	0
Chauffeur Laborer	1.00	33,078	2.00	78,647	1.00	38,312
Chief, Solid Waste Management	1.00	88,096	1.00	93,452	1.00	102,034
Civil Engineer I	0.00	0	0.00	0	1.00	52,215 B
Crew Chief	2.00	123,745	3.00	170,141	3.00	186,399
Equipment Operator	3.00	110,848	1.00	43,619	2.00	103,335 C
Equipment Repair Specialist	1.00	47,605	2.00	84,646	1.00	49,530
Laborer	6.00	167,450	5.00	148,981	4.00	124,253
Landfill Supervisor	1.00	53,046	1.00	56,281	1.00	61,452
Litter Control Program Team Leader	1.00	30,037	1.00	35,885	2.00	75,713 D
Senior Equipment Operator	6.00	241,941	7.00	286,374	8.00	336,555 E
Weighmaster / Attendant I	1.00	26,694	2.00	54,203	2.00	59,181
Weighmaster / Attendant II	5.00	219,660	5.00	236,801	5.00	259,011
Weighmaster / Attendant Trainee	1.00	21,981	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	32.00	1,278,972	33.00	1,409,219	33.00	1,533,991
TEMPORARY SALARIES		62,790		91,800		84,252 F
SALARY TOTAL	32.00	1,341,762	33.00	1,501,019	33.00	1,618,243

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF SOLID WASTE MANAGEMENT

Index No. 301211

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		106,820		122,032		148,393
Workers' Compensation		81,632		123,451		149,933
Health Benefits		370,808		409,595		374,519
OPEB		0		49,322		0
Overtime		169,600		182,000		180,000
FICA		115,619		128,751		137,563
Miscellaneous		16,160		18,510		18,960
TOTAL OTHER PERSONAL SERVICES		860,639		1,033,661		1,009,368
TOTAL PERSONAL SERVICES	32.00	2,202,401 *	33.00	2,534,680	33.00	2,627,611

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position upgraded to an Administrative Assistant II - #1732

B - One (1) Laborer position reclassified to a Civil Engineer I - #0230

C - One (1) Chauffeur Laborer position upgraded to an Equipment Operator - #1931

D - One (1) Administrative Assistant I position reclassified to a Litter Control Program Leader as a result of the SMART Pay & Classification Study conducted during FY 08 - #1385

E - One (1) vacant Equipment Repair Specialist position filled as a Senior Equipment Operator - #0699

F - Temporary salaries provide for one (1) full-time Laborer and four (4) part-time Landfill Workers

DPW - ENVIRONMENTAL SERVICES - SOLID WASTE MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide adequate solid waste disposal capacity for the next ten years and beyond using the most appropriate technologies

Department Objective:

To expand the Harford Waste Disposal Center (HWDC) Landfill and plan to expand the Harford Waste-to-Energy Facility (HWTEF) while conserving landfill space by removing selected segments of the waste stream at the HWDC, including export tonnage, and through the Litter Control (LC) and Adopt-A-Road (AAR) programs for recycling.

County Goal(s) Supported:

- I. Public Safety
- V. Environmental Stewardship
- VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$3,558,863	\$3,878,212	\$4,345,608	\$4,087,580	\$3,899,597
HWDC Landfill waste stream (tons)	42,396	49,753	41,056	43,000	35,000
County population (avg)*	233,102	236,703	240,680	244,650	248,634
<u>Output:</u>					
Tons of material removed from the waste stream	43,169	41,733	35,927	56,000	78,000
<u>Efficiency:</u>					
Pounds of materials removed per county resident	370	352	299	457	627
<u>Outcome:</u>					
Percentage of landfill waste stream recycled	50%	46%	47%	47%	53%

*population is averaged on a calendar year basis

Explanation and Analysis of Performance Measures

Although the Solid Waste stream is projected to increase as the county population increases, the HWDC Landfill waste stream for FY 2009 is projected to decrease due to the exporting of trash to Baltimore County. Accordingly, the tons of material removed from the waste stream and the pounds of material removed per county resident will increase dramatically due to the export tonnage

Major Related Plans and Policies

Harford County Solid Waste Management Plan, Harford County Recycling Plan

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Waste to Energy****INDEX: 301271****ORIGIN/PURPOSE:**

This budget is based on the Northeast Maryland Waste Disposal Authority issuing their bonds and purchasing the Waste to Energy Plant on our behalf. The operating budget consists of payments to the contract operator for operations and maintenance expense, repair and replacement expense, insurance expenses, management fees, ash transportation, air quality testing, and air pollution control monitoring, etc. Funds are also budgeted for Northeast Maryland Waste Disposal Authority (NMWDA) fees and a site lease to Aberdeen Proving Ground.

The Treasury Department will act as an agent for NMWDA and collect all monies including steam revenue from the Army. The department will pay all invoices to the contract operator, NMWDA and the Army.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	6,565,160	7,535,754	8,644,507	8,951,193	8,201,193
	GRAND TOTAL	6,565,160	7,535,754	8,644,507	8,951,193	8,201,193
	<u>FUNDING SOURCE:</u>					
55	SOLID WASTE SERVICES	6,565,160	7,535,754	8,644,507	8,951,193	8,201,193

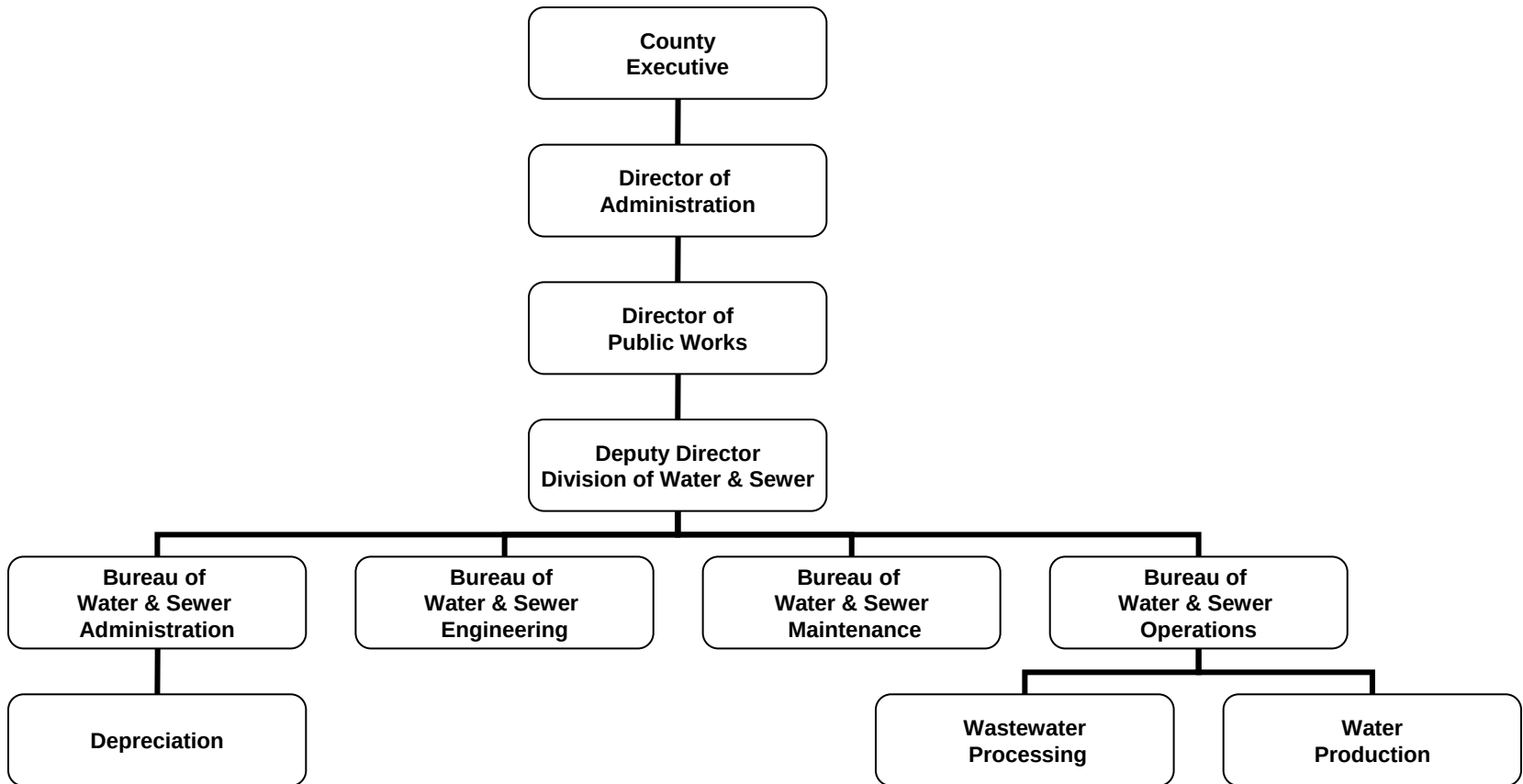
FINANCIAL NOTES:

The (\$443,314) net decrease in funding for the Environmental Services - Waste to Energy plant is the result of:

	FY 08	FY 09	CHANGE	
o	7,894,507	8,201,193	306,686	Waste to Energy plant operating expenses as estimated by Treasury
	FY 08	FY 09	Change	
	7,382,887	7,772,410	389,523	Contract operator, O & M, repair and replacement costs, insurance, management fee, ash transportation, etc.
	297,000	206,388	(90,612)	Payment to Baltimore City for ash (based on 70% going to City)
	211,500	219,275	7,775	Northeast Maryland Waste Disposal Authority Fee
	3,120	3,120	0	Site Lease - APG
	<u>7,894,507</u>	<u>8,201,193</u>	<u>306,686</u>	
o	750,000	0	(750,000)	Other - to commence out of County disposal to extend the remaining service life of existing landfill cells. Funds were eliminated due to the failure of the tipping fee legislation with Amendment #43.

DEPARTMENT OF PUBLIC WORKS

DIVISION OF WATER AND SEWER



DEPARTMENT OF PUBLIC WORKS DIVISION OF WATER & SEWER

ORIGIN/PURPOSE:

The Public Works Division of Water and Sewer is mainly funded by user charges, interest on investments and licenses and permits. The 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 days 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 the 42,000 plus customers 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 300 individual home sewage collection / pumping systems collectively known as Southwest Facilities.

WATER PRODUCTION: provides safe and potable water to over 42,000 customers on the County's water system; utilizes three County-owned treatment plants, 11 booster stations, 13 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.

MISSION STATEMENT:

TO PROVIDE POTABLE WATER AND PUBLIC SEWERAGE SERVICE FOR THE COUNTY CITIZENS THROUGH COST EFFECTIVE MANAGEMENT AND MAINTENANCE OF OUR INFRASTRUCTURE WHILE MEETING THE EVER INCREASING CHALLENGES OF CONTINUAL GROWTH AND TO PROTECT OUR NATURAL ENVIRONMENT

FY '08 - '09 GOALS:

- 1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION
- 2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS
- 3 TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	11,224,257	12,232,314	13,818,411	14,453,864	14,453,864
20	CONTRACTUAL SERVICES	4,586,326	5,384,471	6,258,108	6,820,503	6,783,836
30	SUPPLIES & MATERIALS	1,920,238	2,229,628	3,236,467	3,190,461	3,315,461
40	BUSINESS & TRAVEL	584,855	545,641	690,792	631,907	631,907
50	CAPITAL OUTLAY	1,065,619	1,154,380	978,323	801,418	801,418
70	MISCELLANEOUS	11,805,081	11,419,806	12,363,554	12,477,748	12,477,748
80	INTER-GOVERNMENTAL / INTER-FUND	598,346	736,144	745,000	926,450	926,450
	GRAND TOTAL	31,784,722	33,702,384	38,090,655	39,302,351	39,390,684

SUMMARY BY FUND:

51	WATER & SEWER OPERATING	31,784,722	33,702,384	38,090,655	39,302,351	39,390,684
	GRAND TOTAL	31,784,722	33,702,384	38,090,655	39,302,351	39,390,684

SUMMARY BY DIVISION:

ADMINISTRATION	2,710,166	2,845,659	3,032,116	3,322,343	3,285,676
DEPRECIATION	9,881,998	9,419,753	10,281,250	10,281,250	10,281,250
ENGINEERING	1,121,462	1,122,486	1,327,952	1,423,465	1,423,465
W & S MAINTENANCE	5,403,208	5,992,497	6,897,659	6,959,635	7,084,635
WASTEWATER PROCESSING	8,265,108	8,803,663	10,278,586	11,084,282	11,084,282
WATER PRODUCTION	4,402,780	5,518,326	6,273,092	6,231,376	6,231,376
GRAND TOTAL	31,784,722	33,702,384	38,090,655	39,302,351	39,390,684

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

The \$1,300,029 net increase in funding for the Water & Sewer Division of Public Works is the result of:

	FY 08	FY 09	CHANGE	
o	8,906,385	8,833,293	(73,092)	Full Time Salaries
			27,576	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(100,668)	Staff Turnover (1.14%)
			<u>(73,092)</u>	
o		48,240	48,240	Position created for FY 09:
			# of Positions	Salary
			1.00	27,694
				Fringe
				20,546
				Total
				48,240
				W/S Utility Worker I created due to existing and future infiltration and inflow programs, split 50/50 between 305210 & 306210
o		660,195	660,195	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		383,651	383,651	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	125,417	138,904	13,487	Temporary Salaries - provides for an Administrative Assistant, W & S Management Specialist , W/WW Facility Mechanic, summer hire and one full-time Laborer position which was added to the FY 09 budget due to workload
o	1,923,719	1,718,568	(205,151)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	311,720	0	(311,720)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	744,768	831,455	86,687	Pension / Retirement rate adjustments
o	386,255	411,862	25,607	Workers' Compensation rate adjustments
o	590,800	595,900	5,100	Overtime - based on actual expense history for emergency utility crews to cover 24 hour operations
o	68,060	72,282	4,222	Shift Differential - adjusted based on actual expense history
o	737,487	735,714	(1,773)	FICA adjustments
o	47,647	53,099	5,452	Office Equipment - based on actual expense history and Sod Run leasing a new copier at a higher cost
o	70,000	157,600	87,600	Space & Real Estate Rental - lease cost to the General Fund for 212 S Bond Street @\$150,000; \$6,000 for real estate taxes on two properties currently under ownership of the Water & Sewer Fund (3314 & 3320 Abingdon Road) and \$1,600 for cost of easements for railroad crossing

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE		
o	3,053,892	3,184,400	130,508	Electricity - increase based on actual expense history and an anticipated cost increase	
o	23,000	24,200	1,200	Heating Fuel (Gas) - under deregulation starting 6/07, paying PEPCO for supply and BGE for transmission	
o	24,600	22,525	(2,075)	Emergency Reporting - decreased due to three less pagers in FY 09's budget	
o	120,000	115,000	(5,000)	Utility Line Maintenance Contract - based on previous years cost of unanticipated sewer repairs	
o	1,046,050	1,039,950	(6,100)	County Facility Repair & Renovations	
		FY 08	FY 09	Change	
	Maintenance	167,450	142,650	(24,800)	test / calibrate master meters and backflow preventors
	WWP	578,100	624,200	46,100	normal repairs increased based on actual expense history
	Water Prod	300,500	273,100	(27,400)	normal repairs increased based on actual expense history
		<u>1,046,050</u>	<u>1,039,950</u>	<u>(6,100)</u>	
o	40,000	190,000	150,000	Engineering Services	
		25,000		design for soda ash feed system	
		100,000		one-time funding for engineering study for additional sludge homogenation / screening improvements	
		50,000		engineering consultant and service contract for all process control and SCADA systems	
		<u>15,000</u>		engineering services for assessment, writing specs and inspection of major projects	
		<u>190,000</u>			
o	9,500	9,500	0	Financial / Audit - Water & Sewer Fund's share of the County audit	
o	994,585	1,161,985	167,400	Other Professional Services	
		FY 08	FY 09	Change	
	Engineering	0	20,907	20,907	B & D Consulting
	Maintenance	137,125	146,218	9,093	preventive maintenance program, repair of sewer main line and new for FY 09 service over 18" deep
	WWP	713,460	832,860	119,400	landfill disposal as needed @ \$100,000 new for FY 09
	Water Prod	144,000	162,000	18,000	mandated tests and share of Sod Run lagoon pump-out new for FY 09
		<u>994,585</u>	<u>1,161,985</u>	<u>167,400</u>	

DEPARTMENT OF PUBLIC WORKS WATER & SEWER OPERATIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	180,172	204,901	24,729	Operating Equipment
		FY 08	FY 09	Change
		5,825	10,120	4,295 based on actual expense history
		132,287	151,770	19,483 based on actual expense history for various service contracts
		42,060	43,011	951 based on need for regular maintenance services
		<u>180,172</u>	<u>204,901</u>	<u>24,729</u>
o	145,500	140,500	(5,000)	Utility Water & Sewer Purchases - based on actual expense history
		FY 08	FY 09	Change
		120,000	120,000	0 raw water purchased from Baltimore City and delivered through the Big Inch
		25,000	20,000	(5,000) monthly payments to the City of Havre de Grace for treating recycled water from the County's water plant
		500	500	0 water for Glen Eagles Pump Station
		<u>145,500</u>	<u>140,500</u>	<u>(5,000)</u>
o	36,294	37,663	1,369	MD American Fire Hydrant - rent paid to MD American for fire hydrants @ \$272.92 for 138 hydrants
o	53,800	35,000	(18,800)	Other Contractual Services - dumping fee for spoil materials from water leaks, polybutylene breaks and tipping fees for landfill disposal of grit in the Harford County landfill
o	15,136	8,500	(6,636)	General Office Mailing - mailing of EPA mandated consumer confidence reports to all Harford County water customers will now be done as a bill stuffer with the quarterly water bills
o	1,041,470	1,066,351	24,881	Chemicals in Bulk
		FY 08	FY 09	Change
		13,790	17,000	3,210 increase due to addition of two units to treat and cost increased to \$65 per gallon
		488,680	511,333	22,653 projected 10% price increase and 5% increase in usage
		539,000	538,018	(982) decrease based on actual expense history offset
		<u>1,041,470</u>	<u>1,066,351</u>	<u>24,881</u> by anticipated increase in cost

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	98,900	79,400	(19,500)	Laboratory Supplies - based on testing required for personal protective equipment required to meet OSHA safety regulations
o	98,625	113,625	15,000	Water Meter Repair Parts - increase due to price for parts and materials increasing
o	1,677,023	1,589,410	(87,613)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	13,600	9,050	(4,550)	Vehicle & Operating Equipment
	61,400	68,000	6,600	Heating Fuel (Oil)
	118,025	130,220	12,195	Telephone Service
	21,915	16,130	(5,785)	Communication Service
	58,000	54,100	(3,900)	Grounds Maintenance
	20,863	14,000	(6,863)	Other Contractual Services
	31,675	29,500	(2,175)	General Office Supplies
	29,270	26,425	(2,845)	Delivery Charges
	11,750	9,500	(2,250)	Janitorial Supplies & Equipment
	462,425	458,410	(4,015)	Equipment Repair Parts
	4,430	2,800	(1,630)	Landscape & Grounds Materials
	36,775	30,325	(6,450)	Small Tools
	73,850	65,100	(8,750)	Safety Equipment
	66,970	59,850	(7,120)	W & S Lines Service Parts
	2,500	1,000	(1,500)	Gasoline
	8,000	6,000	(2,000)	Bricks and Blocks
	22,500	13,700	(8,800)	Other Supplies & Materials
	248,000	217,500	(30,500)	County Owned Vehicles
	212,900	232,800	19,900	Fuel Charges
	124,300	117,800	(6,500)	Non-Targeted Charges - FVS
	47,875	27,200	(20,675)	Training Seminars
	<u>1,677,023</u>	<u>1,589,410</u>	<u>(87,613)</u>	
o	21,560	0	(21,560)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	104,129	213,700	109,571	Grates, Manhole Cover - additional funds provided per Amendment #58 to purchase manhole dishes to control infiltration and inflow

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	978,323	801,418	(176,905) Equipment

Normal Annual Purchases	\$801,418

W & S Wells	30,000	Spreaders	6,000
W & S Plant Improvements	243,300	Tampers	2,400
Hex a Gram & Meters	141,600	Hydraulic Power Tools	2,570
Electronic Process Control	11,100	Testing Gauge	24,500
Electric Heaters	7,750	Leak Detection Equipment	8,070
Other Furniture & Fixtures	3,200	Flow Meter	19,200
Air Compressor	6,000	Laboratory Equipment	4,700
Blowers	3,600	Other Construction Equipment	99,878
Saws	3,000	Radio-Mobile	6,000
Generators	3,000	Radio-Portable	8,400
Pumps	136,150	Tower, Antenna	500
		Other Communication Equipment	30,500

o	132,700	132,200	(500) Payments to Other Government Agencies - sludge generation fees for:

Division	FY 08	FY 09	Change	Explanation
Maintenance	100,000	100,000	0	payments to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and, as required by an inter-state agreement
Wastewater	12,500	12,000	(500)	sludge generation fees for Joppatowne
Processing	20,000	20,000	0	sludge generation fees for Sod Run
	200	200	0	sludge generation fees for Spring Meadows
	132,700	132,200	(500)	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

FY 08 FY 09 CHANGE

- o 1,949,604 2,064,298 114,694 Pro Rata Shares - represents Water and Sewer Funds paid to the General Fund for the overhead and administrative support functions provided there. It also covers Water and Sewer Operations share of the Director of Public Works Budget, which is in the Highways Fund.

FY 08	FY 09	Change	
179,816	211,769	31,953	Water & Sewer Fund Pro Rata to the Public Works Director Budget
1,769,788	1,852,529	82,741	Water & Sewer Fund Pro Rata to the General Fund
<u>1,949,604</u>	<u>2,064,298</u>	<u>114,694</u>	

- o 10,281,250 10,281,250 0 Depreciation - per Treasury

- o 745,000 621,000 (124,000) Other Intergovernmental

Division	FY 08	FY 09	Change	Explanation
Wastewater Processing	45,000	45,000	0	sewer fee for Swan Creek to Aberdeen WWTP
Water Production	700,000	576,000	(124,000)	payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; the County purchases 1 MGD of water from the City; FY 09 payment will be \$48,000 per month
	<u>745,000</u>	<u>621,000</u>	<u>(124,000)</u>	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

FY 08 FY 09 CHANGE

o	0	305,450	305,450	Fleet Management Rental	\$305,450

All vehicles now replaced under the new fleet management program through a yearly lease

	Trade-In Description	Vehicles' ID #	Annual Lease Cost	Total Annual Lease Cost	Index
2	Vans	#0536 & #0512	4,715	9,430	305210
1	1.5 ton Utility Truck	#0591	12,688	12,688	305210 & 306210
1	1 ton Utility Truck	#0567	8,512	8,512	305210 & 306210
3	3/4 ton Utility Trucks	#0569, #0592 & #0547	7,168	21,504	305210 & 306210
1	3/4 ton Pickup Truck	#0586	7,840	7,840	305210 & 306210
1	1/2 ton Pickup Truck	#0588	5,040	5,040	305210 & 306210
3	1/4 ton SUVs	#0540, #0572 & #0541	5,824	17,472	305210 & 306210
2	1/4 ton Pickup Trucks	#0545 & #0573	3,385	6,770	305210 & 306210
2	Compact Automobiles	#0522 & #0553	2,464	4,928	305210 & 306210
1	1 axle Dump Truck	#0519	17,220	17,220	305210 & 306210
1	Sewer Vac	#0502	29,120	29,120	306210
1	Compressor	#0597A	3,080	3,080	305210 & 306210
1	Utility Trailer	#0511A	902	902	305210 & 306210
1	ATV	#0516A	2,016	2,016	305210 & 306210
2	Lowboy Trailers	#0526A & #0558A	2,240	4,480	305210 & 306210
1	1 ton Utility Truck	#0524	8,512	8,512	306230
2	3/4 ton Utility Trucks	#0587 & #0554	7,168	14,336	306230
1	1/2 ton pickup Truck	#0509	5,040	5,040	306230
2	1/4 ton SUVs	#0540 & #0576	5,824	11,648	306230
1	Tri-Axle Dump Truck	#0535	28,280	28,280	306230
2	1 Axle Dump Trucks	#0583 & #0520	17,220	34,440	306230
1	Brown Bear Sludge Aerator	#0599A	47,152	47,152	306230
1	Flatbed Trailer	#0505A	5,040	5,040	306230
34				305,450	

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	88,096	1.00	93,452	1.00	102,034
Administrative Assistant I	2.00	78,113	1.00	42,656	0.00	0
Administrative Assistant II	5.00	217,822	7.00	310,882	8.00	388,183
Administrative Specialist II	1.00	67,978	1.00	72,820	1.00	79,506
Assistant Superintendent of Plant Operations	2.00	149,238	2.00	159,867	2.00	176,288
Central Stores Coordinator	1.00	32,672	1.00	34,664	1.00	37,857
Central Stores Manager	1.00	38,091	1.00	38,091	1.00	41,582
Chemist	1.00	45,183	1.00	46,534	1.00	54,384
Chief Water & Sewer Utility Technician	1.00	62,621	1.00	66,436	1.00	73,258
Chief, Engineering Division	1.00	100,777	1.00	106,906	1.00	116,726
Chief, Water & Sewer Administration	1.00	103,799	1.00	106,906	1.00	120,223
Chief, Water & Sewer Facilities	1.00	95,036	1.00	100,820	1.00	111,172
Chief, Water & Sewer Operations	1.00	101,828	1.00	108,040	1.00	119,133
Civil Engineer I	0.00	0	1.00	41,178	1.00	45,216
Civil Engineer II	2.00	127,280	2.00	135,740	1.00	67,868
Civil Engineer III	3.00	252,182	3.00	267,522	4.00	380,310
Civil Engineer IV	1.00	95,038	1.00	100,822	1.00	111,174
Computer Records Assistant	1.00	37,964	1.00	40,278	1.00	43,966
Computer Resource Technician	1.00	51,503	0.00	0	0.00	0
Computer Resource Technician II	1.00	63,201	2.00	132,807	2.00	146,450
Database Administrator	1.00	59,751	1.00	63,393	1.00	69,910
Deputy Director Public Works	1.00	105,664	1.00	112,091	1.00	122,381
Drafting Technician II	1.00	47,604	1.00	51,482	1.00	56,206
Drafting Technician Trainee	2.00	50,348	1.00	27,486	0.00	0
Electrician	1.00	50,453	1.00	53,517	1.00	58,432
Engineering Associate III	1.00	48,976	1.00	47,562	1.00	51,936
Engineering Associate IV	1.00	57,330	1.00	60,800	0.00	0
Engineering Associate V	1.00	77,897	1.00	83,424	1.00	91,998
GIS Coordinator	0.00	0	0.00	0	1.00	70,210
Instrumentation Technician	1.00	48,569	1.00	51,503	1.00	56,229
Laboratory Assistant	2.00	64,528	2.00	64,594	2.00	67,354
Laboratory Technician	3.00	128,136	4.00	172,954	4.00	188,830
Management Assistant II	3.00	197,529	3.00	211,049	3.00	230,433
Permits Clerk	2.00	55,768	2.00	58,316	1.00	31,840
Plant Operations Manager	1.00	72,028	1.00	77,148	1.00	85,071
Plant Operator	19.00	815,721	20.00	902,620	20.00	962,782
Plant Operator Trainee I	3.00	80,082	5.00	136,664	5.00	147,452
Plant Operator Trainee II	6.00	203,228	3.00	112,197	3.00	119,316

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Plant Superintendent W & S Facilities Maintenance	1.00	83,939	1.00	89,917	1.00	98,173
Plant Superintendent Water / Wastewater Operator	2.00	192,922	2.00	204,663	2.00	225,675
Pretreatment Inspector (GF)	1.00	58,680	1.00	62,258	1.00	67,969
Process Engineer	2.00	116,975	2.00	145,790	2.00	160,786
Senior Instrument Technician	1.00	53,517	1.00	56,773	1.00	61,997
Senior Plant Operator	12.00	623,075	10.00	579,623	10.00	602,977
Senior W/WW Facility Mechanic	0.00	0	0.00	0	2.00	115,887
Shift Supervisor	7.00	438,399	6.00	392,958	6.00	429,832
Superintendent of Laboratories	1.00	83,040	1.00	60,009	1.00	65,517
Superintendent of Water & Sewer Facilities	1.00	78,262	1.00	83,041	1.00	90,656
Supervisor, Meter Operations	1.00	72,542	1.00	77,705	1.00	85,691
Water & Sewer Facilities Maintenance Specialist	1.00	56,966	1.00	60,438	1.00	66,654
Water & Sewer Maintenance Supervisor	4.00	260,151	5.00	361,403	5.00	394,579
Water & Sewer Permits Technician	1.00	34,664	0.00	0	1.00	34,064
Water & Sewer Utility Crew Chief	6.00	310,239	6.00	298,521	6.00	321,938
Water & Sewer Utility Technician I	0.00	0	1.00	44,134	1.00	48,190
Water & Sewer Utility Technician II	1.00	54,632	1.00	58,530	1.00	63,904
Water & Sewer Utility Technician III	4.00	248,346	3.00	192,044	3.00	210,354
Water & Sewer Utility Worker I	4.00	126,766	8.00	267,438	9.00	313,050
Water & Sewer Utility Worker II	9.00	284,104	7.00	219,660	9.00	297,464
Water & Sewer Utility Worker III (Certified)	2.00	73,250	2.00	76,718	1.00	48,052
Water & Sewer Utility Worker III (Non-Certified)	4.00	123,317	5.00	161,857	6.00	211,380
Water & Sewer Utility Worker IV	4.00	159,372	2.00	86,233	1.00	53,980
Water / Wastewater Facility Mechanic	11.00	505,716	10.00	500,786	9.00	478,657
Water / Wastewater Facility Mechanic Trainee	0.00	0	2.00	67,550	1.00	33,678
Water Meter Mechanic I	1.00	27,487	1.00	28,301	1.00	30,907
Water Meter Mechanic II	6.00	238,660	7.00	284,875	6.00	260,556
Water Meter Mechanic Trainee	1.00	25,152	0.00	0	1.00	50,528
Water Meter Technician I	2.00	93,194	2.00	98,893	2.00	107,961
Water Meter Technician II	1.00	50,003	1.00	53,046	1.00	57,909
TOTAL FULL-TIME SALARIES	168.00	8,445,404	169.00	8,906,385	170.00	9,714,675
TEMPORARY SALARIES		98,921		125,417		148,278
SALARY TOTAL	168.00	8,544,325	169.00	9,031,802	170.00	9,862,953

STAFF SUMMARY

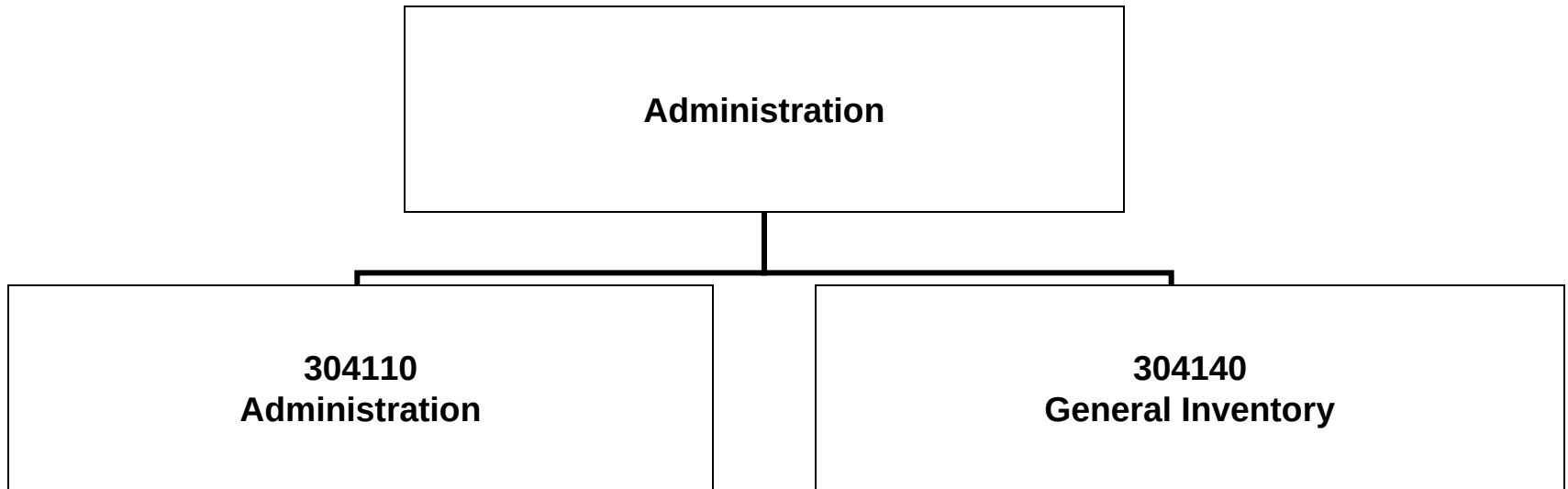
PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		714,095		744,768		914,529
Workers' Compensation		262,084		386,255		453,034
Health Benefits		1,788,426		1,923,719		1,732,648
OPEB		0		311,720		0
Overtime & Shift Differential		658,520		658,860		668,182
FICA		702,369		737,487		798,578
Miscellaneous		23,520		23,800		23,940
TOTAL OTHER PERSONAL SERVICES		4,149,014		4,786,609		4,590,911
TOTAL PERSONAL SERVICES	168.00	12,693,339 *	169.00	13,818,411	170.00	14,453,864

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

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DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: 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, and Budget and Personnel Management and Bureau Rules and Regulations

FY '08 - '09 GOAL:

1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	676,078	802,661	842,212	903,278	903,278
20	CONTRACTUAL SERVICES	110,365	123,368	99,500	222,867	186,200
30	SUPPLIES & MATERIALS	11,544	9,774	112,550	111,200	111,200
40	BUSINESS & TRAVEL	10,423	17,041	28,250	20,700	20,700
50	CAPITAL OUTLAY	79,571	11,308	0	0	0
70	MISCELLANEOUS	1,822,185	1,881,507	1,949,604	2,064,298	2,064,298
	GRAND TOTAL	2,710,166	2,845,659	3,032,116	3,322,343	3,285,676

FUNDING SOURCE:

51	WATER & SEWER OPERATING	2,710,166	2,845,659	3,032,116	3,322,343	3,285,676

SUMMARY BY DIVISION:

304110	BUREAU OF WATER & SEWER ADMINISTRATION	2,710,166	2,845,659	2,932,116	3,222,343	3,185,676
304140	GENERAL INVENTORY	0	0	100,000	100,000	100,000
	GRAND TOTAL	2,710,166	2,845,659	3,032,116	3,322,343	3,285,676

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Administration****INDEX: 304110 & 304140****FINANCIAL NOTES:**

The \$253,560 net increase in funding for Bureau of Water & Sewer Administration is the result of:

	FY 08	FY 09	CHANGE
o	618,062	621,275	3,213 Full Time Salaries
			3,209 Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			4 Turnover
			<u>3,213</u>
o		44,934	44,934 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		24,952	24,952 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	91,051	92,255	1,204 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	21,632	0	(21,632) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	50,248	56,971	6,723 Pension / Retirement rate adjustments
o	10,935	12,002	1,067 Workers' Compensation rate adjustments
o	46,024	46,629	605 FICA adjustments
o	68,000	156,000	88,000 Space & Real Estate Rental - lease cost to the General Fund for 212 S Bond Street @ \$150,000 and \$6,000 for real estate taxes on two properties currently under ownership of the Water and Sewer Fund (3314 and 3320 Abingdon Road)
o	9,500	9,500	0 Financial / Audit - Water & Sewer Fund's share of the County audit

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Administration

INDEX: 304110 & 304140

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	54,750	46,050	(8,700)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	15,000	16,000	1,000	Office Equipment
	6,000	4,000	(2,000)	Telephone Service
	4,500	4,200	(300)	General Office Supplies
	3,000	2,500	(500)	General Office Mailing
	750	500	(250)	Computer Software
	500	250	(250)	Computer Supplies
	1,000	500	(500)	County Owned Vehicle
	5,000	1,000	(4,000)	Fuel Charges
	4,000	2,000	(2,000)	Non-Targeted Charges - FVS
	14,000	14,600	600	Membership Fees & Dues
	1,000	500	(500)	Training Seminars
	<u>54,750</u>	<u>46,050</u>	<u>(8,700)</u>	
o	100,000	100,000	0	General Inventory
o	1,000	0	(1,000)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	1,949,604	2,064,298	114,694	Pro Rata Shares
	FY 08	FY 09	Change	
	179,816	211,769	31,953	DPW Water & Sewer Division's Pro Rata to the DPW
				Director's budget in the Highways Fund
	<u>1,769,788</u>	<u>1,852,529</u>	<u>82,741</u>	Water & Sewer Fund Pro Rata to the General Fund
	<u>1,949,604</u>	<u>2,064,298</u>	<u>114,694</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER ADMINISTRATION

Index No. 304110

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	88,096	1.00	93,452	1.00	102,033
Administrative Assistant I	1.00	37,899	0.00	0	0.00	0
Administrative Assistant II	0.00	0	2.00	79,718	2.00	87,024
Chief, Water & Sewer Administration	1.00	103,799	1.00	106,906	1.00	120,223
Data Base Administrator	1.00	59,751	1.00	63,393	1.00	69,910
Deputy Director of Public Works	1.00	105,664	1.00	112,091	1.00	122,381
Management Assistant II	2.00	124,987	2.00	133,344	2.00	145,591
Permits Clerk	1.00	27,466	1.00	29,158	0.00	0
Water & Sewer Permits Technician	1.00	34,664	0.00	0	1.00	34,064 A
SALARY TOTAL	9.00	582,326	9.00	618,062	9.00	681,226
OTHER PERSONAL SERVICES						
Pension & Retirement		47,984		50,248		62,468
Workers' Compensation		7,439		10,935		13,121
Health Benefits		82,184		91,051		92,255
OPEB		0		21,632		0
Overtime & Shift Differential		3,000		3,000		3,000
FICA		43,472		46,024		49,948
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		185,339		224,150		222,052
TOTAL PERSONAL SERVICES	9.00	767,665 *	9.00	842,212	9.00	903,278

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Permit Clerk position reclassified to a Water & Sewer Permits Technician as a result of the SMART Pay & Classification Study conducted during FY 08 - #1069

DPW - WATER & SEWER - ADMINISTRATION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To protect public health and our ecosystem through responsible system management, maintenance and operations.

Department Objective:

To minimize the number of Sanitary Sewer Overflows (SSO) in any given year to below the industry national average of 7.3 per 100 miles.

County Goal(s) Supported:

- III. Efficient County Government
- V. Environmental Stewardship

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$3,630,220	\$3,706,265	\$4,278,005	\$4,579,575	\$4,716,962
<u>Output:</u>					
Total miles of sewer in system	550	557	560	565	568
<u>Efficiency:</u>					
Total cost per 100 miles of sewer	\$660,040	\$665,398	\$763,929	\$810,544	\$830,451
<u>Outcome:</u>					
National average of SSO per 100 miles of sewer	7.3	7.3	7.3	7.3	7.3
Harford County's total SSO per 100 miles	1.6	2.5	1.6	1.8	1.8

Explanation and Analysis of Performance Measures

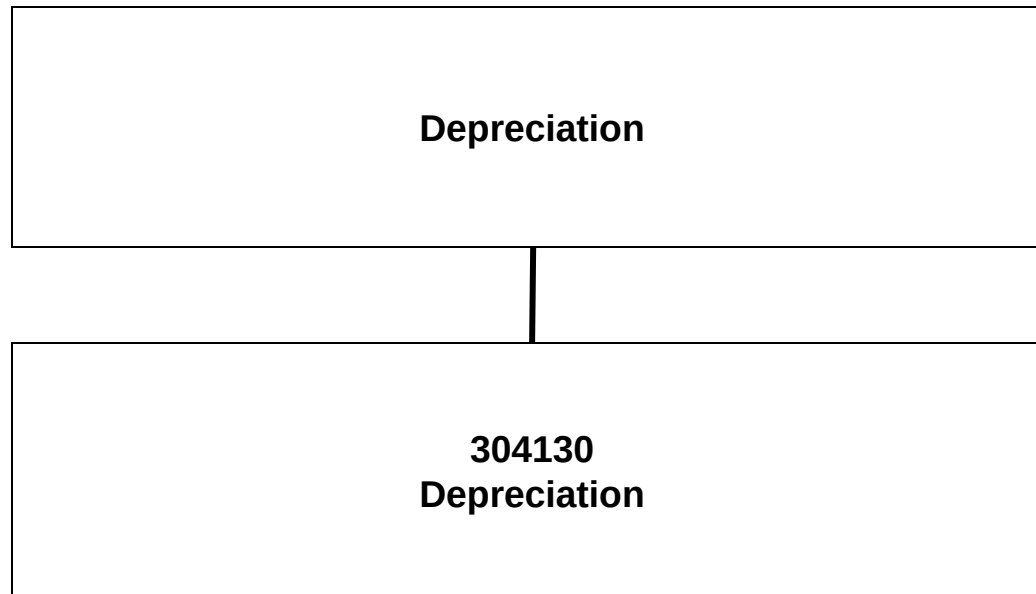
A major goal for the department is to minimize the number of SSO that occur. To determine how successful we are, we compare our SSO against the industry national average for SSO.

Major Related Plans and Policies

Capital Improvement Plan. Preventive Maintenance Program. County Adequate Public Facilities Ordinance.

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: Depreciation

INDEX: 304130

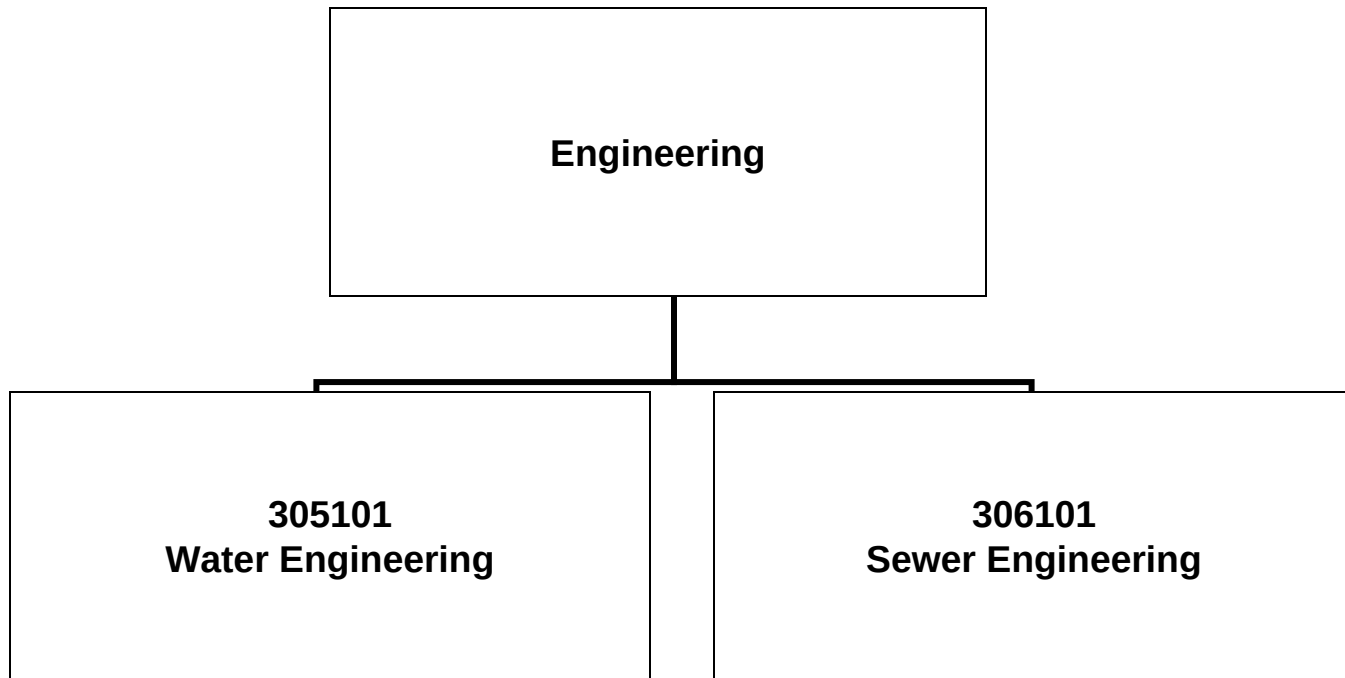
ORIGIN/PURPOSE:

Total Depreciation Expense for FY 07 was \$9,419,753 which was funded by Contributed Capital. It is estimated that the expense for FY 09 will be \$10,281,250. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>9,881,998</u>	<u>9,419,753</u>	<u>10,281,250</u>	<u>10,281,250</u>	<u>10,281,250</u>
	GRAND TOTAL	<u>9,881,998</u>	<u>9,419,753</u>	<u>10,281,250</u>	<u>10,281,250</u>	<u>10,281,250</u>
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	<u>9,881,998</u>	<u>9,419,753</u>	<u>10,281,250</u>	<u>10,281,250</u>	<u>10,281,250</u>
	<u>SUMMARY BY DIVISION:</u>					
304130	DEPRECIATION	<u>9,881,998</u>	<u>9,419,753</u>	<u>10,281,250</u>	<u>10,281,250</u>	<u>10,281,250</u>
	GRAND TOTAL	<u>9,881,998</u>	<u>9,419,753</u>	<u>10,281,250</u>	<u>10,281,250</u>	<u>10,281,250</u>

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,094,783	1,092,234	1,288,782	1,366,598	1,366,598
20	CONTRACTUAL SERVICES	4,055	16,603	18,400	41,307	41,307
30	SUPPLIES & MATERIALS	15,042	9,078	13,000	11,200	11,200
40	BUSINESS & TRAVEL	7,582	3,623	7,770	4,360	4,360
50	CAPITAL OUTLAY	0	948	0	0	0
	GRAND TOTAL	<u>1,121,462</u>	<u>1,122,486</u>	<u>1,327,952</u>	<u>1,423,465</u>	<u>1,423,465</u>
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	<u>1,121,462</u>	<u>1,122,486</u>	<u>1,327,952</u>	<u>1,423,465</u>	<u>1,423,465</u>
<u>SUMMARY BY DIVISION:</u>						
305101	WATER ENGINEERING	559,551	547,312	659,859	715,142	715,142
306101	SEWER ENGINEERING	561,911	575,174	668,093	708,323	708,323
	GRAND TOTAL	<u>1,121,462</u>	<u>1,122,486</u>	<u>1,327,952</u>	<u>1,423,465</u>	<u>1,423,465</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Engineering****INDEX: 305101 & 306101****FINANCIAL NOTES:**

The \$95,513 net increase in funding for Bureau of Water & Sewer Engineering is the result of:

	FY 08	FY 09	CHANGE	
o	924,594	927,494	2,900	Full Time Salaries
			2,869	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			31	Turnover
			<u>2,900</u>	
o		65,848	65,848	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		45,972	45,972	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	164,904	152,570	(12,334)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	32,360	0	(32,360)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	75,170	85,052	9,882	Pension / Retirement rate adjustments
o	9,658	10,092	434	Workers' Compensation rate adjustments
o	6,000	3,000	(3,000)	Overtime decreased based on actual expense history
o	70,676	71,150	474	FICA adjustments

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: Bureau of Water & Sewer Engineering

INDEX: 305101 & 306101

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	0	20,907	20,907	Other Professional Services - B & D Consulting Contract
o	0	3,000	3,000	Other Contractual Services - funding to provide an outside Equipment Technician to maintain the GIS equipment
o	2,210	0	(2,210)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	13,000	9,400	(3,600)	Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
2,000	1,000	(1,000)	Office Equipment Service
5,000	4,000	(1,000)	General Office Supplies
3,000	2,400	(600)	Drafting & Display Supplies
3,000	2,000	(1,000)	Training Seminars
<u>13,000</u>	<u>9,400</u>	<u>(3,600)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos. 305101
306101

DIVISION: BUREAU OF WATER & SEWER ENGINEERING

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Engineering Division	1.00	100,777	1.00	106,906	1.00	116,726
Civil Engineer I	0.00	0	1.00	41,178	1.00	45,216
Civil Engineer II	2.00	127,280	2.00	135,740	1.00	67,868
Civil Engineer III	3.00	252,182	3.00	267,522	4.00	380,310 A
Civil Engineer IV	1.00	95,038	1.00	100,822	1.00	111,174
Drafting Technician II	1.00	47,604	1.00	51,482	1.00	56,206
Drafting Technician Trainee	2.00	50,348	0.00	0	0.00	0
Engineering Associate III	1.00	48,976	1.00	47,562	1.00	51,936
Engineering Associate IV	1.00	57,330	1.00	60,800	0.00	0
Engineering Associate V	1.00	77,897	1.00	83,424	1.00	91,998
GIS Coordinator	0.00	0	0.00	0	1.00	70,210 B
Permits Clerk	1.00	28,302	1.00	29,158	1.00	31,840
TOTAL FULL-TIME SALARIES	14.00	885,734	13.00	924,594	13.00	1,023,484
TEMPORARY SALARIES		3,600		3,600		3,600 C
SALARY TOTAL	14.00	889,334	13.00	928,194	13.00	1,027,084
OTHER PERSONAL SERVICES						
Pension & Retirement		72,984		75,170		93,854
Workers' Compensation		6,094		9,658		11,148
Health Benefits		147,038		164,904		152,570
OPEB		0		32,360		0
Overtime & Shift Differential		6,000		6,000		3,000
FICA		68,181		70,676		77,122
Miscellaneous		1,960		1,820		1,820
TOTAL OTHER PERSONAL SERVICES		302,257		360,588		339,514
TOTAL PERSONAL SERVICES	14.00	1,191,591 *	13.00	1,288,782	13.00	1,366,598

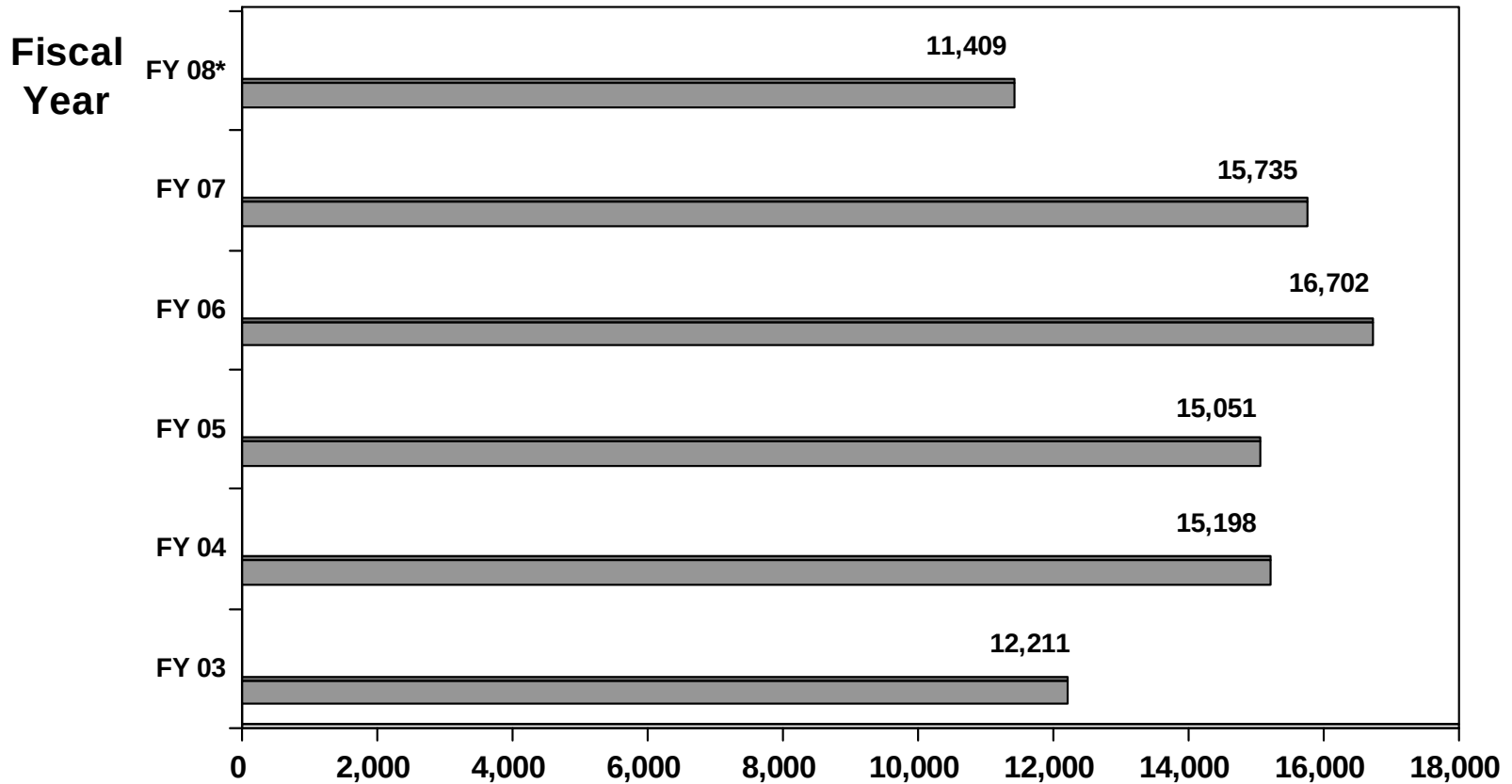
* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Civil Engineer II position reclassified to a Civil Engineer III as a result of the SMART Pay & Classification Study conducted during FY 08 - #1316

B - One (1) Engineering Associate IV position reclassified to a GIS Coordinator - #1040

C - Temporary Salaries provided for summer hire

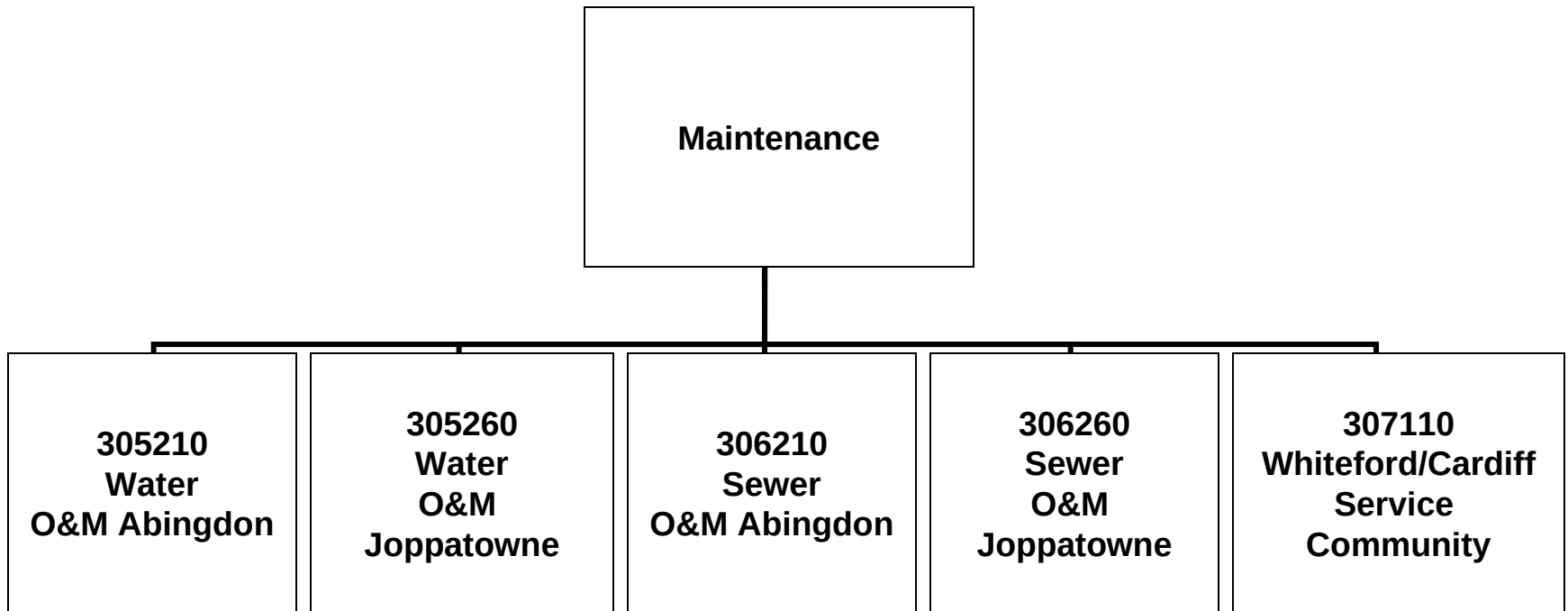
Water & Sewer Miss Utility Calls



*estimate

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****ORIGIN/PURPOSE:**

Water and Sewer Maintenance is responsible for operating and maintaining the water distribution system and sewer collection system on a 24-hour, 7-days 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 system locations for the One Call (Miss Utility) system.

FY '08 - '09 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,462,221	3,639,539	4,165,144	4,340,987	4,340,987
20	CONTRACTUAL SERVICES	487,098	557,428	718,328	673,628	673,628
30	SUPPLIES & MATERIALS	653,877	880,932	1,179,642	1,157,053	1,282,053
40	BUSINESS & TRAVEL	312,618	278,086	371,100	343,225	343,225
50	CAPITAL OUTLAY	415,269	549,512	363,445	193,740	193,740
70	MISCELLANEOUS	72,125	87,000	100,000	100,000	100,000
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	151,002	151,002
	GRAND TOTAL	5,403,208	5,992,497	6,897,659	6,959,635	7,084,635
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	5,403,208	5,992,497	6,897,659	6,959,635	7,084,635
<u>SUMMARY BY DIVISION:</u>						
305210	WATER O & M ABINGDON	3,275,601	3,784,161	4,168,315	4,166,239	4,166,239
305260	WATER O & M JOPPATOWNE	77,912	108,684	106,015	109,962	109,962
306210	SEWER O & M ABINGDON	1,930,014	1,951,828	2,430,375	2,485,549	2,610,549
306260	SEWER O & M JOPPATOWNE	47,681	55,068	80,954	82,217	82,217
307110	SEWER WHITEFORD SERVICE COMMUNITY	72,000	92,756	112,000	115,668	115,668
	GRAND TOTAL	5,403,208	5,992,497	6,897,659	6,959,635	7,084,635

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

The \$186,976 net increase in funding for Bureau of Water & Sewer Maintenance is the result of:

	FY 08	FY 09	CHANGE	
o	2,602,053	2,572,904	(29,149)	Full Time Salaries
			8,960	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(38,109)	Staff Turnover (1.48%)
			(29,149)	
				Position created in FY 09:
o		48,240	48,240	# of Positions Salary Fringe Total
				1.00 27,694 20,546 48,240
				W/S Utility Worker I created due to existing and future infiltration and inflow programs, split 50/50 between 305210 & 306210
o		197,334	197,334	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		106,174	106,174	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	35,644	55,724	20,080	Temporary Salaries - provides for an Administrative Assistant, summer hire and added funding for one full-time Laborer due to workload
o	590,433	508,241	(82,192)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	91,071	0	(91,071)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	216,585	243,079	26,494	Pension / Retirement rate adjustments
o	124,185	134,626	10,441	Workers' Compensation rate adjustments
o	255,000	230,000	(25,000)	Overtime decreased based on actual expense history
o	19,610	16,582	(3,028)	Shift Differential - decreased based on actual expense history
o	222,583	220,103	(2,480)	FICA adjustments

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	120,000	115,000	(5,000) Utility Line Maintenance - decrease based on previous years cost of unanticipated sewer repairs
o	35,000	15,000	(20,000) Other Services - dumping fee for spoil materials from water leaks, polybutylene breaks, etc decreased based on actual expense history @ (\$5,000) and a decrease of (\$15,000) is due to payments to private utilities for water meter reading for sewer billing now under Water & Sewer Accounting
o	13,790	17,000	3,210 Chemicals in Bulk - increase due to addition of two units to treat and cost increased to \$65 per gallon
o	508,875	508,875	0 Water Meter Purchases - funds provide for new and replacement installations in accordance with replacement program for all meters exceeding 15 years of age
o	137,125	146,218	9,093 Other Professional Services

Index	FY 08	FY 09	Change	Explanation
Abingdon Water	17,000	10,000	(7,000)	towing and plumbing services, and camera inspection from main line to the street, flush out main water lines and consultant services for Information Asset Technology Plan
Joppatowne Water	1,750	1,750	0	rehab fire hydrants (e.g. sand blast, primer and top coat) based on actuals
Joppatowne Sewer	30,000	30,000	0	preventative maintenance program
Abingdon Sewer	88,375	100,000	11,625	for: 50,000 root control in existing sub-division right of ways 9,375 grubbing / cleaning sewer interceptor easements 8,000 install sewer service by contract labor 21,000 calibrate and test sewer flow meters in off-site areas 11,625 repair of sewer main line & service over 18' deep
Cardiff	0	4,468	4,468	for unanticipated emergency outsourcing of contractors, plumbers, etc.
	137,125	146,218	9,093	

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Maintenance

INDEX: 305210, 305260, 306210, 306260, 307110

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	167,450	142,650	(24,800) Facility Repair & Renovation

Index	FY 08	FY 09	Change	Explanation
Abingdon Water	70,333	50,333	(20,000)	test / calibrate 1/3 of commercial master meter
	53,700	53,700	0	test / repair backflow preventors
	6,617	6,617	0	preventive maintenance / repair TV for mainline sewer
	20,000	20,000	0	rehab of 40 fire hydrants
Abingdon Sewer	6,800	2,000	(4,800)	normal facility renovation / repair expenses
	5,000	5,000	0	calibration and repair of sewer flow totes
	5,000	5,000	0	replacement of carbon canister for odor control
	167,450	142,650	(24,800)	

o	98,625	113,625	15,000	Water Meter Repair Parts - upgrades to the Radio Read System

Index	FY 08	FY 09	Change	Explanation
Abingdon Water	75,000	90,000	15,000	increase due to an increase in price for parts and materials
Joppatowne Sewer	23,625	23,625	0	
	98,625	113,625	15,000	

o	104,129	213,700	109,571	Grates, Manhole Cover - additional funds provided per Amendment #58 to purchase manhole dishes to control infiltration and inflow

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	609,603	562,496	(47,107) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	7,890	10,356	2,466 Office Equipment
	31,375	37,220	5,845 Telephone Service
	24,000	22,000	(2,000) Emergency Reporting System - three less pagers in FY 09's budget
	24,200	22,100	(2,100) Uniform Rental
	16,905	11,000	(5,905) Communication Service
	5,825	10,120	4,295 Operating Equipment
	20,863	14,000	(6,863) Other Contractual Services
	2,750	4,275	1,525 General Office Mailing
	2,600	1,700	(900) Paper Supplies
	32,825	34,725	1,900 Equipment Repair Parts
	2,600	2,050	(550) Landscape & Grounds Materials
	18,500	15,000	(3,500) Small Tools
	33,400	24,000	(9,400) Safety Equipment
	66,970	59,850	(7,120) W & S Lines Service
	20,900	12,600	(8,300) Other Supplies & Materials
	165,500	137,500	(28,000) County Owned Vehicles
	121,500	137,000	15,500 Fuel Charges
	11,000	7,000	(4,000) Training Seminars
	609,603	562,496	(47,107)
o	36,294	37,663	1,369 MD American Fire Hydrant Charges - rent paid for fire hydrants - 138 hydrants @ \$272.92
o	100,000	100,000	0 Unanticipated Maintenance - contingency for unexpected emergencies
o	12,000	0	(12,000) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	363,445	193,740	(169,705) Equipment

Normal Annual Purchases	\$193,740

Testing Gauge	13,300	Radio - Portable	2,400
Saws	3,000	Hydraulic Power Tools	2,570
Generators	3,000	Hex a Gram & Meters	141,600
Pumps	3,000	Leak Detection Equipment	8,070
Tampers	2,400	Two vehicle mounted sanitary	8,400
Radio - Mobile	6,000	sewer degreasers	

o	0	151,002	151,002	Fleet Management Rental	\$151,002

All vehicles now replaced under the new fleet management program through a yearly lease Vehicle Replacement Policy

	Trade-In Description	Vehicles' ID #	Annual Lease Cost	Total Annual Lease Cost	Index
2	Vans	#0536 & #0512	4,715	9,430	305210
1	1.5 ton Utility Truck	#0591	12,688	12,688	305210 & 306210
1	1 ton Utility Truck	#0567	8,512	8,512	305210 & 306210
3	3/4 ton Utility Trucks	#0569, #0592 & #0547	7,168	21,504	305210 & 306210
1	3/4 ton Pickup Truck	#0586	7,840	7,840	305210 & 306210
1	1/2 ton Pickup Truck	#0588	5,040	5,040	305210 & 306210
3	1/4 ton SUVs	#0540, #0572 & #0541	5,824	17,472	305210 & 306210
2	1/4 ton Pickup Trucks	#0545 & #0573	3,385	6,770	305210 & 306210
2	Compact Automobiles	#0522 & #0553	2,464	4,928	305210 & 306210
1	1 axle Dump Truck	#0519	17,220	17,220	305210 & 306210
1	Sewer Vac	#0502	29,120	29,120	306210
1	Compressor	#0597A	3,080	3,080	305210 & 306210
1	Utility Trailer	#0511A	902	902	305210 & 306210
1	ATV	#0516A	2,016	2,016	305210 & 306210
2	Lowboy Trailers	#0526A & #0558A	2,240	4,480	305210 & 306210
23				151,002	

o	100,000	100,000	0	Payments to Other Government Agencies - payment to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and as required by an inter-state agreement

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER MAINTENANCE

Index Nos. **305210**
306210

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,214	1.00	42,656	0.00	0
Administrative Assistant II	2.00	96,516	2.00	102,428	3.00	160,610 A
Administrative Specialist II	1.00	67,978	1.00	72,820	1.00	79,506
Chief Water & Sewer Facilities	1.00	95,036	1.00	100,820	1.00	111,172
Chief Water & Sewer Utility Technician	1.00	62,621	1.00	66,436	1.00	73,258
Computer Records Assistant	1.00	37,964	1.00	40,278	1.00	43,966
Drafting Technician Trainee	0.00	0	1.00	27,486	0.00	0
Superintendent of Water & Sewer Facilities	1.00	78,262	1.00	83,041	1.00	90,656
Supervisor, Meter Operations	1.00	72,542	1.00	77,705	1.00	85,691
Water & Sewer Facilities Maintenance Specialist	1.00	56,966	1.00	60,438	1.00	66,654
Water & Sewer Maintenance Supervisor	2.00	115,068	2.00	122,074	2.00	133,282
Water & Sewer Utility Crew Chief	6.00	310,239	6.00	298,521	6.00	321,938
Water & Sewer Utility Technician I	0.00	0	1.00	44,134	1.00	48,190
Water & Sewer Utility Technician II	1.00	54,632	1.00	58,530	1.00	63,904
Water & Sewer Utility Technician III	4.00	248,346	3.00	192,044	3.00	210,354
Water & Sewer Utility Worker I	4.00	126,766	8.00	267,438	9.00	313,050 B
Water & Sewer Utility Worker II	9.00	284,104	7.00	219,660	9.00	297,464 C
Water & Sewer Utility Worker III (Certified)	2.00	73,250	2.00	76,718	1.00	48,052
Water & Sewer Utility Worker III (Non Certified)	2.00	61,852	3.00	97,478	4.00	136,302 D
Water & Sewer Utility Worker IV	4.00	159,372	2.00	86,233	1.00	53,980
Water Meter Mechanic I	1.00	27,487	1.00	28,301	1.00	30,907
Water Meter Mechanic II	6.00	238,660	7.00	284,875	6.00	260,556
Water Meter Mechanic Trainee	1.00	25,152	0.00	0	1.00	50,528 E
Water Meter Technician I	2.00	93,194	2.00	98,893	2.00	107,961
Water Meter Technician II	1.00	50,003	1.00	53,046	1.00	57,909
TOTAL FULL-TIME SALARIES	55.00	2,476,224	57.00	2,602,053	58.00	2,845,890

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER MAINTENANCE

Index Nos. 305210
306210

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		50,593		35,644		59,488 F
SALARY TOTAL	55.00	2,526,817	57.00	2,637,697	58.00	2,905,378
OTHER PERSONAL SERVICES						
Pension & Retirement		208,793		216,585		268,894
Workers' Compensation		86,398		124,185		149,136
Health Benefits		540,789		590,433		522,321
OPEB		0		91,071		0
Overtime & Shift Differential		274,040		274,610		246,582
FICA		214,362		222,583		240,556
Miscellaneous		7,700		7,980		8,120
TOTAL OTHER PERSONAL SERVICES		1,332,082		1,527,447		1,435,609
TOTAL PERSONAL SERVICES	55.00	3,858,899 *	57.00	4,165,144	58.00	4,340,987

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Administrative Assistant I position upgraded to an Administrative Assistant II - #2511
- B - One (1) vacant Water / Sewer Utility Crew Chief position filled as a Water / Sewer Utility Worker I - #1024
 - One (1) vacant Drafting Technician Trainee position filled as a Water / Sewer Utility Worker I - #0164
 - One (1) Water / Sewer Utility Worker I position created in FY 09 due to workload - #3498
- C - One (1) vacant Water / Sewer Utility Worker III (certified) position filled as a Water / Sewer Utility Worker II - #1410
 - One (1) vacant Water / Sewer Utility Worker III position filled as a Water / Sewer Utility Worker II - #1652
 - Two (2) Water / Sewer Utility Worker I positions upgraded to Water / Sewer Utility Worker II positions - #1070 & #2516
- D - Two (2) Water / Sewer Utility Worker II positions upgraded to Water / Sewer Utility Worker III (non-certified) positions - #1502 & #2515
- E - One (1) vacant Water Meter Mechanic II filled as a Water Meter Mechanic Trainee - #1504
- F - Temporary Salaries provide for an Administrative Assistant, Laborer position added in FY 09 and summer hire

DPW - WATER & SEWER - WATER & SEWER MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide responsive, timely, economical and friendly service to our customers.

Department Objective:

To replace 1,500 touchpad meters a year with more efficient Electronic Receiver Transmitter (ERT) meters.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$397,801	\$410,051	\$434,659	\$435,035	\$474,188
Number of meter readers	5.3	5.3	5.3	5.3	5.3
<u>Output:</u>					
Total number of meters read per year	161,100	164,912	165,412	167,412	169,412
<u>Efficiency:</u>					
Meter readings per employee per year	30,396	31,115	31,210	31,587	31,964
Man hours spent per 100 meters read	2.78	2.71	2.71	2.67	2.64
<u>Outcome:</u>					
Percent of meters in system that are ERTs	38%	45%	49%	55%	62%

Explanation and Analysis of Performance Measures

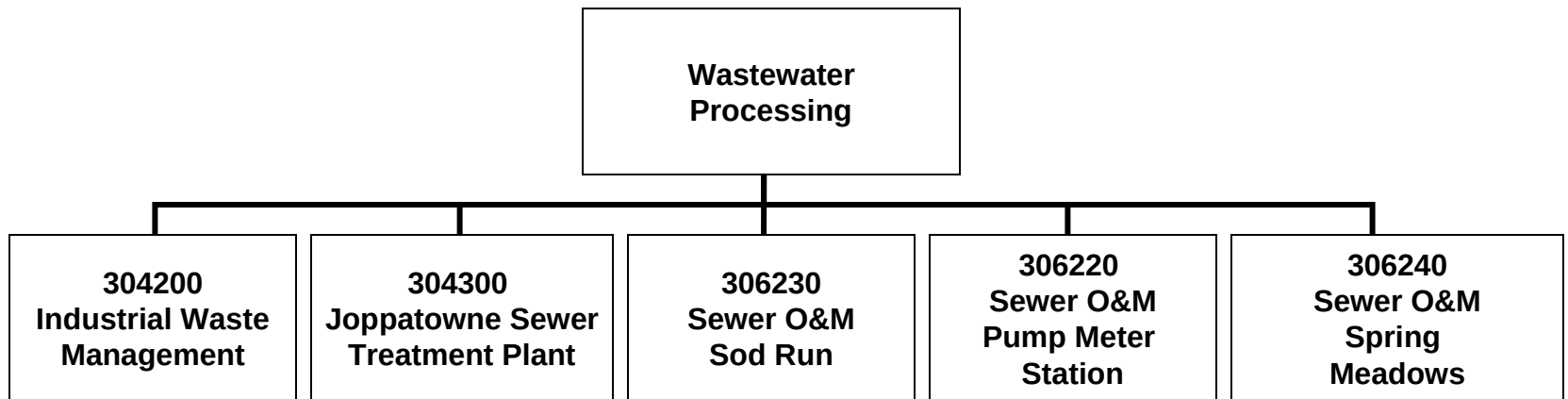
Implementation of ERT meters reduces costs, improves operations, improves reliability and improves the accuracy of the information and bills rendered, which leads to overall customer satisfaction.

Major Related Plans and Policies

Capital Improvements / Replacement Plan in place to replace existing touchpad meters.

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****ORIGIN/PURPOSE:**

Wastewater Processing is responsible for the treatment of industrial and domestic wastewater originating from the 42,000 plus customers of the County's sewer system as well as the wastewater from the Town of Bel Air and all the septic tank water generated in the County. We also regionally treat several water and wastewater plant sludges and residuals. Utilizing three County-owned plants, wastewater is processed to discharge a quality effluent that 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 about 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 '08 - '09 GOAL:

- 2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,975,375	4,398,200	4,877,754	5,073,354	5,073,354
20	CONTRACTUAL SERVICES	2,799,718	2,917,386	3,531,222	4,002,798	4,002,798
30	SUPPLIES & MATERIALS	823,800	804,471	1,145,185	1,123,350	1,123,350
40	BUSINESS & TRAVEL	212,171	213,273	237,497	224,632	224,632
50	CAPITAL OUTLAY	386,925	398,643	409,228	428,500	428,500
70	MISCELLANEOUS	28,773	31,546	32,700	32,200	32,200
80	INTER-GOVERNMENTAL / INTER-FUND	38,346	40,144	45,000	199,448	199,448
	GRAND TOTAL	8,265,108	8,803,663	10,278,586	11,084,282	11,084,282
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	8,265,108	8,803,663	10,278,586	11,084,282	11,084,282
<u>SUMMARY BY DIVISION:</u>						
304200	INDUSTRIAL WASTE MANAGEMENT	140,103	171,826	176,721	183,596	183,596
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	661,981	637,952	693,209	701,522	701,522
306220	SEWER O & M PUMP / METER STATIONS	1,642,475	2,093,281	2,219,729	2,384,872	2,384,872
306230	SEWER O & M SOD RUN	5,778,586	5,815,056	7,083,529	7,694,035	7,694,035
306240	SEWER O & M SPRING MEADOW	41,963	85,548	105,398	120,257	120,257
	GRAND TOTAL	8,265,108	8,803,663	10,278,586	11,084,282	11,084,282

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

The \$805,696 net increase in funding for Bureau of Water & Sewer Operations - Wastewater Processing is the result of:

	FY 08	FY 09	CHANGE	
o	3,067,738	3,035,117	(32,621)	Full Time Salaries
			8,988	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(41,609)	Staff Turnover (1.37%)
			<u>(32,621)</u>	
o		226,771	226,771	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		134,431	134,431	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	68,562	61,458	(7,104)	Temporary Salaries - funding for summer hires, part-time Management Specialist and W/WW Facility Mechanic
o	712,064	628,805	(83,259)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	107,370	0	(107,370)	Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	263,117	290,998	27,881	Pension / Retirement rate adjustments
o	157,195	165,376	8,181	Workers' Compensation rate adjustments
o	214,500	238,600	24,100	Overtime adjusted based on actual expense history
o	21,950	26,850	4,900	Shift Differential adjustments based on actual expense history
o	6,517	8,503	1,986	Office Equipment - increase due to Sod Run leasing a new copier at a higher cost
o	3,000	4,200	1,200	Heating Fuel (Gas) - under deregulation starting 6/07, paying PEPCO for supply and BGE for transmission

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	54,000	60,950	6,950 Telephone Service - increase due to new system and line configuration at Sod Run
o	578,100	624,200	46,100 Facility Repair & Renovation

Index	FY 08	FY 09	Change	Explanation
Pump Meter Stations	150,000	142,000	(8,000)	normal repairs increased based on actual expense history
Sod Run	405,600	408,200	2,600	normal repairs and rebuild 400 HP blowers
Spring Meadows	2,500	14,000	11,500	normal repairs, replace grating and handrails on outdoor surge tank and rebuild shredder pump
Joppatowne Sewer Treatment Plant	20,000	60,000	40,000	plant outfall line maintenance and rebuild plant's mechanical bar screen (\$25,000 one-time funding)
TOTALS	578,100	624,200	46,100	

o	25,000	175,000	150,000	Engineering Services - funding for design of soda ash feed system @ \$25,000; engineering study for additional sludge homogenation / screening improvements @ \$100,000 (one-time funding) and engineering consultant and service contract for all process control and SCADA systems @ \$50,000
o	21,000	22,050	1,050	Uniform Rental - rental and laundry of uniforms, new bid contract, September 2008
o	132,287	151,770	19,483	Operating Equipment - for various service contracts primarily chlorine system and grit / grease removal, adjusted based on actual contract costs
o	2,300	4,650	2,350	Uniforms - Purchase - purchased every two years, will purchase in FY 09
o	321,700	327,485	5,785	Equipment Repair Parts - increase based on cost increases

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing

INDEX: 304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	713,460	832,860	119,400 Other Professional Services

Index	FY 08	FY 09	Change	Explanation
Industrial Waste Management	3,100	2,600	(500)	lab analysis for MDE compliance
Joppatowne Sewer Treatment Plant	8,300	8,500	200	NPDES monitoring and BNR testing \$4,900, emergency pump outs at plants \$1,500 and transport of lab samples for analysis \$2,100
Pump Meter Stations	22,500	36,000	13,500	emergency pumping and cleanout of sewers in Southwest Facilities per actuals
Sod Run	677,660	783,860	106,200	30,000 contract to pump out Sod Run lagoon increased \$5,000 35,000 lab analysis for NPDES and sludge monitoring 618,860 the contract for handling biosolids increased \$1,200 based on actual expense history
Spring Meadows	1,900	1,900	0	100,000 new for FY 09 landfill disposal as needed emergency pumping and lab analysis for NPDES per actuals
TOTALS	713,460	832,860	119,400	

o	4,850	0	(4,850) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE		
o	2,808,566	2,896,795	88,229	Line items significantly adjusted, based on actual expense history:	
	FY 08	FY 09	Change		
	11,000	6,800	(4,200)	Vehicle & Operating Equipment	
	1,864,342	1,996,000	131,658	Electricity	
	36,000	39,500	3,500	Heating Fuel (Oil)	
	41,200	38,000	(3,200)	Grounds Maintenance	
	18,800	17,000	(1,800)	Other Contractual Services	
	16,750	14,625	(2,125)	Delivery Charges	
	8,550	6,425	(2,125)	Janitorial Supplies & Equipment	
	5,747	5,000	(747)	Ice and Bottled Water	
	1,700	700	(1,000)	Landscape & Grounds Materials	
	15,175	12,225	(2,950)	Small Tools	
	539,000	538,018	(982)	Chemicals in Bulk	
	54,100	34,600	(19,500)	Laboratory Supplies	
	31,100	31,700	600	Safety Equipment	
	2,000	1,400	(600)	Paint	
	76,000	84,800	8,800	Fuel Charges	
	58,000	55,800	(2,200)	Non-Targeted FVS Contract	
	5,002	3,902	(1,100)	Membership Fees & Dues	
	24,100	10,300	(13,800)	Training Seminars & Courses	
	<u>2,808,566</u>	<u>2,896,795</u>	<u>88,229</u>		
o	32,700	32,200	(500)	Payments to Other Government Agencies - sludge generation fees for	
		FY 08	FY 09	Change	
	Joppatowne	12,500	12,000	(500)	sludge generation per actuals
	Sod Run	20,000	20,000	0	fee paid to MDE
	Spring Meadows	200	200	0	
		<u>32,700</u>	<u>32,200</u>	<u>(500)</u>	
o	45,000	45,000	0	Other Intergovernmental - sewer fee for Swan Creek to Aberdeen WWTP	

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	409,228	428,500	19,272 Equipment

Normal Annual Purchases	\$428,500

W & S Plant Improvements	233,300	Testing Gauge	11,200
Electric Heaters	2,500	Flow Meter	12,000
Other Furniture & Fixtures	3,200	Pumps	103,000
Air Compressor	6,000	Other Equipment	10,000
Blowers	3,600	Radio - Portable	6,000
Laboratory Equipment	1,700	Tower, Antenna	500
Spreaders	6,000	Other	29,500

o	0	154,448	154,448

Fleet Management Rental	\$154,448

All vehicles now replaced under the new fleet management program through a yearly lease Vehicle Replacement Policy

	Description	Vehicles' ID #	Annual Lease Cost	Total Annual Lease Cost
1	1 ton Utility Truck	#0524	8,512	8,512
2	3/4 ton Utility Trucks	#0587 & #0554	7,168	14,336
1	1/2 ton pickup Truck	#0509	5,040	5,040
2	1/4 ton SUVs	#0540 & #0576	5,824	11,648
1	Tri-Axle Dump Truck	#0535	28,280	28,280
2	1 Axle Dump Trucks	#0583 & #0520	17,220	34,440
1	Brown Bear Sludge Aerator	#0599A	47,152	47,152
1	Flatbed Trailer	#0505A	5,040	5,040
11				154,448

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos.

304200

306220

306240

304300

306230

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WASTEWATER PROCESSING

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	82,078	2.00	87,110	2.00	95,107
Asst Superintendent of Plant Operations	1.00	74,619	1.00	79,934	1.00	88,144
Central Stores Manager	1.00	38,091	1.00	38,091	1.00	41,582
Chemist	0.50	22,592	0.50	23,267	0.50	27,192
Chief Water & Sewer Operations	0.80	81,462	0.70	75,628	0.70	83,393
Computer Resource Technician II	1.00	63,201	1.00	67,700	1.00	74,658
Electrician	0.70	35,317	0.70	37,462	0.70	40,903
Instrumentation Technician	1.00	48,569	1.00	51,503	1.00	56,229
Laboratory Assistant	2.00	64,528	1.00	33,743	1.00	33,677
Laboratory Technician	1.80	80,018	2.80	121,893	2.80	133,087
Management Assistant II	1.00	72,542	1.00	77,705	1.00	84,843
Plant Operations Manager	1.00	72,028	1.00	77,148	1.00	85,071
Plant Operator	9.00	386,019	9.00	409,651	9.00	423,403
Plant Operator Trainee I	3.00	80,082	3.00	82,483	3.00	89,179 A
Plant Operator Trainee II	1.00	29,950	1.00	31,771	1.00	34,678 B
Plant Superintendent W & S Facilities Maintenance	0.85	71,348	0.85	76,429	0.85	83,447
Plant Superintendent Water / Wastewater Operator	1.00	95,037	1.00	100,821	1.00	111,175
Pretreatment Inspector (GF)	1.00	58,680	1.00	62,258	1.00	67,969
Process Engineer	1.00	63,673	1.00	67,529	1.00	74,476
Senior Instrumentation Technician	0.70	37,462	0.70	39,741	0.70	43,398
Senior Plant Operator	8.00	431,479	8.00	457,742	8.00	483,630
Senior W/WW Facility Mechanic	0.00	0	0.00	0	0.85	47,795 C
Shift Supervisor	4.00	272,963	3.00	214,069	3.00	234,509
Superintendent of Laboratories	0.90	74,736	0.90	54,008	0.90	58,965
Water & Sewer Maintenance Supervisor	1.90	137,829	2.90	231,248	2.90	252,475
Water & Sewer Utility Worker III (Non Certified)	2.00	61,465	2.00	64,379	2.00	75,078

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos.

304200

306220

306240

304300

306230

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WASTEWATER PROCESSING

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Water / Wastewater Facility Mechanic Trainee	0.00	0	1.00	32,715	0.00	0
Water / Wastewater Facility Mechanic	8.70	384,623	7.70	371,710	7.85	402,770 D
TOTAL FULL-TIME SALARIES	56.85	2,920,391	56.75	3,067,738	56.75	3,326,833
TEMPORARY SALARIES		40,648		68,562		65,404 E
SALARY TOTAL	56.85	2,961,039	56.75	3,136,300	56.75	3,392,237
OTHER PERSONAL SERVICES						
Pension & Retirement		253,065		263,117		319,052
Workers' Compensation		104,910		157,195		181,297
Health Benefits		683,653		712,064		628,805
OPEB		0		107,370		0
Overtime & Shift Differential		239,900		236,450		265,450
FICA		244,609		257,243		278,498
Miscellaneous		7,959		8,015		8,015
TOTAL OTHER PERSONAL SERVICES		1,534,096		1,741,454		1,681,117
TOTAL PERSONAL SERVICES	56.85	4,495,135 *	56.75	4,877,754	56.75	5,073,354

*** FY 07 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Plant Operator Trainee II position filled as a Plant Operator Trainee I - #1491

B - One (1) Plant Operator Trainee I position upgraded to a Plant Operator Trainee II - #1412

C - One (1) W/WW Facility Mechanic position upgraded to a Senior W/WW Facility Mechanic - #2734

D - One (1) W/WW Facility Mechanic Trainee position upgraded to a W/WW Facility Mechanic - #1085

E - Temporary Salaries provide for a Facility Mechanic, Water & Sewer Management Specialist and summer hire

DPW - WATER & SEWER - WASTEWATER PROCESSING

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide responsive, timely, economical and friendly service to our customers.

Department Objective

To manage the wastewater treatment system so that changes in treatment cost are in line with changes in the Producer Price Index (PPI - US Bureau of Labor Statistics).

County Goal(s) Supported

III. Efficient County Government

V. Environmental Stewardship

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Expenditures for wastewater treatment	\$6,084,919	\$6,482,530	\$6,538,554	\$7,330,386	\$7,330,386
Producer Price Index	151.7	159.10	162.51	172 (est.)	180 (est)
<u>Output:</u>					
Million of gallons of wastewater treated	4,743	4,689	4,917	4,504	4,800
<u>Efficiency:</u>					
Cost per million gallons treated	\$1,283	\$1,383	\$1,329	\$1,628	\$1,527
<u>Service Quality:</u>					
Percentage removed beyond permit					
Total Suspended Solids (TTS)	84%	81%	89%	80%	80%
Biological Oxygen Demand (BOD)	86%	77%	84%	80%	80%
Total Phosphorus (TP)	56%	44%	61%	55%	55%
Total Nitrogen (TKN)	6%	11%	25%	5%	5%
<u>Outcome:</u>					
Percent change in treatment cost from base year (2002 cost = \$1,207)	6%	15%	10%	35%	32%
Percent change in PPI from base year (2002 PPI = 138.9)	9%	15%	17%	32%	26%

Explanation and Analysis of Performance Measures

Wastewater Processing seeks to maintain service costs that grow at a slower rate than the PPI while providing Harford County rate payers and customers with a quality service at a reasonable price.

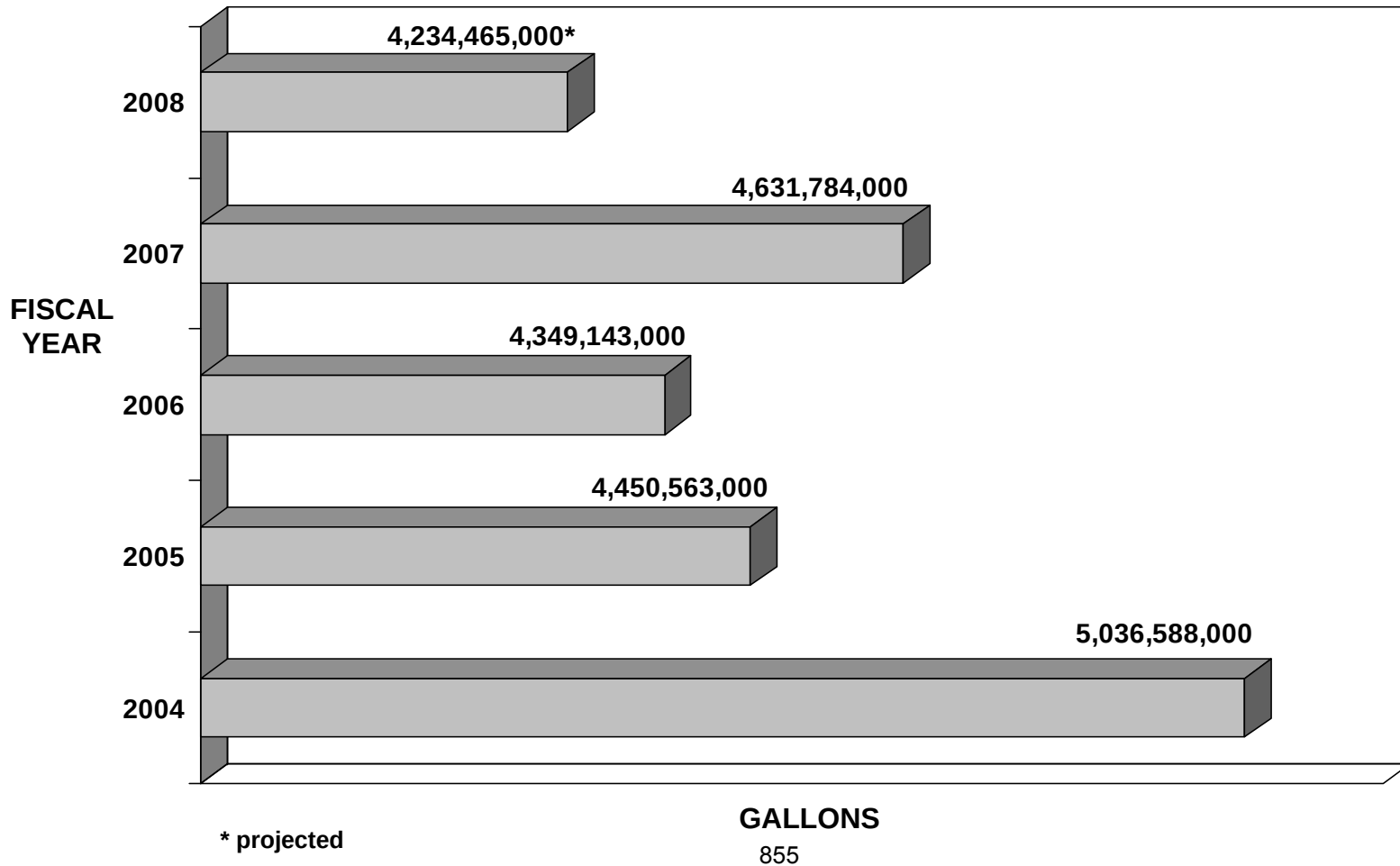
Major Related Plans and Policies

Upgrades and improvements to plants and treatment processes occur on an on-going basis.

Water & Sewer

Sod Run Wastewater Treatment Plant

Total Gallons of Treated Flow

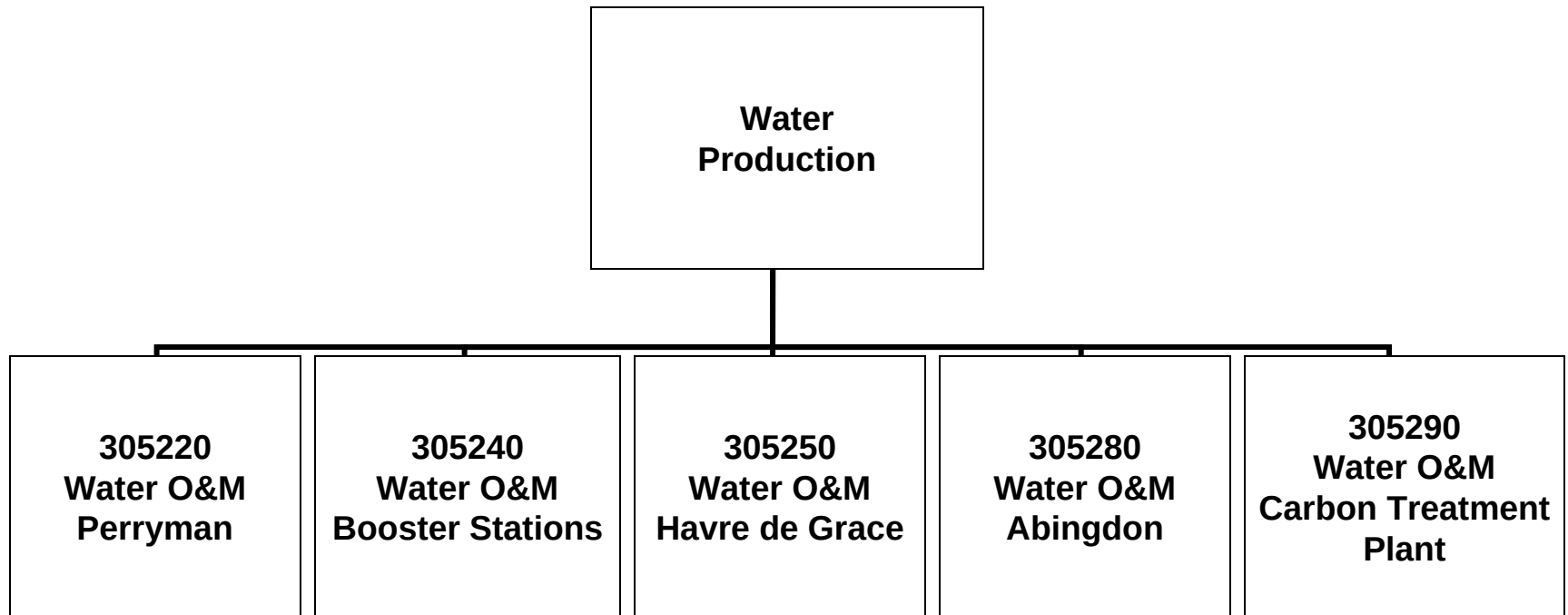




Abingdon Water Treatment Plant

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****ORIGIN/PURPOSE:**

The Water Production Section provides safe and potable water to over 42,000 people on the County's water system. The section utilizes three County-owned treatment plants, 11 booster stations and 13 water towers to process and deliver water. The County also can provide water, through appropriate agreements, to the other smaller utilities as required. The County also purchases water from the City of Havre de Grace. 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 '08 - '09 GOAL:

1 TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,015,800	2,299,680	2,644,519	2,769,647	2,769,647
20	CONTRACTUAL SERVICES	1,185,090	1,769,686	1,890,658	1,879,903	1,879,903
30	SUPPLIES & MATERIALS	415,975	525,373	786,090	787,658	787,658
40	BUSINESS & TRAVEL	42,061	33,618	46,175	38,990	38,990
50	CAPITAL OUTLAY	183,854	193,969	205,650	179,178	179,178
80	INTER-GOVERNMENTAL / INTER-FUND	560,000	696,000	700,000	576,000	576,000
	GRAND TOTAL	4,402,780	5,518,326	6,273,092	6,231,376	6,231,376
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	4,402,780	5,518,326	6,273,092	6,231,376	6,231,376
	GRAND TOTAL	4,402,780	5,518,326	6,273,092	6,231,376	6,231,376
	<u>SUMMARY BY DIVISION:</u>					
305220	WATER O & M PERRYMAN	529,374	642,260	762,497	749,239	749,239
305240	WATER O & M LONG BOOSTER STATIONS	299,671	484,733	469,934	471,968	471,968
305250	WATER O & M HAVRE DE GRACE	913,542	1,189,242	1,267,085	1,137,487	1,137,487
305280	WATER O & M ABINGDON	2,647,836	3,189,987	3,758,246	3,854,932	3,854,932
305290	WATER O & M CARBON TREATMENT PLANT	12,357	12,104	15,330	17,750	17,750
	GRAND TOTAL	4,402,780	5,518,326	6,273,092	6,231,376	6,231,376

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

The (\$41,716) net decrease in funding for Bureau of Water & Sewer Operations - Water Production is the result of:

	FY 08	FY 09	CHANGE
o	1,693,938	1,676,503	(17,435) Full Time Salaries
			3,550 Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(20,985) Staff Turnover (1.25%)
			<u>(17,435)</u>
o		125,308	125,308 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		72,122	72,122 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	17,611	18,122	511 Temporary Salaries - Summer hire and Water & Sewer Management Specialist to coordinate OSHA mandated safety training and perform other special management projects
o	139,648	155,355	15,707 Pension / Retirement rate adjustments
o	84,282	89,766	5,484 Workers' Compensation rate adjustment
o	365,267	336,697	(28,570) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	59,287	0	(59,287) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	112,300	121,300	9,000 Overtime adjusted based on actual expense history
o	26,500	28,850	2,350 Shift Differential - adjusted based on actual expense history
o	7,770	450	(7,320) General Office Mailing - mailing of EPA mandated consumer confidence reports to all Harford County water customers will now be done as a bill stuffer with the quarterly water bills

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Operations - Water Production

INDEX: 305220, 305240, 305250, 305280, 305290

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	1,265	2,570	1,305 Uniforms - Purchase - coats, sweatshirts, winter wear purchased every two years, will purchase in FY 09
o	488,680	511,333	22,653 Chemicals in Bulk - contract will be rebid for FY 09, projecting a 10% price increase and a 5% increase in usage
o	300,500	273,100	(27,400) County Facility Repair & Renovation - regular repairs, replacements and repairs to chlorinator, pumps, filters, water heaters, painting and gutters, etc. based on actuals for routine repairs

Index	FY 08	FY 09	Change
Perryman	10,000	10,000	0
Booster Station	45,000	53,600	8,600
Havre de Grace	97,000	80,000	(17,000)
Abingdon	148,000	129,000	(19,000)
Carbon Treatment Plant	500	500	0
TOTALS	300,500	273,100	(27,400)

o	144,000	162,000	18,000 Other Professional Services :

Index	FY 08	FY 09	Change	Explanation
Perryman	25,000	23,000	(2,000)	contract lab services for monitoring drinking water quality
Booster Station	1,000	1,000	0	contract lab services for monitoring drinking water quality
Havre de Grace	60,000	88,000	28,000	transporting plant residuals to the Sod Run Lagoon and lab service, new for FY 09 is share of Sod Run lagoon pumpout
Abingdon	48,000	40,000	(8,000)	contract lab testing of water samples
Carbon Treatment Plant	10,000	10,000	0	lab analysis
TOTALS	144,000	162,000	18,000	

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Operations - Water Production

INDEX: 305220, 305240, 305250, 305280, 305290

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	145,000	140,000	(5,000)	Utility Water & Sewer Purchase:
				FY 08
				120,000
				FY 09
				120,000
				Change
				0
				raw water purchased from Baltimore City and delivered through the Big Inch
				25,000
				20,000
				(5,000)
				monthly payments to the City of Havre de Grace for treating recycled water from the County's water plant
				<u>145,000</u>
				<u>140,000</u>
				<u>(5,000)</u>
o	1,242,745	1,236,925	(5,820)	Line items significantly adjusted, based on actual expense history:
				FY 08
				1,148,550
				FY 09
				1,147,400
				Change
				(1,150) Electricity
				25,400
				28,500
				3,100 Heating Fuel (Oil)
				22,500
				23,900
				1,400 Telephone Service
				3,600
				3,050
				(550) General Office Supplies
				7,720
				6,000
				(1,720) Delivery Charges
				1,300
				800
				(500) Building Supplies
				1,200
				775
				(425) Oil & Lubricants
				400
				100
				(300) Other Supplies & Materials
				16,000
				14,000
				(2,000) County Owned Vehicles
				7,300
				5,000
				(2,300) Non-Targeted Charges - FVS
				8,775
				7,400
				(1,375) Training Seminars, Courses
				<u>1,242,745</u>
				<u>1,236,925</u>
				<u>(5,820)</u>
o	1,500	0	(1,500)	In-House Training - funding reallocated to Human Resources - Personnel Matters for better control

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	107,900	96,200	(11,700) Equipment Repair Parts - decrease based on actual expense history for repair parts, etc.

Index	FY 08	FY 09	Change
Perryman	14,600	9,000	(5,600)
Booster Station	17,800	12,000	(5,800)
Havre de Grace	15,000	15,000	0
Abingdon	60,000	60,000	0
Carbon Treatment Plant	500	200	(300)
TOTALS	107,900	96,200	(11,700)

o	205,650	179,178	(26,472) Equipment

Normal Annual Purchases	\$179,178

30,000	wells & well development
10,000	plant improvements - security improvements as recommended through an EPA funded security study
11,100	electronic process control equipment - replacement of control units for water SCADA system and SCADA electronic equipment
5,250	electric heaters
30,150	pumps
7,200	flow meter
3,000	laboratory equipment
81,478	other equipment - transducers, analyzer controllers, PH electrodes, pen chart recorders, electric actuator, clarifier screen, vacuum regulator, butterfly valves, and compressor
1,000	radio replacement for water SCADA system

o	700,000	576,000	(124,000) Other Intergovernmental Payments to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations. The County purchases 1 MGD of water from the City. FY 09 payment will be \$48,000 / month

DIVISION STAFF SUMMARY

**Index Nos. 305220
305240
305280**

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WATER PRODUCTION

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	39,228	1.00	41,626	1.00	45,442
Asst Superintendent of Plant Operations	1.00	74,619	1.00	79,933	1.00	88,144
Central Stores Coordinator	1.00	32,672	1.00	34,664	1.00	37,857
Chemist	0.50	22,591	0.50	23,267	0.50	27,192
Chief Water & Sewer Operations	0.20	20,366	0.30	32,412	0.30	35,740
Computer Resource Technician I	1.00	51,503	0.00	0	0.00	0
Computer Resource Technician II	0.00	0	1.00	65,107	1.00	71,792
Electrician	0.30	15,136	0.30	16,055	0.30	17,529
Laboratory Assistant	0.00	0	1.00	30,851	1.00	33,677
Laboratory Technician	1.20	48,118	1.20	51,061	1.20	55,743
Plant Operator	10.00	429,702	11.00	492,969	11.00	539,379
Plant Operator Trainee I	0.00	0	2.00	54,181	2.00	58,273 A
Plant Operator Trainee II	5.00	173,278	2.00	80,426	2.00	84,638 B
Plant Superintendent W & S Facilities Maintenance	0.15	12,591	0.15	13,488	0.15	14,726
Plant Superintendent Water/Wastewater Operations	1.00	97,885	1.00	103,842	1.00	114,500
Process Engineer	1.00	53,302	1.00	78,261	1.00	86,310
Senior Instrument Technician	0.30	16,055	0.30	17,032	0.30	18,599
Senior Plant Operator	4.00	191,596	2.00	121,881	2.00	119,347
Senior W/WW Facility Mechanic	0.00	0	0.00	0	1.15	68,092 C
Shift Supervisor	3.00	165,436	3.00	178,889	3.00	195,323
Superintendent of Laboratories	0.10	8,304	0.10	6,001	0.10	6,552
Water & Sewer Maintenance Supervisor	0.10	7,254	0.10	8,081	0.10	8,822
Water/Wastewater Facility Mechanic	2.30	121,093	2.30	129,076	1.15	75,887
Water/Wastewater Facility Mechanic Trainee	0.00	0	1.00	34,835	1.00	33,678
TOTAL FULL-TIME SALARIES	33.15	1,580,729	33.25	1,693,938	33.25	1,837,242
TEMPORARY SALARIES		4,080		17,611		19,786 D
SALARY TOTAL	33.15	1,584,809	33.25	1,711,549	33.25	1,857,028

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos. 305220
305240
305280

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WATER PRODUCTION

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		131,269		139,648		170,261
Workers' Compensation		57,243		84,282		98,332
Health Benefits		334,762		365,267		336,697
OPEB		0		59,287		0
Overtime & Shift Differential		135,580		138,800		150,150
FICA		131,745		140,961		152,454
Miscellaneous		4,641		4,725		4,725
TOTAL OTHER PERSONAL SERVICES		795,240		932,970		912,619
TOTAL PERSONAL SERVICES	33.15	2,380,049 *	33.25	2,644,519	33.25	2,769,647

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Plant Operator Trainee II position filled as a Plant Operator Trainee I - #0523

B - One (1) Plant Operator Trainee I position upgraded to a Plant Operator Trainee II - #1936

C - Two (2) W/WW Facility Mechanic positions upgraded to Senior W/WW Facility Mechanic positions - #2010 & #2734

D - Temporary Salaries provide for a part-time Water & Sewer Management Specialist

DPW - WATER & SEWER - WATER PRODUCTION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide clean, affordable water to our customers.

Department Objective

To significantly outperform federal and state water quality standards.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Expenditures for water production	\$4,255,265	\$4,402,780	\$5,939,507	\$6,273,092	\$6,231,376
Full-time staff assigned	33.15	33.15	33.25	33.25	33.25
<u>Output:</u>					
Millions of gallons of water produced	4,094	4,036	4,374	4,168	4,168
<u>Efficiency:</u>					
Cost per million gallons produced	\$1,039	\$1,091	\$1,358	\$1,505	\$1,495
<u>Service Quality:</u>					
Federal and state goal for water turbidity	<0.3 ntu	<0.3 ntu	<0.3 ntu	<0.3 ntu	<0.3 ntu
Harford County goal for water turbidity	<0.1 ntu	<0.1 ntu	<0.1 ntu	<0.1 ntu	<0.1 ntu
Harford County goal for chlorine level	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l
<u>Outcome:</u>					
Average water turbidity	0.037 ntu	0.037 ntu	0.040 ntu	<0.1 ntu	<0.1 ntu
Number of days when turbidity failed to meet standard	0	0	0	0	0
Average chlorine level	1.8 mg/l	1.8 mg/l	1.7 mg/l	<4.0 mg/l	<4.0 mg/l
Number of days when chlorine content failed to meet standard	0	0	0	0	0

Explanation and Analysis of Performance Measures

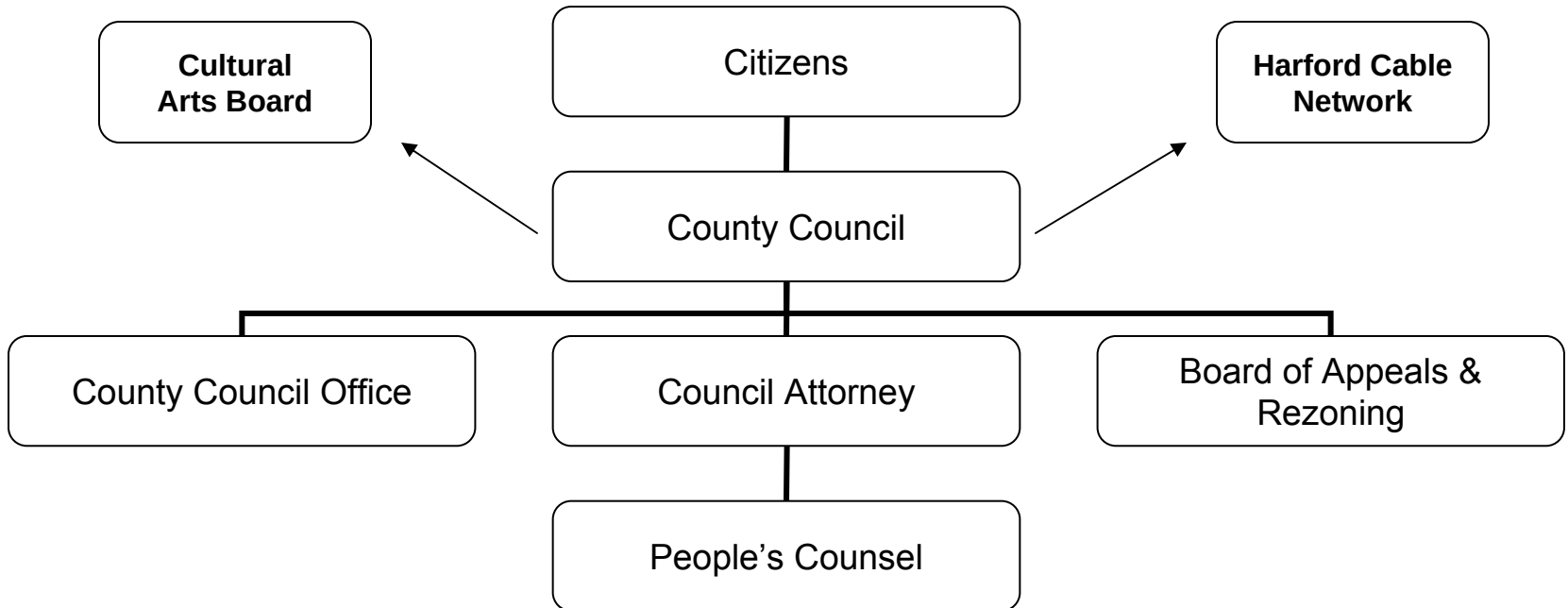
Turbidity is a measure of the "cloudiness" or level of suspended matter in a sample of water. Turbidity is measured in Nephelometric Turbidity Units. Chlorine levels are measured in milligrams per liter of water. Harford County seeks to supply water that is significantly cleaner than federal and state regulations require.

Major Related Plans and Policies

Upgrades and improvements to plants and treatment processes occur on an on-going basis.

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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 as the Board of Health and Board of Appeals. The Council has oversight of the Zoning Hearing Examiners, People's Counsel, People's Counsel Citizens Advisory Board, Harford Cable Network, and Cultural Arts Board.

The County Council Department consists of five divisions: Council Office, Board of Appeals, People's Counsel, Harford Cable Network, and Cultural Arts Board.

MISSION STATEMENT:

TO PROVIDE CONSTITUENT AND LEGISLATIVE SERVICES TO THE CITIZENS OF HARFORD COUNTY IN A TIMELY, EFFICIENT AND COST EFFECTIVE MANNER

FY '08 - '09 KEY GOALS:

- 1 TO ADHERE TO CHARTER AND CODE REQUIREMENTS IN THE OPERATION OF THE DEPARTMENT AND ITS DIVISIONS
- 2 TO PROMOTE EFFECTIVE COMMUNICATIONS WITH THE CITIZENS ABOUT THE COUNCIL AND ITS DIVISIONS
- 3 TO EFFICIENTLY PROVIDE STAFF SUPPORT AND RESOURCES FOR ASSISTANCE TO COUNCIL MEMBERS, CONTRACTUAL STAFF, DIVISIONS AND THE PUBLIC
- 4 TO ENHANCE THE USE OF TECHNOLOGY IN ORDER TO BE MORE EFFICIENT AND COST EFFECTIVE
- 5 TO PROVIDE A SMOOTH TRANSITION FOR THE NEW COUNCIL AFTER THE GENERAL ELECTION

COUNTY COUNCIL

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	987,129	1,075,397	1,499,767	1,485,763	1,485,763
20	CONTRACTUAL SERVICES	533,683	547,024	663,674	713,304	713,304
30	SUPPLIES & MATERIALS	21,964	26,108	29,440	42,430	42,430
40	BUSINESS & TRAVEL	20,971	25,367	31,980	39,980	39,980
50	CAPITAL OUTLAY	42,341	60,846	134,840	37,028	37,028
70	MISCELLANEOUS	14,395	12,612	45,000	45,000	45,000
	GRAND TOTAL	<u>1,620,483</u>	<u>1,747,354</u>	<u>2,404,701</u>	<u>2,363,505</u>	<u>2,363,505</u>

SUMMARY BY FUND:

11	GENERAL	<u>1,620,483</u>	<u>1,747,354</u>	<u>2,404,701</u>	<u>2,363,505</u>	<u>2,363,505</u>
	GRAND TOTAL	<u>1,620,483</u>	<u>1,747,354</u>	<u>2,404,701</u>	<u>2,363,505</u>	<u>2,363,505</u>

SUMMARY BY DIVISION:

401000	COUNTY COUNCIL OFFICE	855,282	923,432	1,282,016	1,260,175	1,260,175
404000	BOARD OF APPEALS & REZONING	129,328	154,506	185,030	189,207	189,207
405000	PEOPLE'S COUNSEL	64,456	35,334	72,408	73,058	73,058
406000	HARFORD CABLE NETWORK	528,000	586,351	759,732	736,966	736,966
407000	CULTURAL ARTS BOARD	43,417	47,731	105,515	104,099	104,099
	GRAND TOTAL	<u>1,620,483</u>	<u>1,747,354</u>	<u>2,404,701</u>	<u>2,363,505</u>	<u>2,363,505</u>

COUNTY COUNCIL

FINANCIAL NOTES:

The (\$41,196) net decrease in funding for County Council is the result of:

	FY 08	FY 09	CHANGE
o		60,006	60,006 FY 09 Wage Package of a Merit + 3% COLA for eligible staff
o		25,572	25,572 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	960,132	872,961	(87,171) Full Time Salaries
			(8,526) Staff Turnover - Legislative Drafter filled at lower step/grade (.98%)
			(78,645) Offset - per Council request the Council Auditor position #3414 to remain unfunded for FY 09
			<u>(87,171)</u>
o		108,772	108,772 Created two Broadcast Technician positions from converted temporary funded positions for Harford Cable Network (HCN)
			# of Positions Salary Fringes Total
			2.0 66,230 42,542 108,772
o	34,945	0	(34,945) Temporary Salaries - decreased due to conversion of two temporary positions to permanent
o	12,541	19,552	7,011 Worker's Compensation rate adjustment
o	241,416	198,875	(42,541) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	82,307	81,175	(1,132) Pension / Retirement rate adjustments
o	35,345	0	(35,345) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	79,926	70,234	(9,692) FICA adjustment
o	90,000	150,000	60,000 Financial Audit - Council Office Annual County Audit - represents General Fund share of audit @ \$105,000; and a contractual Council Auditor added for FY 09 @ \$45,000

COUNTY COUNCIL

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	587,733	593,503	5,770	Line items significantly adjusted, based on actual expense history and County Council's request:
	FY 08	FY 09	Change	
	18,550	22,100	3,550	Telephone Services
	57,000	59,500	2,500	Legal Notice
	8,000	11,500	3,500	Other Advertising
	171,058	176,458	5,400	Legal Services
	264,510	231,140	(33,370)	Other Professional Services
	20,000	22,500	2,500	Communication Service
	5,325	9,015	3,690	Data Processing Software
	5,120	12,120	7,000	General Office Supplies
	10,720	13,220	2,500	Printing Commercial
	4,150	6,150	2,000	Audio Visual Supplies
	10,300	9,300	(1,000)	Mileage
	3,500	6,500	3,000	Meals
	2,500	5,500	3,000	Training, Seminars & Courses
	7,000	8,500	1,500	Lodging
	<u>587,733</u>	<u>593,503</u>	<u>5,770</u>	
o	99,840	37,028	(62,812)	Audio Visual Supplies - HCN purchase of production equipment as needed
o	35,000	0	(35,000)	Utility Vehicle - no vehicle replacements are recommended for FY 09
o	20,000	20,000	0	Grants & Contributions - Cultural Arts Grant

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	34,664	2.00	72,499	2.00	79,167
Administrative Assistant II	3.00	78,605	3.00	118,197	3.00	128,435
Administrative Specialist I	1.00	51,503	0.00	0	0.00	0
Broadcast Technician	0.00	0	0.00	0	2.00	66,228
Council Administrator	1.00	62,836	1.00	66,693	1.00	72,807
Council Auditor	0.00	0	1.00	78,648	1.00	0
Council Members	6.00	192,324	6.00	197,208	6.00	205,254
Executive Director, HCN	1.00	73,784	1.00	78,262	1.00	85,455
Legislative Drafter	1.00	49,339	1.00	76,847	1.00	74,577
Management Analyst	1.00	55,659	1.00	59,045	1.00	65,117
President of the Council	1.00	35,156	1.00	36,049	1.00	37,519
Producer Manager, HCN	1.00	74,619	1.00	79,933	1.00	87,272
Senior Assistant Council Attorney	1.00	88,524	1.00	96,751	1.00	105,622
TOTAL FULL-TIME SALARIES	18.00	797,013	19.00	960,132	21.00	1,007,453
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	0.50	23,770	1.00	49,715	1.00	49,501
Zoning Hearing Examiner	0.50	0	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	1.00	23,770	1.00	49,715	1.00	49,501
TEMPORARY SALARIES		31,616		34,945		0
SALARY TOTAL	19.00	852,399	20.00	1,044,792	22.00	1,056,954

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		70,241		82,307		93,785
Workers' Compensation		12,232		12,541		23,776
Health Benefits		153,444		241,416		227,037
OPEB		0		35,345		0
Overtime		2,500		500		500
FICA		62,980		79,926		80,631
Miscellaneous		2,520		2,940		3,080
TOTAL OTHER PERSONAL SERVICES		303,917		454,975		428,809
TOTAL PERSONAL SERVICES	19.00	1,156,316	20.00	1,499,767	22.00	1,485,763

*FY 07 Salaries and Other Personal Services are Enacted not Audited Amounts

DEPARTMENT: COUNTY COUNCIL

DIVISION: 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 provide 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, Harford Cable Network Board, and Cultural Arts Board.

FY '08 - '09 OBJECTIVES:

- o To legislate on behalf of the citizens of Harford County
- o To comply with all Charter and Code requirements for legislative sessions, public hearings and other Council-related activities
- o To promote effective communications with the citizens in order to keep the public informed about Council issues
- o To improve staff efficiencies and the uses of resources
- o To enhance the use of technology for Council members and staff
- o To provide a smooth transition for the new Council after the General Election

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	633,961	679,198	1,018,341	921,080	921,080
20	CONTRACTUAL SERVICES	182,315	190,205	198,075	256,295	256,295
30	SUPPLIES & MATERIALS	15,085	14,316	16,650	26,850	26,850
40	BUSINESS & TRAVEL	15,125	20,169	23,950	30,950	30,950
50	CAPITAL OUTLAY	8,796	19,544	0	0	0
70	MISCELLANEOUS	0	0	25,000	25,000	25,000
	GRAND TOTAL	855,282	923,432	1,282,016	1,260,175	1,260,175
	<u>FUNDING SOURCE:</u>					
11	GENERAL	855,282	923,432	1,282,016	1,260,175	1,260,175

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

The (\$21,841) net decrease in funding for County Council Office is the result of:

	FY 08	FY 09	CHANGE
o		37,882	37,882 FY 09 Wage Package of a Merit + 3% COLA for eligible staff
o		14,076	14,076 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	706,107	618,911	(87,196) Full-Time Salaries
			(8,551) Turnover (1.38%)
			(78,645) Offset - per Council request, Council Auditor position #0314 unfunded for FY 09
			<u>(87,196)</u>
o	171,170	135,233	(35,937) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage.
o	54,734	53,740	(994) Pension / Retirement rate adjustments
o	5,499	11,931	6,432 Workers' Compensation rate adjustments
o	24,714	0	(24,714) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	54,017	47,347	(6,670) FICA adjustment
o	90,000	150,000	60,000 Financial Audit - Annual County Audit - represents General Fund share of audit @ \$105,000 and a contractual added for a Council Auditor @ \$45,000

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	122,025	145,215	23,190	Line items significantly adjusted, based on actual expense history and per County Council's request
	FY 08	FY 09	Change	
	35,000	37,500	2,500	Legal Notice
	3,000	6,000	3,000	Meals
	42,000	44,100	2,100	Legal Services
	3,000	10,000	7,000	General Office Supplies
	10,000	12,500	2,500	Printing - Commerical
	6,700	8,000	1,300	Office Equipment Service
	5,325	6,615	1,290	Data Processing Software
	7,000	8,500	1,500	Lodging
	2,000	5,000	3,000	Training, Seminars, and Courses
	8,000	7,000	(1,000)	Mileage
	<u>122,025</u>	<u>145,215</u>	<u>23,190</u>	
o	25,000	25,000	0	Litigation Expense - funding based on County Council's request
o	10,400	880	(9,520)	Other Professional Services - adjusted per Council request to eliminate one time funds for a study on seat belt usage on school buses

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: COUNTY COUNCIL OFFICE

Index No. 401000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	35,714	1.00	38,992
Administrative Assistant II	3.00	78,605	3.00	118,197	3.00	128,435
Administrative Specialist I	1.00	51,503	0.00	0	0.00	0
Council Administrator	1.00	62,836	1.00	66,693	1.00	72,807
Council Auditor	0.00	0	1.00	78,648	1.00	0 A
Council Member	6.00	192,324	6.00	197,208	6.00	205,254
Legislative Drafter	1.00	49,339	1.00	76,847	1.00	74,577
President of the Council	1.00	35,156	1.00	36,049	1.00	37,520
Senior Council Attorney	1.00	88,524	1.00	96,751	1.00	105,622
TOTAL FULL-TIME SALARIES	14.00	558,287	15.00	706,107	15.00	663,207
OTHER PERSONAL SERVICES						
Pension & Retirement		46,003		54,734		57,679
Workers' Compensation		7,550		5,499		12,491
Health Benefits		114,532		171,170		135,233
OPEB		0		24,714		0
Overtime		2,000		0		0
FICA		42,862		54,017		50,510
Miscellaneous		1,820		2,100		1,960
TOTAL OTHER PERSONAL SERVICES		214,767		312,234		257,873
TOTAL PERSONAL SERVICES	14.00	773,054	15.00	1,018,341	15.00	921,080

*FY 07 Salaries and Other Personal Services are Enacted not Audited Amounts

A - Per the County Council's request the Council Auditor position #3414 is unfunded for FY 09

DEPARTMENT: COUNTY COUNCIL

DIVISION: 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 '08 - '09 OBJECTIVES:

- o To comply with all Charter and Code requirements for the Board of Appeals activities
- o To make decisions consistent with land use and zoning laws
- o To continue to schedule, hear, and issue final decisions in zoning cases within a timely manner
- o To promote effective communications with the citizens to keep the public informed of zoning cases
- o To utilize staff, technology, and resources to effectively operate the Zoning Hearing Examiner's Office

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	70,401	76,204	83,665	88,542	88,542
20	CONTRACTUAL SERVICES	58,049	76,458	99,000	97,800	97,800
30	SUPPLIES & MATERIALS	721	1,426	1,540	2,040	2,040
40	BUSINESS & TRAVEL	157	418	825	825	825
	GRAND TOTAL	129,328	154,506	185,030	189,207	189,207
	<u>FUNDING SOURCE:</u>					
11	GENERAL	129,328	154,506	185,030	189,207	189,207

DEPARTMENT: COUNTY COUNCIL

DIVISION: Board of Appeals and Rezoning

INDEX: 404000

FINANCIAL NOTES:

The \$4,177 net increase in funding for Board of Appeals and Rezoning is the result of:

	FY 08	FY 09	CHANGE
o		4,320	4,320 FY 09 Wage Package of a Merit + 3% COLA for eligible staff
o		2,790	2,790 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	4,800	5,415	615 Pension / Retirement rate adjustments
o	12,383	11,579	(804) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	2,067	0	(2,067) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund.
o	1,100	1,600	500 General Office Mailing - adjusted per Council's request based on actual expense history
o	66,000	69,300	3,300 Legal Services - Zoning Hearing Examiner contract funded as requested by Council
o	11,000	6,500	(4,500) Other Professional Services - decrease based on actual expense history and County Council request

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: BOARD OF APPEALS AND REZONING

Index No. 404000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Management Analyst	1.00	55,659	1.00	59,045	1.00	65,117
TOTAL FULL-TIME SALARIES	1.00	55,659	1.00	59,045	1.00	65,117
PART-TIME SALARIES						
Zoning Hearing Examiner	0.50	0	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.50	0	0.00	0	0.00	0
SALARY TOTAL	1.50	55,659	1.00	59,045	1.00	65,117
OTHER PERSONAL SERVICES						
Pension		4,586		4,800		5,971
Workers' Compensation		134		213		254
Health Benefits		11,823		12,383		11,579
OPEB		0		2,067		0
Overtime		500		500		500
FICA		4,295		4,517		4,981
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		21,478		24,620		23,425
TOTAL PERSONAL SERVICES	1.50	77,137	1.00	83,665	1.00	88,542

*FY 07 Salaries and Other Personal Services are Enacted not Audited Amounts

DEPARTMENT: COUNTY COUNCIL

DIVISION: People's Counsel

INDEX: 405000

ORIGIN/PURPOSE:

By Charter Section 224 and Bill No. 76-103, the Office of People's Counsel 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 '08 - '09 OBJECTIVES:

- o To comply with all Charter and Code requirements for People's Counsel and Zoning Board of Appeals activities
- o To continue to represent the interests of the public by working closely with the People's Counsel Citizens Advisory Board
- o To utilize staff, technology, and resources to effectively operate the People's Counsel Office

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	64,294	35,334	72,408	73,058	73,058
30	SUPPLIES & MATERIALS	5	0	0	0	0
40	BUSINESS & SUPPLIES	157	0	0	0	0
	GRAND TOTAL	64,456	35,334	72,408	73,058	73,058
<u>FUNDING SOURCE:</u>						
11	GENERAL	64,456	35,334	72,408	73,058	73,058

FINANCIAL NOTES:

The \$650 net increase in funding for People's Counsel is the result of:

	FY 08	FY 09	CHANGE
o	9,350	10,000	650 Other Professional Services - increase per County Council request

DEPARTMENT: COUNTY COUNCIL

DIVISION: 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 '08 - '09 OBJECTIVES:

- o To significantly expand the programming and services provided by HCN, especially local programming
- o To upgrade technical equipment to enhance the quality of HCN programs and make HCN digitally-compatible
- o To continue to work with the HCN Board and the County Council to ensure that the new facility meets the future needs of the growing population for public, education and government information

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	256,350	291,670	322,171	404,357	404,357
20	CONTRACTUAL SERVICES	228,111	239,719	287,091	276,651	276,651
30	SUPPLIES & MATERIALS	5,389	9,864	9,800	12,100	12,100
40	BUSINESS & TRAVEL	4,605	3,796	5,830	6,830	6,830
50	CAPITAL OUTLAY	33,545	41,302	134,840	37,028	37,028
	GRAND TOTAL	528,000	586,351	759,732	736,966	736,966
<u>FUNDING SOURCE:</u>						
11	GENERAL	528,000	586,351	759,732	736,966	736,966

DEPARTMENT: COUNTY COUNCIL**DIVISION: Harford Cable Network (HCN)****INDEX: 406000****FINANCIAL NOTES:**

The (\$22,766) net decrease in funding for Harford Cable Network (HCN) is the result of:

	FY 08	FY 09	CHANGE																								
o		14,521	14,521 FY 09 Wage Package of a Merit + 3% COLA for eligible staff																								
o		7,053	7,053 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08																								
o	34,945	0	(34,945) Temporary Salaries decrease per County Council request																								
o		108,772	108,772 Two new Broadcast Technicians created from converted Temporary funded positions:																								
			<table><tr><th># of positions</th><th>Salary</th><th>Fringe</th><th>Total</th></tr><tr><td>1.0</td><td>33,115</td><td>21,271</td><td>54,386</td></tr><tr><td>1.0</td><td>33,115</td><td>21,271</td><td>54,386</td></tr><tr><td>2.0</td><td>66,230</td><td>42,542</td><td>108,772</td></tr></table>	# of positions	Salary	Fringe	Total	1.0	33,115	21,271	54,386	1.0	33,115	21,271	54,386	2.0	66,230	42,542	108,772								
# of positions	Salary	Fringe	Total																								
1.0	33,115	21,271	54,386																								
1.0	33,115	21,271	54,386																								
2.0	66,230	42,542	108,772																								
o	42,032	38,579	(3,453) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage																								
o	6,650	7,215	565 Workers' Compensation adjustments																								
o	6,824	0	(6,824) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund																								
o	17,589	14,917	(2,672) FICA adjustment																								
o	35,000	43,500	8,500 Line items adjusted per County Council's request:																								
			<table><tr><th>FY 08</th><th>FY 09</th><th>Change</th><th></th></tr><tr><td>10,000</td><td>13,000</td><td>3,000</td><td>Telephone Service</td></tr><tr><td>20,000</td><td>22,500</td><td>2,500</td><td>Communication Service</td></tr><tr><td>1,000</td><td>2,000</td><td>1,000</td><td>Fuel Charges</td></tr><tr><td>4,000</td><td>6,000</td><td>2,000</td><td>Audio Visual Supplies</td></tr><tr><td>35,000</td><td>43,500</td><td>8,500</td><td></td></tr></table>	FY 08	FY 09	Change		10,000	13,000	3,000	Telephone Service	20,000	22,500	2,500	Communication Service	1,000	2,000	1,000	Fuel Charges	4,000	6,000	2,000	Audio Visual Supplies	35,000	43,500	8,500	
FY 08	FY 09	Change																									
10,000	13,000	3,000	Telephone Service																								
20,000	22,500	2,500	Communication Service																								
1,000	2,000	1,000	Fuel Charges																								
4,000	6,000	2,000	Audio Visual Supplies																								
35,000	43,500	8,500																									
o	134,840	37,028	(97,812) Equipment - Audio Visual Supplies adjusted per the request of the County Council																								
o	228,960	212,460	(16,500) Other Professional Services - adjusted per County Council's request																								

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: HARFORD CABLE NETWORK

Index No. 406000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	34,664	1.00	36,785	1.00	40,173
Broadcast Technician	0.00	0	0.00	0	2.00	66,228 A
Executive Director, HCN	1.00	73,784	1.00	78,262	1.00	85,456
Producer Manager, HCN	1.00	74,619	1.00	79,933	1.00	87,272
TOTAL FULL-TIME SALARIES	3.00	183,067	3.00	194,980	5.00	279,129
TEMPORARY SALARIES		31,616		34,945		0
SALARY TOTAL	3.00	214,683	3.00	229,925	5.00	279,129
OTHER PERSONAL SERVICES						
Pension		17,693		18,731		25,596
Workers' Compensation		4,491		6,650		10,838
Health Benefits		26,581		42,032		66,741
OPEB		0		6,824		0
FICA		14,005		17,589		21,353
Miscellaneous		420		420		700
TOTAL OTHER PERSONAL SERVICES		63,190		92,246		125,228
TOTAL PERSONAL SERVICES	3.00	277,873	3.00	322,171	5.00	404,357

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) new Broadcast Technician positions #'s 3505 and 3506 created from converted Temporary funded positions

DEPARTMENT: COUNTY COUNCIL

DIVISION: Cultural Arts Board (CAB)

INDEX: 407000

ORIGIN/PURPOSE:

The Cultural Arts Board shall apprise the County Council of the areas in which the Council can best serve to aid and strengthen the cultural climate in Harford County. Their further duty is to disseminate to the people of Harford County, the local government's interest in the promulgation of the Arts. In cooperation with the Maryland State Arts Council, the Cultural Arts Board serves to enhance the cultural arts in Harford County, through the granting of State and County funds to local cultural arts organizations. These grants encourage the growth and attainment of the highest artistic excellence in the Arts.

The Cultural Arts Board (CAB) was established and serves under the auspices of the County Council. The CAB, as the County Arts Council, receives a grant from the Maryland State Arts Council.

FY '08 - '09 OBJECTIVES:

- o Promote and sustain the cultural arts in the County through the Community Arts Development grant program
- o Promote and sustain the cultural arts in the County through support of a newsletter, advertising and the County website
- o Promote and sustain the cultural arts in the County through creation of a community cultural arts center

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	26,417	28,325	75,590	71,784	71,784
20	CONTRACTUAL SERVICES	914	5,308	7,100	9,500	9,500
30	SUPPLIES & MATERIALS	764	502	1,450	1,440	1,440
40	BUSINESS & TRAVEL	927	984	1,375	1,375	1,375
70	MISCELLANEOUS	14,395	12,612	20,000	20,000	20,000
GRAND TOTAL		43,417	47,731	105,515	104,099	104,099
<u>FUNDING SOURCE:</u>						
11	GENERAL	43,417	47,731	105,515	104,099	104,099

DEPARTMENT: COUNTY COUNCIL

DIVISION: Cultural Arts Board (CAB)

INDEX: 407000

FINANCIAL NOTES:

The (\$1,416) net decrease in funding for Cultural Arts Board is the result of:

	FY08	FY 09	CHANGE
o		3,283	3,283 FY 09 wage package of a Merit + a 3% COLA for eligible staff
o		1,833	1,833 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	49,715	45,136	(4,579) Part-time Salaries Turnover - vacancy filled at a lower salary than budgeted
o	4,042	4,139	97 Pension / Retirement rate adjustments
o	15,831	13,484	(2,347) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage.
o	1,740	0	(1,740) Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	3,803	3,453	(350) FICA adjusted for salary changes
o	0	2,400	2,400 Data Processing Software - requested by the County Council for Web page assistance
o	20,000	20,000	0 Grants & Contributions - provides funding of cultural arts organizations

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: CULTURAL ARTS BOARD

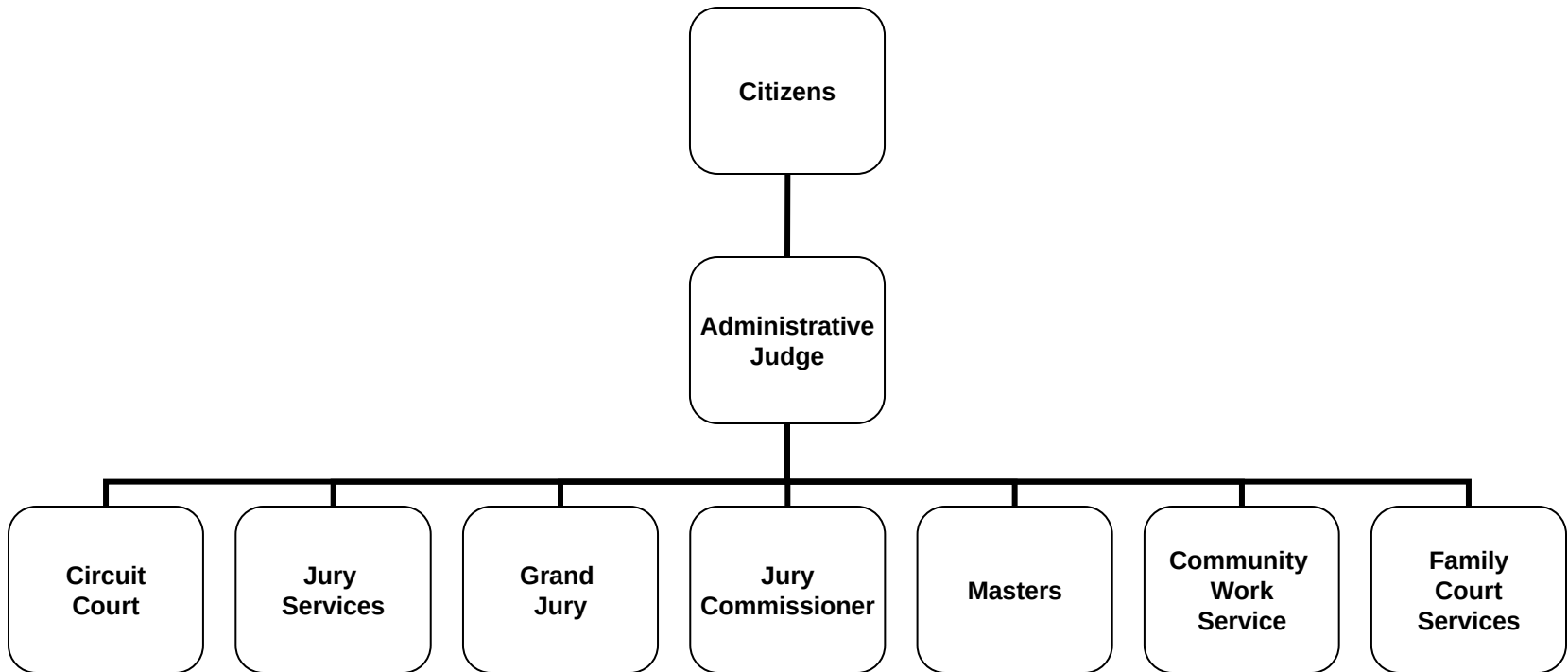
Index No. 407000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	0.50	23,770	1.00	49,715	1.00	49,501
SALARY TOTAL	0.50	23,770	1.00	49,715	1.00	49,501
OTHER PERSONAL SERVICES						
Pension		1,959		4,042		4,539
Workers' Compensation		57		179		193
Health Benefits		508		15,831		13,484
OPEB		0		1,740		0
FICA		1,818		3,803		3,787
Miscellaneous		140		280		280
TOTAL OTHER PERSONAL SERVICES		4,482		25,875		22,283
TOTAL PERSONAL SERVICES	0.50	28,252	1.00	75,590	1.00	71,784

*FY 07 Salaries and Other Personal Services are Enacted not Audited Amounts

GRANTS COUNTY COUNCIL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Maryland State Arts Council Community Arts Development	101,813	0	06/30/08 State Renewable	A recurring grant provided to the local arts council to support and promote the development of the cultural arts in Harford County. The County provides in-kind building space and \$20,000 for the Cultural Arts Board budget to support local cultural arts. If grant ended program would be out of business.	None
TOTALS:	\$101,813	\$0			

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 '08 - '09 KEY GOALS:

- 1 TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED
- 2 TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS
- 3 TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES
- 4 TO REFINE AND MODIFY THE SCHEDULING AND HEARING OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY
- 5 TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE
- 6 TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVICES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES

JUDICIAL

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,679,840	1,799,644	2,090,749	2,136,572	2,136,572
20	CONTRACTUAL SERVICES	539,143	543,746	559,464	529,356	529,356
30	SUPPLIES & MATERIALS	50,458	53,354	59,875	62,395	62,395
40	BUSINESS & TRAVEL	15,501	14,811	21,980	19,330	19,330
50	CAPITAL OUTLAY	0	0	5,900	5,670	5,670
70	MISCELLANEOUS	173,841	134,533	169,382	124,000	124,000
	GRAND TOTAL	2,458,783	2,546,088	2,907,350	2,877,323	2,877,323
<u>SUMMARY BY FUND:</u>						
11	GENERAL	2,458,783	2,546,088	2,907,350	2,877,323	2,877,323
	GRAND TOTAL	2,458,783	2,546,088	2,907,350	2,877,323	2,877,323
<u>SUMMARY BY DIVISION:</u>						
411000	CIRCUIT COURT	1,202,382	1,260,766	1,341,791	1,343,648	1,343,648
412000	JURY SERVICES	175,452	175,626	182,300	182,300	182,300
413000	GRAND JURY	8,380	10,140	11,000	11,000	11,000
414000	JURY COMMISSIONER	153,015	162,193	186,898	187,116	187,116
415000	MASTERS	157,835	175,314	323,632	278,627	278,627
416000	COMMUNITY WORK SERVICE	275,106	288,822	314,067	326,420	326,420
417000	FAMILY COURT SERVICES	486,613	473,227	547,662	548,212	548,212
	GRAND TOTAL	2,458,783	2,546,088	2,907,350	2,877,323	2,877,323
SUMMARY OF GRANT BUDGETS						69,000

JUDICIAL

FINANCIAL NOTES:

The (\$30,027) net decrease in funding for Judicial is the result of:

	FY 08	FY 09	CHANGE
o		51,991	51,991 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		107,116	107,116 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	1,507,363	1,478,772	(28,591) Full-Time Salaries <u>(28,591) Staff Turnover</u> <u>(1.93%)</u>
o	283,418	240,276	(43,142) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	52,758	0	(52,758) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	122,549	135,604	13,055 Pension / Retirement rate adjustments
o	5,427	5,767	340 Workers' Compensation rate adjustments
o	115,314	113,126	(2,188) FICA adjustments
o	262,790	236,290	(26,500) Other Professional Services

Index	FY 08	FY 09	Change	Explanation
Circuit Court	29,500	27,000	(2,500)	Accounting clerk services @ \$25,000 renovations of court portraits @ \$2,000
Jury Commissioner	24,570	24,570	0	Clerical assistance due to MVA legislation
Juvenile Master	34,000	30,000	(4,000)	Juvenile Counseling Programs - decrease based on actual expense history
Family Court Services	174,720	154,720	(20,000)	Evaluators / mediators contract - decrease based on actual expense history
Dept Total	262,790	236,290	(26,500)	

JUDICIAL

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	19,495	18,700	(795) Office Equipment - decrease for folder/insert contract no longer needed (\$3,295) offset by recording equipment contract for Domestic Relations Masters +\$2,500
o	400	800	400 Uniforms - Purchase of two judicial robes
o	100,460	97,310	(3,150) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	21,900	13,300	(8,600) Telephone Service
	5,500	10,000	4,500 Medical Services
	7,500	8,475	975 Legal Services
	17,350	16,950	(400) General Office Supplies
	4,450	4,800	350 Printing - Commercial
	20,680	22,380	1,700 General Office Mailing
	3,500	3,800	300 Other Food Supplies
	2,100	2,000	(100) Mileage
	1,400	900	(500) Transportation Costs
	1,650	1,350	(300) Lodging
	11,680	11,805	125 Professional Books & Periodicals
	2,750	1,550	(1,200) Training Seminars
	<u>100,460</u>	<u>97,310</u>	<u>(3,150)</u>
o	600	0	(600) In-House Training funding reallocated to Human Resources - Personnel Matters for better control

JUDICIAL

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	5,900	5,670	(230)	Equipment funding is provided for: additional recording equipment to minimize the need for contractual stenographers when staff is sick or on vacation
o	73,622	55,000	(18,622)	Grants & Contributions
		</		

County's contribution to cover Bar Library expenses

The Juvenile Master became a State employee effective January, 2008

Future Bound Program to equip adolescents with the life skills they will need once released from the Child Welfare Juvenile Justice system based on actual expense history

Match for Court Appointed Special Advocate (CASA) grant
Family Recovery Grant ended in FY 08

DEPARTMENT STAFF SUMMARY

DEPARTMENT: JUDICIAL

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	66,341	4.00	135,695	4.00	148,160
Administrative Assistant II	1.00	46,859	1.00	49,711	1.00	54,270
Assistant to Jury Commissioner	1.00	39,267	1.00	41,637	1.00	45,455
Community Work Service Counselor	3.00	118,222	3.00	125,391	3.00	136,916
Court Administrator	0.00	0	0.00	0	1.00	71,939
Court Bailiff	1.00	29,104	1.00	30,871	0.00	0
Court Reporter I	6.00	402,473	6.00	422,652	6.00	461,421
Director, Community Work Svc Program	1.00	57,282	1.00	60,777	1.00	66,361
Director, Family Court Services	1.00	89,238	1.00	93,034	1.00	101,575
Evaluator / Mediator	1.00	60,978	1.00	64,714	1.00	70,663
Family Services Coordinator	1.00	47,903	1.00	50,252	1.00	54,866
Jury Commissioner	1.00	54,692	1.00	58,045	1.00	63,382
Law Clerk	1.00	36,627	1.00	38,139	1.00	37,725
Secretary (Administrative)	1.00	61,561	1.00	65,316	1.00	35,661
Secretary I (Judicial)	1.00	40,170	1.00	42,641	2.00	89,163
Secretary II (Judicial)	3.00	151,945	3.00	162,066	3.00	176,963
Secretary III (Judicial)	1.00	62,605	1.00	66,422	0.00	0
SALARY TOTAL	26.00	1,365,267	28.00	1,507,363	28.00	1,614,520
OTHER PERSONAL SERVICES						
Pension & Retirement		112,497		122,549		148,051
Workers' Compensation		3,277		5,427		6,295
Health Benefits		246,921		283,418		240,276
OPEB		0		52,758		0
FICA		104,443		115,314		123,510
Miscellaneous		3,640		3,920		3,920
TOTAL OTHER PERSONAL SERVICES		470,778		583,386		522,052
TOTAL PERSONAL SERVICES	26.00	1,836,045 *	28.00	2,090,749	28.00	2,136,572

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: 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 '08 - '09 GOAL & OBJECTIVES:

- 1 TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED
 - 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 Casflow 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 Casflow Management Guidelines established by the Administrative Office of the Courts

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	976,986	1,034,932	1,132,862	1,141,134	1,141,134
20	CONTRACTUAL SERVICES	92,920	152,188	106,924	102,099	102,099
30	SUPPLIES & MATERIALS	25,622	27,618	26,750	29,070	29,070
40	BUSINESS & TRAVEL	9,681	8,568	11,575	10,675	10,675
50	CAPITAL OUTLAY	0	0	2,000	5,670	5,670
70	MISCELLANEOUS	97,173	37,460	61,680	55,000	55,000
	GRAND TOTAL	1,202,382	1,260,766	1,341,791	1,343,648	1,343,648
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,202,382	1,260,766	1,341,791	1,343,648	1,343,648

DEPARTMENT: JUDICIAL

DIVISION: Circuit Court

INDEX: 411000

FINANCIAL NOTES:

The \$1,857 net increase in funding for Circuit Court is the result of:

	FY 08	FY 09	CHANGE
o		28,107	28,107 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		57,911	57,911 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	828,107	799,484	(28,623) Full-time Salaries <u>(28,623)</u> Staff Turnover <u>(3.58%)</u> Vacant Secretary III (Judicial) filled at a lower salary level
o	140,155	116,081	(24,074) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employee's share, as well as staff opting for changes in their level of coverage
o	28,984	0	(28,984) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	67,325	73,313	5,988 Pension / Retirement rate adjustments
o	63,350	61,160	(2,190) FICA adjustments
o	29,500	27,000	(2,500) Other Professional Services provides \$25,000 for accounting clerk services and \$2,000 for renovation of Courthouse portraits
o	200	0	(200) In-House Training funding reallocated to Human Resources - Personnel Matters for better control

DEPARTMENT: JUDICIAL

DIVISION: Circuit Court

INDEX: 411000

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	36,600	35,495	(1,105)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	10,300	2,500	(7,800)	Telephone Service
	5,500	10,000	4,500	Medical Services
	7,500	8,475	975	Legal Services
	2,000	2,220	220	Duplicating Machine Supplies
	6,500	7,900	1,400	General Office Mailing
	3,500	3,800	300	Other Food Supplies
	400	200	(200)	Transportation Costs
	500	200	(300)	Meals
	400	200	(200)	Training Seminars
	36,600	35,495	(1,105)	
o	400	800	400	Uniforms - Purchase of two judicial robe
o	2,000	5,670	3,670	Equipment funding is provided for:
	5,670			Dictating Equipment - to purchase additional recording equipment which will minimize the need for contractual stenographers when staff is sick or on vacation
o	61,680	55,000	(6,680)	Grants & Contributions
	FY 08	FY 09	Change	
	25,000	25,000	0	Harford County's contribution to the expenses of the Bar Library
	36,680	30,000	(6,680)	Future Bound Program to equip adolescents between 13 and 21 years of age with the life skills they will need once released from the Child Welfare / Juvenile Justice system based on actual expense history
	61,680	55,000	(6,680)	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: CIRCUIT COURT

Index No. 411000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Court Administrator	0.00	0	0.00	0	1.00	71,939 A
Court Bailiff	1.00	29,104	1.00	30,871	0.00	0
Court Reporter I	6.00	402,473	6.00	422,652	6.00	461,421
Law Clerk	1.00	36,627	1.00	38,139	1.00	37,725
Secretary (Administrative)	1.00	61,561	1.00	65,316	1.00	35,661
Secretary I (Judicial)	1.00	40,170	1.00	42,641	2.00	89,163 B
Secretary II (Judicial)	3.00	151,945	3.00	162,066	3.00	176,963
Secretary III (Judicial)	1.00	62,605	1.00	66,422	0.00	0
SALARY TOTAL	14.00	784,485	14.00	828,107	14.00	872,872
OTHER PERSONAL SERVICES						
Pension & Retirement		64,641		67,325		80,042
Workers' Compensation		1,883		2,981		3,404
Health Benefits		133,588		140,155		116,081
OPEB		0		28,984		0
FICA		60,013		63,350		66,775
Miscellaneous		1,960		1,960		1,960
TOTAL OTHER PERSONAL SERVICES		262,085		304,755		268,262
TOTAL PERSONAL SERVICES	14.00	1,046,570 *	14.00	1,132,862	14.00	1,141,134

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Court Bailiff position filled as Court Administrator - #0534

B - One (1) vacant Secretary III (Judicial) position filled as Secretary I (Judicial) - #0529

DEPARTMENT: JUDICIAL

DIVISION: 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 funding for costs associated with jury service, including fees and miscellaneous expenses.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	172,580	172,596	178,700	178,700	178,700
30	SUPPLIES & MATERIALS	2,872	3,030	3,600	3,600	3,600
	GRAND TOTAL	175,452	175,626	182,300	182,300	182,300
	<u>FUNDING SOURCE:</u>					
11	GENERAL	175,452	175,626	182,300	182,300	182,300

FINANCIAL NOTES:

No increase in funding is recommended in FY 09 for Jury Services

DEPARTMENT: JUDICIAL

DIVISION: 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	8,380	10,140	11,000	11,000	11,000
	GRAND TOTAL	8,380	10,140	11,000	11,000	11,000
	<u>FUNDING SOURCE:</u>					
11	GENERAL	8,380	10,140	11,000	11,000	11,000

FINANCIAL NOTES:

No increase in funding is recommended in FY 09 for Jury Services

DEPARTMENT: JUDICIAL

DIVISION: 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 '08 - '09 GOALS & OBJECTIVES:

- 2 TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS
 - o Review and update the current jury plan and have the new plan in effect by January 1, 2007
- 3 TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES
 - o To reduce juror expenditures in FY 08 to keep the costs of jurors within the amount budgeted or less

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	122,980	125,320	136,778	143,891	143,891
20	CONTRACTUAL SERVICES	17,827	23,454	33,430	29,035	29,035
30	SUPPLIES & MATERIALS	11,720	13,162	12,875	13,775	13,775
40	BUSINESS & TRAVEL	488	257	415	415	415
50	CAPITAL OUTLAY	0	0	3,400	0	0
	GRAND TOTAL	153,015	162,193	186,898	187,116	187,116
	<u>FUNDING SOURCE:</u>					
11	GENERAL	153,015	162,193	186,898	187,116	187,116

DEPARTMENT: JUDICIAL

DIVISION: Jury Commissioner

INDEX: 414000

FINANCIAL NOTES:

The \$218 net increase in funding for Jury Commissioner is the result of:

	FY 08	FY 09	CHANGE																				
o		3,505	3,505 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08																				
o		7,221	7,221 the FY 09 Wage Package of a Step + a 3% COLA for eligible staff																				
o	17,238	16,044	(1,194) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage																				
o	3,489	0	(3,489) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund																				
o	8,104	9,141	1,037 Pension / Retirement rate adjustments																				
o	24,570	24,570	0 Other Professional Services - clerical help to assist with additional workload due to MVA licensed drivers being utilized for jury duty																				
o	6,895	3,600	(3,295) Office Equipment - no longer have the folder / inserter machine																				
o	12,600	12,400	(200) Line items significantly adjusted, based on actual expense history: <table><tr><td>FY 08</td><td>FY 09</td><td>Change</td><td></td></tr><tr><td>1,600</td><td>500</td><td>(1,100)</td><td>Telephone Services</td></tr><tr><td>1,000</td><td>1,600</td><td>600</td><td>Printing - Commercial</td></tr><tr><td>10,000</td><td>10,300</td><td>300</td><td>General Office Mailing</td></tr><tr><td>12,600</td><td>12,400</td><td>(200)</td><td></td></tr></table>	FY 08	FY 09	Change		1,600	500	(1,100)	Telephone Services	1,000	1,600	600	Printing - Commercial	10,000	10,300	300	General Office Mailing	12,600	12,400	(200)	
FY 08	FY 09	Change																					
1,600	500	(1,100)	Telephone Services																				
1,000	1,600	600	Printing - Commercial																				
10,000	10,300	300	General Office Mailing																				
12,600	12,400	(200)																					
o	3,400	0	(3,400) No Equipment is not recommended in FY 09																				

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: JURY COMMISSIONER

Index No. 414000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Assistant to Jury Commissioner	1.00	39,267	1.00	41,637	1.00	45,455
Jury Commissioner	1.00	54,692	1.00	58,045	1.00	63,382
SALARY TOTAL	2.00	93,959	2.00	99,682	2.00	108,837
OTHER PERSONAL SERVICES						
Pension & Retirement		7,742		8,104		9,980
Workers' Compensation		225		359		424
Health Benefits		16,431		17,238		16,044
OPEB		0		3,489		0
FICA		7,188		7,626		8,326
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		31,866		37,096		35,054
TOTAL PERSONAL SERVICES	2.00	125,825 *	2.00	136,778	2.00	143,891

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: 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 1) petitions filed by the Department of Juvenile Services alleging that a child is delinquent; 2) petitions filed by the Department of Social Services alleging that a child has been abused or neglected; and 3) domestic relations cases.
- o Conduct hearings for family law cases referred to him
- o Record all proceeding 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 the Court of Appeals.

FY '08 - '09 GOAL & OBJECTIVES:

- 4 TO REFINE AND MODIFY THE SCHEDULING AND HEARING OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY
- o To have 100% of all Child in Need of Assistance (CINA) shelter cases adjudicated within thirty days and all CINA non-shelter cases adjudicated within sixty (60) days pursuant to the Caseflow Guidelines established by the Administrative Office of the Courts
 - o To expedite the hearing and disposition of child support, alimony and uncontested divorce cases

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	47,473	50,403	164,180	160,127	160,127
20	CONTRACTUAL SERVICES	31,010	25,570	41,010	39,510	39,510
30	SUPPLIES & MATERIALS	2,300	1,831	8,060	7,560	7,560
40	BUSINESS & TRAVEL	384	437	2,680	2,430	2,430
70	MISCELLANEOUS	76,668	97,073	107,702	69,000	69,000
	GRAND TOTAL	157,835	175,314	323,632	278,627	278,627
	<u>FUNDING SOURCE:</u>					
11	GENERAL	157,835	175,314	323,632	278,627	278,627

INDEX: 415000

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: MASTERS

Index No. 415000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	<u>1.00</u>	<u>33,662</u>	<u>3.00</u>	<u>101,028</u>	<u>3.00</u>	<u>110,306</u>
SALARY TOTAL	<u>1.00</u>	<u>33,662</u>	<u>3.00</u>	<u>101,028</u>	<u>3.00</u>	<u>110,306</u>
OTHER PERSONAL SERVICES						
Pension		2,774		8,214		10,115
Workers' Compensation		81		364		430
Health Benefits		11,823		42,889		30,418
OPEB		0		3,536		0
FICA		2,575		7,729		8,438
Miscellaneous	<u> </u>	<u>140</u>	<u> </u>	<u>420</u>	<u> </u>	<u>420</u>
TOTAL OTHER PERSONAL SERVICES	<u> </u>	<u>17,393</u>	<u> </u>	<u>63,152</u>	<u> </u>	<u>49,821</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>51,055</u>	<u>3.00</u>	<u>164,180</u>	<u>3.00</u>	<u>160,127</u>

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: 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 '08 - '09 GOAL & OBJECTIVE:

- 5 TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE
- o To increase the number of government agencies and non-profit organizations that offer community work service opportunities to non-violent offenders by 10% in FY 09

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	248,537	275,452	301,087	312,340	312,340
20	CONTRACTUAL SERVICES	23,151	9,451	7,505	9,705	9,705
30	SUPPLIES & MATERIALS	2,811	3,371	3,740	3,740	3,740
40	BUSINESS & TRAVEL	607	548	1,235	635	635
50	CAPITAL OUTLAY	0	0	500	0	0
	GRAND TOTAL	275,106	288,822	314,067	326,420	326,420
<u>FUNDING SOURCE:</u>						
11	GENERAL	275,106	288,822	314,067	326,420	326,420

DEPARTMENT: JUDICIAL

DIVISION: Community Work Service

INDEX: 416000

FINANCIAL NOTES:

The \$12,353 net increase in funding for Community Work Service is the result of:

	FY 08	FY 09	CHANGE
o		7,763	7,763 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		15,998	15,998 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	36,180	29,011	(7,169) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	7,729	0	(7,729) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	17,954	20,253	2,299 Pension / Retirement rate adjustments
o	4,300	6,500	2,200 Telephone Service - increase for frame relay circuit upgrade
o	2,350	2,150	(200) Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
800	900	100	General Office Supplies
800	700	(100)	Printing In-House
250	150	(100)	Meals
500	400	(100)	Mileage
2,350	2,150	(200)	

o	500	0	(500) No Equipment is recommended for FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: COMMUNITY WORK SERVICE

Index No. 416000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	32,679	1.00	34,667	1.00	37,854
Community Work Service Counselor	3.00	118,222	3.00	125,391	3.00	136,916
Director, Community Work Svc Program	1.00	57,282	1.00	60,777	1.00	66,361
SALARY TOTAL	5.00	208,183	5.00	220,835	5.00	241,131
OTHER PERSONAL SERVICES						
Pension		17,154		17,954		22,112
Workers' Compensation		500		795		940
Health Benefits		40,305		36,180		29,011
OPEB		0		7,729		0
FICA		15,926		16,894		18,446
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		74,585		80,252		71,209
TOTAL PERSONAL SERVICES	5.00	282,768 *	5.00	301,087	5.00	312,340

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: 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 or physical 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 expense to be paid by either the 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 '08 - '09 GOAL & OBJECTIVES:

- 6 TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVICES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES
- 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 by 15% in FY 09

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	283,864	313,537	355,842	379,080	379,080
20	CONTRACTUAL SERVICES	193,275	150,347	180,895	159,307	159,307
30	SUPPLIES & MATERIALS	5,133	4,342	4,850	4,650	4,650
40	BUSINESS & TRAVEL	4,341	5,001	6,075	5,175	5,175
	GRAND TOTAL	486,613	473,227	547,662	548,212	548,212
	<u>FUNDING SOURCE:</u>					
11	GENERAL	486,613	473,227	547,662	548,212	548,212

DEPARTMENT: JUDICIAL

DIVISION: Family Court Services Division

INDEX: 417000

FINANCIAL NOTES:

The \$550 net increase in funding for Family Court Services Division is the result of:

	FY 08	FY 09	CHANGE	
o		9,064	9,064	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		18,668	18,668	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	20,952	23,632	2,680	Pension / Retirement rate adjustments
o	46,956	48,722	1,766	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	9,020	0	(9,020)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	174,720	154,720	(20,000)	Other Professional Services - contract for evaluators / mediators and clerical support reduced per actual expense history
o	5,500	3,225	(2,275)	Line items significantly adjusted, based on actual expense history:

	FY 08	FY 09	Change	
	2,400	500	(1,900)	Telephone Service
	350	600	250	Other (interpreters)
	750	1,125	375	Professional Books & Periodicals
	2,000	1,000	(1,000)	Training Seminars
	<u>5,500</u>	<u>3,225</u>	<u>(2,275)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: FAMILY COURT SERVICES DIVISION

Index No. 417000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	46,859	1.00	49,711	1.00	54,270
Director, Family Court Services	1.00	89,238	1.00	93,034	1.00	101,575
Evaluator / Mediator	1.00	60,978	1.00	64,714	1.00	70,663
Family Services Coordinator	1.00	47,903	1.00	50,252	1.00	54,866
SALARY TOTAL	4.00	244,978	4.00	257,711	4.00	281,374
OTHER PERSONAL SERVICES						
Pension		20,186		20,952		25,802
Workers' Compensation		588		928		1,097
Health Benefits		44,774		46,956		48,722
OPEB		0		9,020		0
FICA		18,741		19,715		21,525
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		84,849		98,131		97,706
TOTAL PERSONAL SERVICES	4.00	329,827 *	4.00	355,842	4.00	379,080

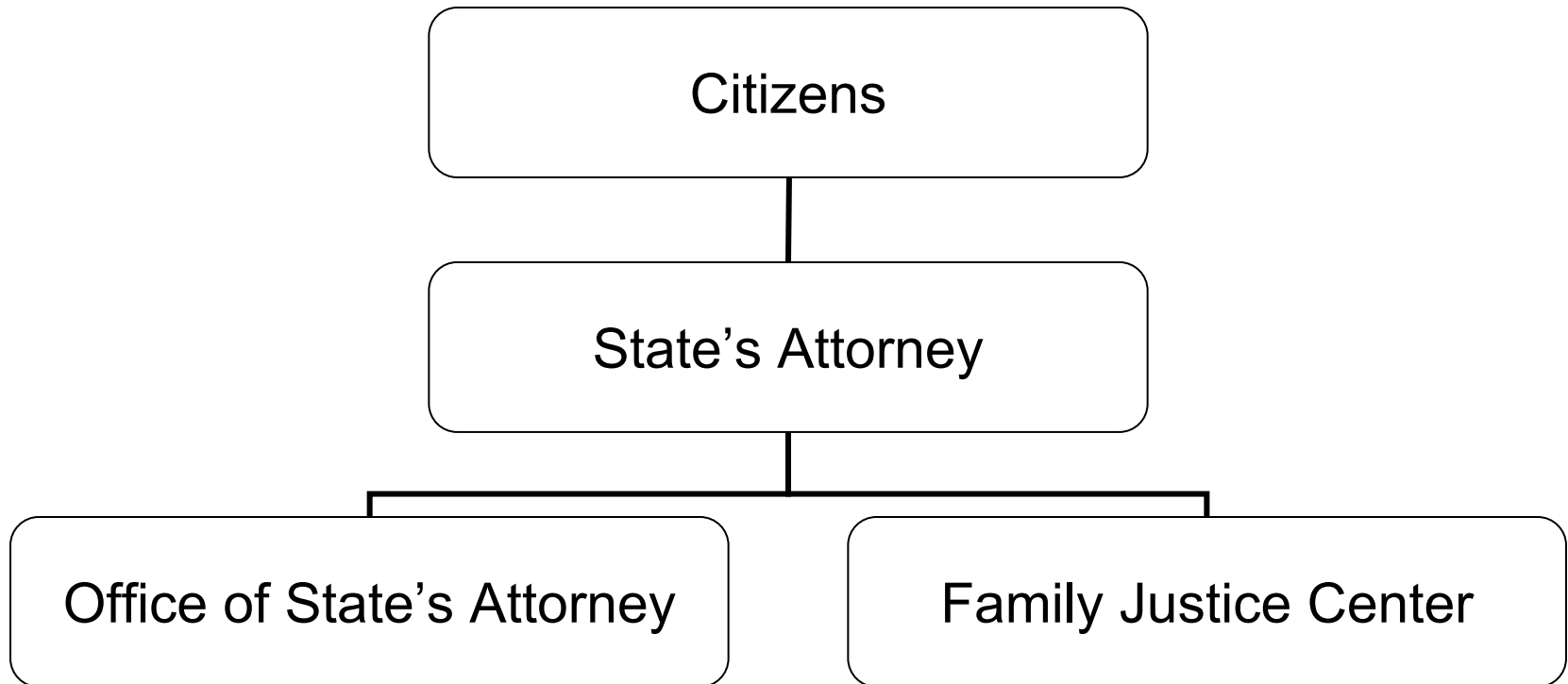
*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CASA – (Court Appointed Special Advocate)	145,074	69,000	06/30/09 State Apply for grant each year	This grant provides the funds for a Director, the Director of Development and Community Relations and a part-time contractual Office Assistant to oversee the program and the selection of carefully trained volunteers who serve as guardians to represent the best interest of abused, neglected and dependent children in court proceedings. If grant ended, Circuit Court could not continue the program within the existing operating budget.	None
Access and Visitation Program	35,000	0	08/31/09 State	This grant provides access and visitation services to non-custodial parents. The goal is to develop and produce 50 visitation plans targeting separated families in which child support and access is the issue.	None

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Family Court Services and Family Services Coordinator	362,863	0	06/30/09 State Apply for grant each year	This grant funds the Pro Se Program Coordinator and Assistant, Assistant to Family Services Coordinator, Domestic Violence Coordinator, services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, Family Law Scheduling Clerk, Guardian Ad Litem Program, services for the children's groups, Child Custody Investigations, Parenting Coordinator Pilot Project, and some funding to assist with training and printing costs. If grant ended a number of programs, services, and personnel would be terminated.	The County has no obligation to fund this service after the grant ends; however, the function is essential to the Court.
TOTALS:	\$542,937	\$69,000			

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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 Narcotics 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:

TO PROVIDE QUALITY, EXPEDITIOUS, AND RESPONSIVE SERVICES TO MEET THE NEEDS OF HARFORD COUNTY CITIZENS

FY '08 - '09 KEY GOALS:

- 1 TO PROVIDE THE COMMUNITY WITH A QUICK AND EFFECTIVE WAY TO RECOVER LOSSES FROM BAD CHECKS, TO DIVERT POTENTIAL DEFENDANTS INTO A COUNSELING PROGRAM TO AVOID REPEAT OFFENSES AND CONCENTRATE PROSECUTION EFFORTS ON THOSE OFFENDERS WHO REFUSE TO COOPERATE WITH THE PROGRAM, AND TO LESSEN THE BURDEN ON THE COURT SYSTEM WHILE PRODUCING A SUCCESSFUL RESULT FOR THE VICTIM
- 2 TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND / OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS / HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS

STATE'S ATTORNEY

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,563,477	3,945,765	4,418,820	4,834,287	4,834,287
20	CONTRACTUAL SERVICES	143,513	131,273	81,850	87,395	87,395
30	SUPPLIES & MATERIALS	34,740	37,985	36,275	46,250	46,250
40	BUSINESS & TRAVEL	47,386	41,865	45,970	44,065	44,065
50	CAPITAL OUTLAY	24,293	16,002	0	0	0
70	MISCELLANEOUS	312,640	501,251	432,274	418,450	418,450
	GRAND TOTAL	4,126,049	4,674,141	5,015,189	5,430,447	5,430,447
<u>SUMMARY BY FUND:</u>						
11	GENERAL	4,126,049	4,674,141	5,015,189	5,430,447	5,430,447
	GRAND TOTAL	4,126,049	4,674,141	5,015,189	5,430,447	5,430,447
<u>SUMMARY BY DIVISION:</u>						
431000	OFFICE OF THE STATE'S ATTORNEY	4,009,127	4,546,039	4,848,033	5,174,095	5,174,095
432000	FAMILY JUSTICE CENTER	116,922	128,102	167,156	256,352	256,352
	GRAND TOTAL	4,126,049	4,674,141	5,015,189	5,430,447	5,430,447
	SUMMARY OF GRANT BUDGETS					418,450

STATE'S ATTORNEY

FINANCIAL NOTES:

The \$415,258 net increase in funding for State's Attorney is the result of:

	FY 08	FY 09	CHANGE										
o		116,063	116,063 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08										
o		229,206	229,206 the FY 09 Wage Package of a Merit + 3% COLA for eligible staff										
o		49,144	49,144 Position created due to the Federal Grants to Encourage Arrest and Enforcement of Protection Orders Program (GTEAP) grant ending October 1, 2007 which provided funding for the Family Justice Center										
			<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>1.0</td><td>30,011</td><td>19,133</td><td>49,144</td><td>Legal Clerk</td></tr></table>	# of Positions	Salary	Fringe	Total		1.0	30,011	19,133	49,144	Legal Clerk
# of Positions	Salary	Fringe	Total										
1.0	30,011	19,133	49,144	Legal Clerk									
o		63,311	63,311 Position created due to the Victim Witness Coordinator grant ending 6/30/08										
			<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>1.0</td><td>41,882</td><td>21,429</td><td>63,311</td><td>Legal Assistant II</td></tr></table>	# of Positions	Salary	Fringe	Total		1.0	41,882	21,429	63,311	Legal Assistant II
# of Positions	Salary	Fringe	Total										
1.0	41,882	21,429	63,311	Legal Assistant II									
o	3,241,947	3,287,731	45,784 Full Time Salaries										
			33,059 Salary Step & / or Grade adjustments based on the recommendations of the Department of Human Resources										
			(9,372) Staff Turnover (.29%)										
			22,097 Offset - Annualization of Legal Specialist II created in FY 08 due to grant ending										
			<u>45,784</u>										
o	530,552	516,098	(14,454) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage										
o	262,799	298,226	35,427 Pension / Retirement rate adjustments										
o	114,242	0	(114,242) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund										
o	15,548	16,943	1,395 Worker's Compensation rate adjustments										
o	246,312	250,145	3,833 FICA adjustments										
o	500	1,200	700 Office Equipment Service - increase for scanner maintenance contract previously paid by Information Systems										
o	21,720	22,500	780 Data Processing Software - increase of the Lexis / Nexis on-line legal research system contract to \$1,875 per month										

STATE'S ATTORNEY

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	109,780	111,765	1,985	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	11,730	11,865	135	Office Equipment
	9,500	8,950	(550)	Telephone Service
	1,000	1,600	600	Medical Services
	35,250	38,250	3,000	Legal Services
	12,000	12,500	500	General Office Supplies
	4,000	5,100	1,100	Duplicating Machine Supplies
	3,000	2,400	(600)	County Owned Vehicles
	1,500	700	(800)	Mileage
	2,000	1,600	(400)	Meals
	8,000	7,000	(1,000)	Lodging
	15,800	18,800	3,000	Professional Books
	6,000	3,000	(3,000)	Training Seminars
	<u>109,780</u>	<u>111,765</u>	<u>1,985</u>	
o		9,680	9,680	Operating expenses for the Family Justice Center unit previously paid for by grant funding which ended October 1, 2007
o	432,274	418,450	(13,824)	County Match / Transfers Out
		FY 08	FY 09	Change
	Child Support Division	358,844	400,813	41,969
	Domestic Violence Legal Assistant	29,895	17,637	(12,258)
	Victim Witness Coordinator	43,535	0	(43,535)
		<u>432,274</u>	<u>418,450</u>	<u>(13,824)</u>

3rd and final year of grant
grant ends 6/30/08

DEPARTMENT STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	77,598	1.00	83,125	1.00	90,748
Assistant State's Attorney I	5.00	238,813	5.00	251,883	1.00	53,050
Assistant State's Attorney II	7.00	443,456	5.00	333,272	9.00	619,890
Assistant State's Attorney III	9.00	785,019	11.00	965,237	12.00	1,134,725
Deputy State's Attorney/Sr. Trial Assistant	3.00	304,649	3.00	323,203	3.00	352,859
Legal Assistant I	3.00	96,558	1.00	32,800	1.00	29,977
Legal Assistant II	8.00	345,805	8.00	366,822	9.00	440,843
Legal Assistant III	2.00	104,292	2.00	110,634	2.00	120,768
Legal Clerk	0.00	0	0.00	0	1.00	30,011
Legal Specialist I	3.00	126,765	5.00	194,102	5.00	203,500
Legal Specialist II	10.00	438,679	11.00	501,964	11.00	545,290
State's Attorney	1.00	98,500	1.00	101,002	1.00	105,123
FULL-TIME SALARIES	52.00	3,060,134	53.00	3,264,044	56.00	3,726,784
SALARY OFFSET		(21,669)		(22,097)		(68,560)
SALARY TOTAL	52.00	3,038,465	53.00	3,241,947	56.00	3,658,224
OTHER PERSONAL SERVICES						
Pension & Retirement		249,646		262,799		331,932
Workers' Compensation		10,033		15,548		18,556
Health Benefits		485,417		530,552		544,007
OPEB		0		114,242		0
FICA		232,416		246,312		273,868
Miscellaneous		7,280		7,420		7,700
TOTAL OTHER PERSONAL SERVICES		984,792		1,176,873		1,176,063
TOTAL PERSONAL SERVICES	52.00	4,023,257 *	53.00	4,418,820	56.00	4,834,287

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: 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, 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 programs 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 '08 - '09 GOAL:

- 1 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,464,506	3,840,296	4,267,457	4,603,670	4,603,670
20	CONTRACTUAL SERVICES	137,508	124,170	73,207	78,230	78,230
30	SUPPLIES & MATERIALS	29,976	30,945	29,700	31,000	31,000
40	BUSINESS & TRAVEL	46,704	40,805	45,395	42,745	42,745
50	CAPITAL OUTLAY	17,793	8,572	0	0	0
70	MISCELLANEOUS	312,640	501,251	432,274	418,450	418,450
	GRAND TOTAL	4,009,127	4,546,039	4,848,033	5,174,095	5,174,095
<u>FUNDING SOURCE:</u>						
11	GENERAL	4,009,127	4,546,039	4,848,033	5,174,095	5,174,095

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

The \$326,062 net increase in funding for Office of State's Attorney is the result of:

	FY 08	FY 09	CHANGE										
o		110,517	110,517 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08										
o		221,729	221,729 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff										
o		63,311	63,311 Position created due to the Victim Witness Coordinator grant ending 6/30/08										
			<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>1.0</td><td>41,882</td><td>21,429</td><td>63,311</td><td>Legal Assistant</td></tr></table>	# of Positions	Salary	Fringe	Total		1.0	41,882	21,429	63,311	Legal Assistant
# of Positions	Salary	Fringe	Total										
1.0	41,882	21,429	63,311	Legal Assistant									
o	3,143,427	3,167,111	23,684 Full Time Salaries										
			<table><tr><td>33,059</td><td>Salary Step & / or Grade adjustments based on the recommendations of the Department of Human Resources</td></tr><tr><td>(9,375)</td><td>Staff Turnover</td></tr><tr><td>23,684</td><td>(.30%)</td></tr></table>	33,059	Salary Step & / or Grade adjustments based on the recommendations of the Department of Human Resources	(9,375)	Staff Turnover	23,684	(.30%)				
33,059	Salary Step & / or Grade adjustments based on the recommendations of the Department of Human Resources												
(9,375)	Staff Turnover												
23,684	(.30%)												
o	252,993	287,165	34,172 Pension / Retirement rate adjustments										
o	501,818	489,447	(12,371) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage										
o	15,114	16,472	1,358 Workers' Compensation rate adjustments										
o	110,020	0	(110,020) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund										
o	237,085	240,918	3,833 FICA adjustments										
o	8,252	8,975	723 Office Equipment per current lease agreements										
o	400	1,100	700 Office Equipment Service increase for scanner maintenance contract previously paid for by Information Systems										

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	21,720	22,500	780 Data Processing Software Maintenance - for the Lexis / Nexis on-line legal research contract
o	94,050	95,520	1,470 Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
6,000	5,820	(180)	Telephone Service
35,000	38,000	3,000	Legal Services
4,000	5,000	1,000	Printing - Commercial
3,600	4,300	700	Duplicating Machine Supplies
9,000	8,500	(500)	General Office Supplies
200	300	100	Delivery Charges
3,000	2,400	(600)	County Owned Vehicles
1,500	700	(800)	Mileage
2,000	1,600	(400)	Meals
8,000	7,000	(1,000)	Lodging
250	400	150	Parking & Tolls
15,500	18,500	3,000	Professional Books & Periodicals
6,000	3,000	(3,000)	Training Seminars
94,050	95,520	1,470	

o	432,274	418,450	(13,824) County Match / Transfers Out

	FY 08	FY 09	Change
Child Support Division	358,844	400,813	41,969
Domestic Violence Legal Assistant	29,895	17,637	(12,258)
Victim Witness Coordinator	43,535	0	(43,535)
	432,274	418,450	(13,824)

Grant ends 6/30/08

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: OFFICE OF STATE'S ATTORNEY

Index No. 431000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	77,598	1.00	83,125	1.00	90,748
Assistant State's Attorney I	5.00	238,813	5.00	251,883	1.00	53,050
Assistant State's Attorney II	7.00	443,456	5.00	333,272	9.00	619,890 A
Assistant State's Attorney III	9.00	785,019	11.00	965,237	12.00	1,134,725 B
Deputy State's Attorney/Sr. Trial Assistant	3.00	304,649	3.00	323,203	3.00	352,859
Legal Assistant I	3.00	96,558	1.00	32,800	1.00	29,977
Legal Assistant II	8.00	345,805	8.00	366,822	9.00	440,843 C
Legal Assistant III	2.00	104,292	2.00	110,634	2.00	120,768
Legal Specialist I	3.00	126,765	5.00	194,102	5.00	203,500
Legal Specialist II	8.00	358,853	8.00	381,347	8.00	413,559
State's Attorney	1.00	98,500	1.00	101,002	1.00	105,123
FULL-TIME SALARIES	50.00	2,980,308	50.00	3,143,427	52.00	3,565,042
SALARY OFFSET		(21,669)		0		(68,560)
SALARY TOTAL	50.00	2,958,639	50.00	3,143,427	52.00	3,496,482
OTHER PERSONAL SERVICES						
Pension & Retirement		243,068		252,993		317,100
Workers' Compensation		9,841		15,114		17,925
Health Benefits		472,680		501,818		503,528
OPEB		0		110,020		0
FICA		226,309		237,085		261,495
Miscellaneous		7,000		7,000		7,140
TOTAL OTHER PERSONAL SERVICES		958,898		1,124,030		1,107,188
TOTAL PERSONAL SERVICES	50.00	3,917,537 *	50.00	4,267,457	52.00	4,603,670

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Four (4) Assistant State's Attorney I positions upgraded to Assistant State's Attorney II - #0548, #3279, #2679 and #0564

One (1) Assistant State's Attorney II position created and offset by grant funding in the amount of \$68,560 - #3486

B - One (1) Assistant State's Attorney II position upgraded to Assistant State's Attorney III - #0568

C - One (1) Legal Assistant II position created due to Victim Witness Coordinator grant ending 6/30/08 - #3499

OFFICE OF THE STATE'S ATTORNEY OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide the community with a quick and 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.

Department Objective:

To increase the amount of restitution recovered for merchants and increase the number of bad check cases diverted from the court system.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$360	\$394	\$418	\$464	\$455
Number of staff hours	22	22	22	24	22
<u>Output:</u>					
Amount of restitution recovered	\$74,334	\$79,873	\$85,463	\$95,000	\$90,000
<u>Efficiency:</u>					
Amount of restitution recovered per dollar spent	\$206.40	\$202.94	\$204.67	\$204.55	\$197.74
<u>Service Quality:</u>					
Percent of clients satisfied with services	N/A*	87%	90%	90%	91%
<u>Outcome:</u>					
Percent of bad checks recovered without court intervention	N/A*	22%	24%	27%	28%

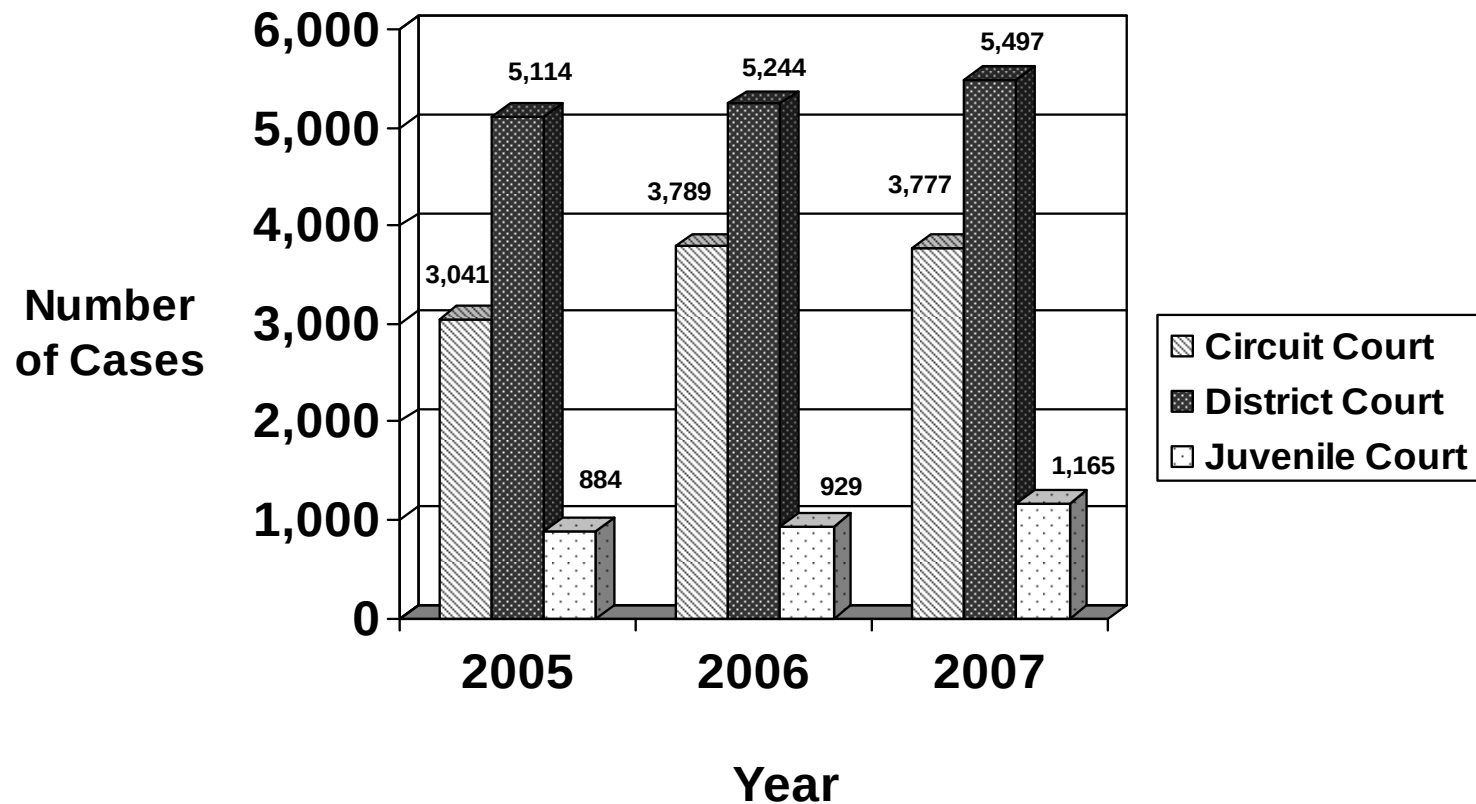
Explanation and Analysis of Performance Measures

The Bad Check Program is designed to target defendants who have written bad checks to local merchants and recover restitution owed, while at the same time providing counseling services to these offenders. The benefit to the Court system is a reduction in cases processed that require court time and resources.

*N/A - These are new measures being tracked by the Office of the State's Attorney, therefore, data for previous years is unavailable.

OFFICE OF THE STATE'S ATTORNEY

Number of Criminal Cases Filed



DEPARTMENT: STATE'S ATTORNEY'S OFFICE

DIVISION: Family Justice Center

INDEX: 432000

ORIGIN/PURPOSE:

The Harford County Family Justice Center is designed to be a victim-centered case management project between Sexual Assault / Sexual Abuse Resource Center, Inc. (SARC), the Harford County Sheriff's Office (HCSO) and the Harford County State's Attorney's Office (SAO). All three disciplines unite their efforts toward the common goal of holding domestic violence offenders accountable, and allowing victims to break the cycle of violence.

The Child Advocacy Center (CAC) is also housed in the Family Justice Center. This multi-disciplinary team is comprised of staff from the State's Attorney's Office, Department of Social Services, and the Harford County Sheriff's Office. Their responsibility is to investigate allegations of sexual child abuse and assault, to assess and protect the child, and to provide services and resources for the abused child and his / her family.

Having their respective services co-located in one facility allows for the sharing of space and resources for the abused child and his / her family.

FY '08 - '09 GOAL:

- 2 TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND / OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS / HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	98,971	105,469	151,363	230,617	230,617
20	CONTRACTUAL SERVICES	6,005	7,103	8,643	9,165	9,165
30	SUPPLIES & MATERIALS	4,764	7,040	6,575	15,250	15,250
40	BUSINESS & TRAVEL	682	1,060	575	1,320	1,320
50	CAPITAL OUTLAY	6,500	7,430	0	0	0
	GRAND TOTAL	116,922	128,102	167,156	256,352	256,352
	<u>FUNDING SOURCE:</u>					
11	GENERAL	116,922	128,102	167,156	256,352	256,352

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Family Justice Center****INDEX: 432000****FINANCIAL NOTES:**

The \$89,196 net increase in funding for Family Justice Center is the result of:

	FY 08	FY 09	CHANGE	
o		5,546	5,546	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		7,477	7,477	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		49,144	49,144	Position created due to the Federal Grants to Encourage Arrest and Enforcement of Protection Orders Program (GTEAP) ending October 1, 2007
			# of Positions	Salary
			1.0	30,011
				Fringe
				19,133
				Total
				49,144
				Legal Clerk
o	98,520	120,620	22,100	Full-time Salaries
			3	Turnover
			22,097	Annualization of Legal Specialist II created in FY 08
			22,100	
o	28,734	26,651	(2,083)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	9,806	11,061	1,255	Pension / Retirement Rate adjustment
o	4,222	0	(4,222)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o		9,680	9,680	Operating expenses for the Family Justice Center unit previously paid for by grant funding which ended October 1, 2007
o	12,778	12,940	162	Line items significantly adjusted, based on actual expense history:
			FY 08	FY 09
			3,478	2,890
				(588)
			3,500	3,000
				(500)
			1,000	1,600
				600
			3,000	4,000
				1,000
			1,125	180
				(945)
			400	800
				400
			275	470
				195
			12,778	12,940
				162
				Office Equipment
				Telephone Service
				Medical Services
				General Office Supplies
				Printing - Commercial
				Duplicating Machine Supplies
				Membership Fees & Dues

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: FAMILY JUSTICE CENTER

Index No. 432000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Legal Clerk	0.00	0.00	0.00	0.00	1.00	30,011 A
Legal Specialist II	2.00	79,826	3.00	120,617	3.00	131,731
FULL-TIME SALARIES	2.00	79,826	3.00	120,617	4.00	161,742
SALARY OFFSET		0		(22,097)		0
SALARY TOTAL	2.00	79,826	3.00	98,520	4.00	161,742
OTHER PERSONAL SERVICES						
Pension & Retirement		6,578		9,806		14,832
Workers' Compensation		192		434		631
Health Benefits		12,737		28,734		40,479
OPEB		0		4,222		0
FICA		6,107		9,227		12,373
Miscellaneous		280		420		560
TOTAL OTHER PERSONAL SERVICES		25,894		52,843		68,875
TOTAL PERSONAL SERVICES	2.00	105,720 *	3.00	151,363	4.00	230,617

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Legal Clerk position created due to Grants to Encourage Arrest and Enforcement of Protection Orders Program (GTEAP)
grant not renewed effective 10/1/07 - #3507

OFFICE OF THE STATE'S ATTORNEY - FAMILY JUSTICE CENTER

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide for the investigation of allegations of child molestation and / or exploitation while minimizing the trauma to the child and to provide services and resources to the abused child and his / her family while always advocating for the child's needs.

Department Objective:

To improve upon service to Child Advocacy Center (CAC) victims by increasing the percentage of investigations closed within 180 days of opening to 80%.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$108,777	\$116,922	\$128,102	\$167,156	\$183,872***
Number of staff	11	12	12	13	13
<u>Output:</u>					
Number of investigations referred to the Child Advocacy Center	336	378	276	310**	347
<u>Efficiency:</u>					
Amount spent per investigation	\$323.75	\$308.23	\$464.14	\$539.21	\$528.45
<u>Service Quality:</u>					
Percent of families served by the Child Advocacy Center that are satisfied by the services	N/A*	86%	88%	90%	92%
<u>Outcome:</u>					
Percent of investigations resulting in timely closure	N/A*	75%	80%	80%	80%

Explanation and Analysis of Performance Measures

The Child Advocacy Center operates as a team in investigating and prosecuting child sexual abuse cases. The effectiveness of this approach can be measured by determining if cases are satisfactorily closed in a timely manner. Results can be tracked via case statistics as well as customer satisfaction surveys.

*N/A - These are new measures being tracked by the Child Advocacy Center, therefore, data for previous years is unavailable.

** Adjusted based on ten months of actual cases opened by April 2008

*** Stated figure is Child Advocacy Center portion of Family Justice Center budget based on actual historical costs from FY06 - FY08

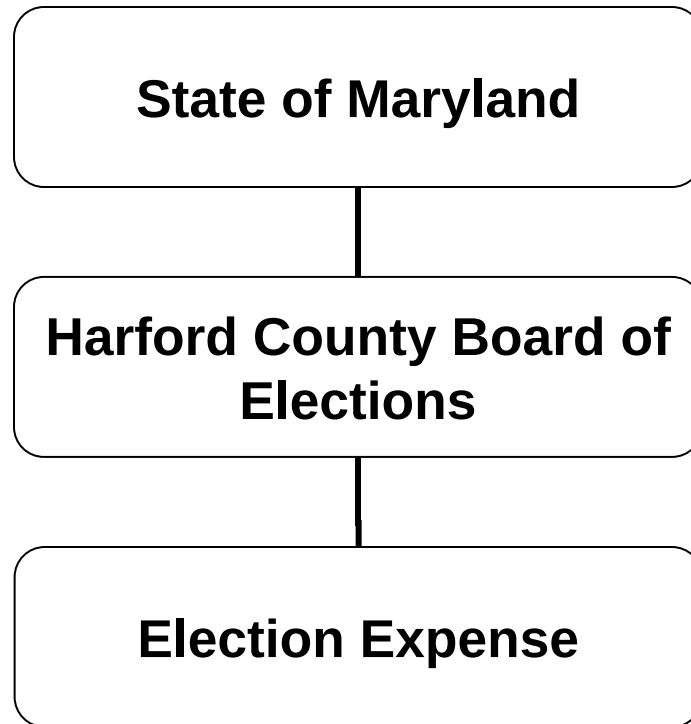
GRANTS STATE'S ATTORNEY					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cooperative Reimbursement Act Grant (Family Support Division)	1,178,862	400,813	09/30/09 Federal Renewable	Grant provides for establishing paternity and securing support for any child born out of wedlock, securing support for any child who has a parent absent from the home or has been deserted by both parents, securing medical support for needy children, and enforcing compliance with established support orders. If grant ended, 12 full-time employees would lose their jobs and Harford County would not have an agency to provide this service to its citizens.	If grant ended, the State's Attorney's Office must still provide legal representation for support cases.

GRANTS STATE'S ATTORNEY					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Child Advocacy Center Training and Equipment	10,000	0	12/30/08 Federal Recurring	The purpose of this grant is to fund specialized training, equipment, and services to improve upon investigation & prosecution of child sexual abuse & assault cases, degree assault, rape & sexual offense of any degree. The State's Attorney office could not fund the Child Advocacy Center training & equipment out of its current budget if grant were to end.	None
Domestic Violence Legal Assistant	54,392	17,637	09/30/09 Federal Recurring	This grant funds a victim advocate / legal assistant position to improve upon investigation and prosecution of felony and serious misdemeanor domestic violence cases. This individual works with domestic violence victims providing court accompaniment and referrals to available services, as well as interviewing the involved parties and preparing the cases for court. The State's Attorney's budget cannot support the funding of this position. The grant is available for renewal through September 30, 2009. After that point, the State's Attorney's would request that the position be permanently funded.	None

GRANTS STATE'S ATTORNEY					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
TOTALS:	\$1,243,254	\$418,450			

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BOARD OF ELECTIONS



ELECTIONS

ORIGIN/PURPOSE:

The Harford County Board of Elections insures 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 '08 - '09 KEY GOAL:

- 1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	93,946	210,653	166,121	218,613	218,613
20	CONTRACTUAL SERVICES	309,327	583,142	685,674	848,047	848,047
30	SUPPLIES & MATERIALS	281,110	192,165	208,210	218,377	218,377
40	BUSINESS & TRAVEL	22,011	26,648	31,600	26,910	26,910
50	CAPITAL OUTLAY	9,574	12,445	0	0	0
70	MISCELLANEOUS	304,468	459,667	595,390	572,475	572,475
80	INTER-GOVT / INTER-FUND EXPENSES	0	0	0	1,500	1,500
	GRAND TOTAL	1,020,436	1,484,720	1,686,995	1,885,922	1,885,922
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,020,436	1,484,720	1,686,995	1,885,922	1,885,922
	GRAND TOTAL	1,020,436	1,484,720	1,686,995	1,885,922	1,885,922
<u>SUMMARY BY DIVISION:</u>						
481000	HARFORD COUNTY BOARD OF ELECTIONS	852,740	866,197	987,426	984,020	984,020
482000	ELECTION EXPENSE	167,696	618,523	699,569	901,902	901,902
	GRAND TOTAL	1,020,436	1,484,720	1,686,995	1,885,922	1,885,922

ELECTIONS

FINANCIAL NOTES:

The \$198,927 net Increase in funding for Elections is the result of:

	FY 08	FY 09	CHANGE	
o	112,800	167,248	54,448	Temporary Salaries

ELECTIONS

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	13,530	15,270	1,740 Office Equipment - increase based on current contracts
o	5,400	7,200	1,800 Space & Real Estate Rental - an increase from \$300 to \$400 per polling site as approved by the Board of Elections
o	101,410	65,877	(35,533) Computer Software - Harford County's share of the voter registration system per State's estimate
o	2,925	2,925	0 Other Professional Services provides \$2,400 for Absentee Ballot teams to assist with forms in nursing homes and \$525 for the League of Women Voter's to complete State required compliance surveys
o	500	0	(500) In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	48,250	43,560	(4,690) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	6,500	5,500	(1,000) Legal Notices
	11,250	6,250	(5,000) Legal Services
	2,200	7,700	5,500 Computer Supplies
	6,660	5,160	(1,500) Mileage
	8,100	6,100	(2,000) Meals
	9,640	8,640	(1,000) Lodging
	900	1,060	160 Membership Fees
	3,000	3,150	150 Training Seminars
	<u>48,250</u>	<u>43,560</u>	<u>(4,690)</u>
o	595,390	572,475	(22,915) Payment to Other Government Agencies - Elections employees are paid from the State payroll and the County is invoiced by the State. The invoice will include salaries, pension, FICA health subsidy and overtime for ten (10) employees. Decrease is primarily for temporary salaries budgeted here in FY 09. The State wage package of a Merit + 2% COLA is included.
o	0	1,500	1,500 Fleet Management Rentals - funding is provided for the rental of three vans for the period of one week to transport voting machine equipment and supplies

DEPARTMENT: ELECTIONS

DIVISION: 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 deletions), and the day-to-day expenses of the office.

FY '08 - '09 GOAL:

1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	93,946	210,653	166,121	218,613	218,613
20	CONTRACTUAL SERVICES	165,607	43,081	52,405	49,445	49,445
30	SUPPLIES & MATERIALS	257,360	116,360	143,710	118,377	118,377
40	BUSINESS & TRAVEL	21,785	23,991	29,800	25,110	25,110
50	CAPITAL OUTLAY	9,574	12,445	0	0	0
70	MISCELLANEOUS	304,468	459,667	595,390	572,475	572,475
	GRAND TOTAL	852,740	866,197	987,426	984,020	984,020
<u>FUNDING SOURCE:</u>						
11	GENERAL	852,740	866,197	987,426	984,020	984,020

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

The (\$3,406) net decrease in funding for Elections - Harford County Board of Elections is the result of:

	FY 08	FY 09	CHANGE	
o	112,800	167,248	54,448	Temporary Salaries
				FY 08 FY 09 Change
				MVA Temps 59,800 46,824 (12,976)
				Board Members 31,000 31,000 0
				3 F/T Temps 0 81,120 81,120
				Seasonal 22,000 8,304 (13,696)
				<u>112,800 167,248 54,448</u>
o	4,861	11,387	6,526	Pension / Retirement rate adjustments
o	37,000	25,252	(11,748)	Overtime - based on actual expense history
o	11,460	14,726	3,266	FICA rate adjustments
o	13,530	15,270	1,740	Office Equipment - increase based on current contracts
o	40,350	51,000	10,650	Increase based on actual expense history and a 20% increase in voter registration for Presidential General election:
				FY 08 FY 09 Change
				14,000 16,000 2,000 General Office Supplies
				9,350 15,000 5,650 General Office Mailing
				17,000 20,000 3,000 Printing - Commercial
				<u>40,350 51,000 10,650</u>
o	0	300	300	Other Supplies & Materials - appropriation for expenses as authorized by Board activities
o	101,410	65,877	(35,533)	Computer Software - Harford County's share of the voter registration system per State's estimate

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

	FY 08	FY 09	Change	
o	500	0	(500)	In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	39,300	29,660	(9,640)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	300	600	300	Fax Services
	11,250	6,250	(5,000)	Legal Services
	750	500	(250)	Printing In-House
	500	0	(500)	Duplicating Machine Supplies
	6,160	4,660	(1,500)	Mileage
	6,800	4,800	(2,000)	Meals
	9,640	8,640	(1,000)	Lodging
	900	1,060	160	Membership Fees
	3,000	3,150	150	Training Seminars, Courses
	<u>39,300</u>	<u>29,660</u>	<u>(9,640)</u>	
o	595,390	572,475	(22,915)	Payments to Other Government Agencies - Elections employees are paid from the State payroll and the County is invoiced by the State. The invoice will include salaries, pension, FICA health subsidy and overtime for ten (10) employee. A wage package of a Merit and 2% COLA is included.

DIVISION STAFF SUMMARY

DEPARTMENT: ELECTIONS
DIVISION: HARFORD COUNTY BOARD OF ELECTIONS

Index No. 481000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>94,788</u>		<u>112,800</u>		<u>167,248</u>
SALARY TOTAL		<u><u>94,788</u></u>		<u><u>112,800</u></u>		<u><u>167,248</u></u>
OTHER PERSONAL SERVICES						
Pension		4,730		4,861		11,387
Overtime		2,880		37,000		25,252
FICA		<u>7,421</u>		<u>11,460</u>		<u>14,726</u>
TOTAL OTHER PERSONAL SERVICES		<u>15,031</u>		<u>53,321</u>		<u>51,365</u>
TOTAL PERSONAL SERVICES		<u><u>109,819</u></u> *		<u><u>166,121</u></u>		<u><u>218,613</u></u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

HARFORD COUNTY BOARD OF ELECTIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To ensure that every eligible citizen is given the opportunity to register to vote.

Department Objective:

To maintain or exceed a 99.9% accuracy rate for all voter registration transactions processed.

County Goal(s) Supported:

III. Efficient County Government

Measure	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Actual 2008	Budget 2009
<u>Input:</u>						
Dollars allocated	\$414,458	\$943,593	\$852,740	\$866,197	\$987,426	\$984,020
<u>Output:</u>						
Number of registration transactions processed	31,400	42,900	50,132	64,708	39,457	60,000
Number of registered voters	130,268	141,122	134,116	137,785	140,355	150,000
<u>Efficiency:</u>						
Cost per registered voter	\$3.18	\$6.69	\$6.36	\$6.29	\$7.04	\$6.56
<u>Service Quality:</u>						
Percentage of transactions processed correctly	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%
<u>Outcome:</u>						
Total number of new registrants	10,800	16,200	7,781	9,608	5,000	10,000
Percentage of voter turnout in general election	N/A	82%	67%	67%	80%	80%

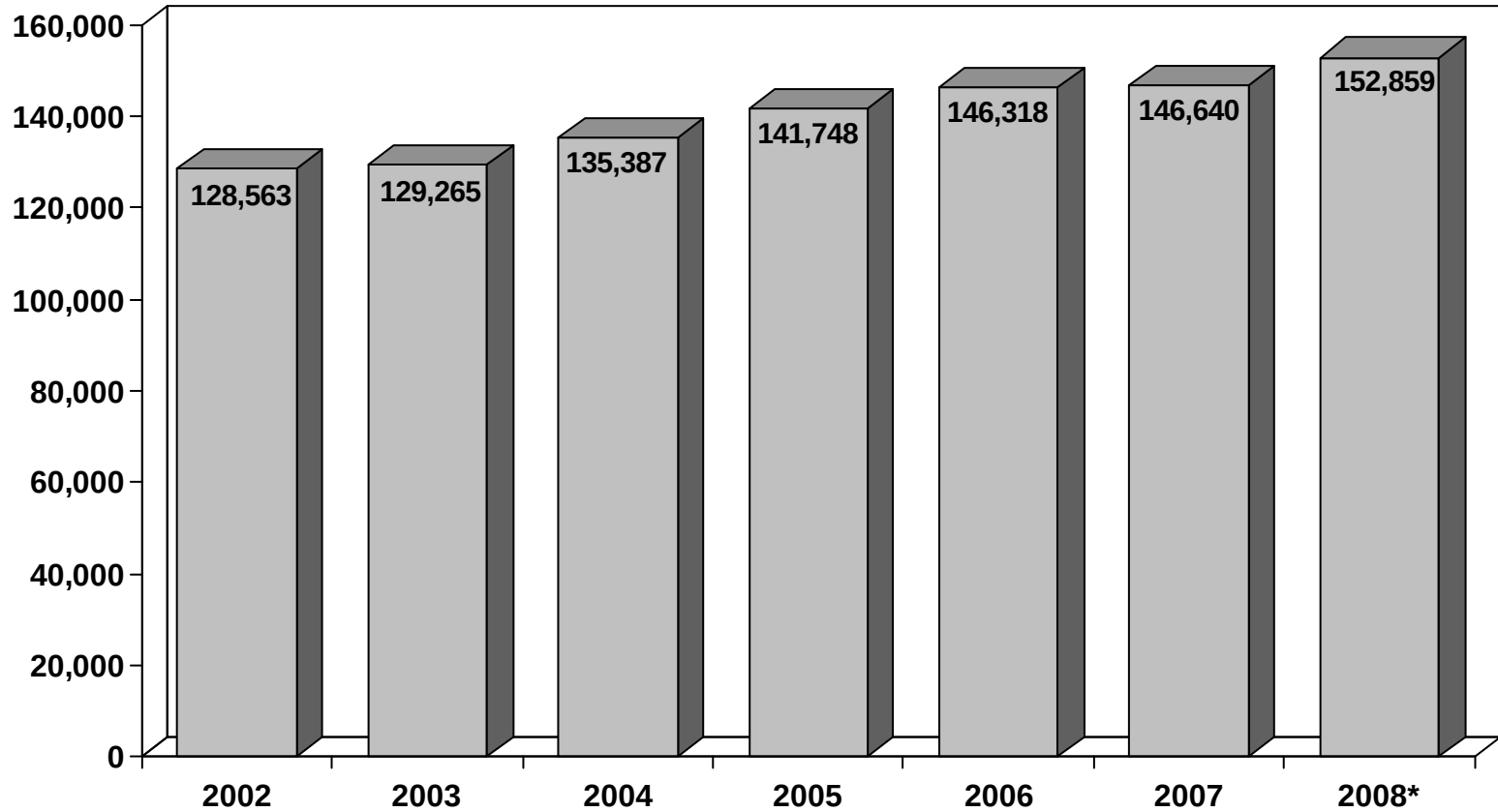
Explanation and Analysis of Performance Measures

Transactions include new registrations, duplicate registrations, cancellations (active and inactive), affiliation changes, address / name changes, confirmation mailings / responses, miscellaneous (inactivated, reactivated, reinstated). No data collected for petition verification, split precinct changes, or municipal elections / annexations.

Major Related Plans and Policies

Help America Vote Act of 2002 (HAVA), Registration and Election Law of Maryland, HAVA State Plan, Code of Maryland, Election Assistance Commissions Best Practices Tool Kit, and all procedures as dictated by the State Board of Elections (SBE).

Elections Registered Voters



Figures represent Active & Inactive registration

(Projected)

DEPARTMENT: ELECTIONS

DIVISION: 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 the personnel to support these efforts.

ALL FUND SUMMARY:

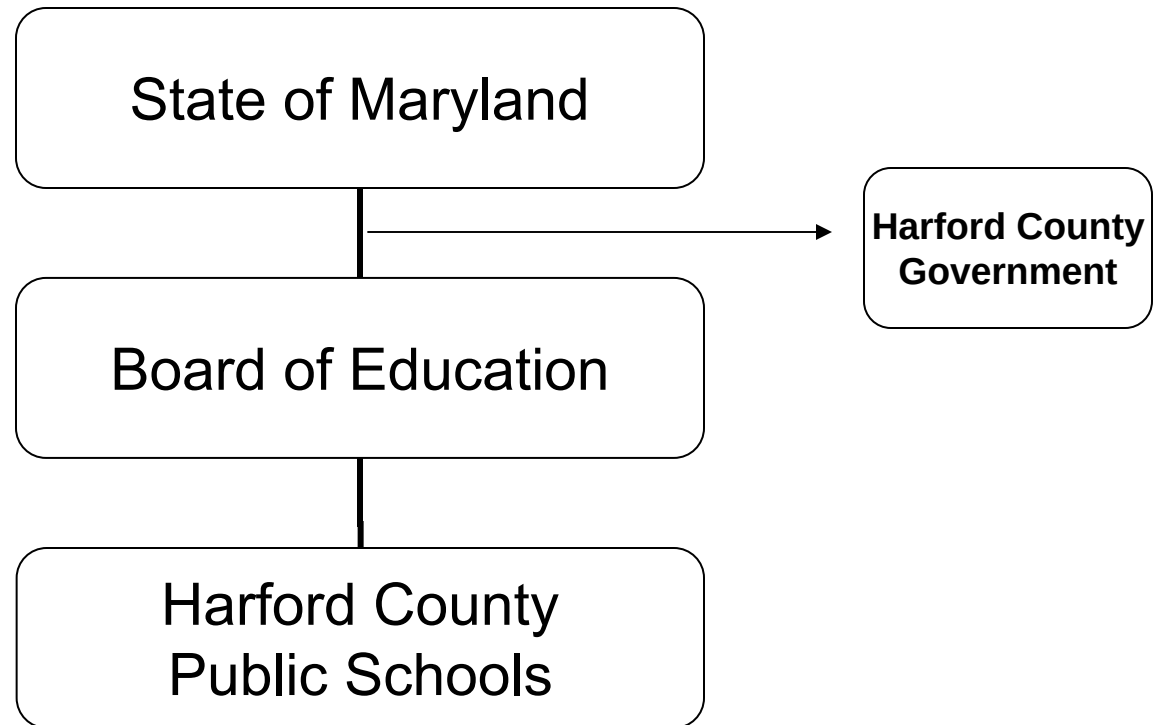
		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	143,720	540,061	633,269	798,602	798,602
30	SUPPLIES & MATERIALS	23,750	75,805	64,500	100,000	100,000
40	BUSINESS & TRAVEL	226	2,657	1,800	1,800	1,800
70	INTER-GOV'T / INTER-FUND EXPENSES	0	0	0	1,500	1,500
	GRAND TOTAL	167,696	618,523	699,569	901,902	901,902
<u>FUNDING SOURCE:</u>						
11	GENERAL	167,696	618,523	699,569	901,902	901,902

DEPARTMENT: ELECTIONS**DIVISION: Election Expense****INDEX: 482000****FINANCIAL NOTES:**

The \$202,333 net increase in funding for Elections - Election Expense is the result of:

	FY 08	FY 09	CHANGE	
o	57,400	87,400	30,000	Due to the Presidential General election in FY 09 and a 20% increase in turnout anticipated the following line items increase:
	FY 08	FY 09	Change	
	10,000	15,000	5,000	General Office Supplies
	10,000	20,000	10,000	Printing - Commercial
	37,400	52,400	15,000	General Office Mailing
	<u>57,400</u>	<u>87,400</u>	<u>30,000</u>	
o	335,809	501,842	166,033	Management Services - County's share for implementation of Statewide Voting System @ \$322,859, warranties @ \$23,391 and new voting machine equipment @ \$155,592
o	2,925	2,925	0	Other Professional Services provides \$2,400 for Absentee Ballot teams to assist with forms in nursing homes and \$525 for the League of Women's Voters to complete State required compliance surveys
o	5,400	7,200	1,800	Space & Real Estate Rental - an increase from \$300 to \$400 per polling sites as approved by the Board of Elections
o	11,425	16,700	5,275	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	2,925	3,700	775	Other Professional Services
	2,000	7,500	5,500	Computer Supplies
	6,500	5,500	(1,000)	Legal Notice
	<u>11,425</u>	<u>16,700</u>	<u>5,275</u>	
o	1,500	0	(1,500)	Building / Custodial - charges incurred by Board of Education when election judges are not able to finish closing polls before 10:00 p.m. will not be billed in FY 09
o	0	1,500	1,500	Fleet Management Rentals - funding is provided for the rental of three vans for the period of one week to transport voting machine equipment and supplies

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. The Board is composed of seven members. Each is appointed by the Governor of Maryland and serves for a term of five years. The terms of the Board members overlap and each member is eligible for reappointment; however, no member may serve more than two consecutive terms. Board of Education members do not receive salaries for their services. In addition, there is a student representative to the Board who serves a one-year term while a high school senior. The 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:

32	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	An Alternative Education Program
1	Public Charter School
<u>54</u>	<u>Total Number of Schools</u>

A Science and Mathematics Academy magnet program opened in the fall of 2004.

VISION:

Harford County is a community of learners where educating everyone takes everyone. We empower all students to contribute to a diverse, democratic, and change-oriented society. Our public schools, parents, public officials, businesses, community organizations, and citizens actively commit to educate all students to become caring, respectful, and responsible citizens.

MISSION STATEMENT:

The mission of Harford County Public schools is to foster a quality educational system that challenges students to develop knowledge and skills, and inspire them to become life-long learners and good citizens.

GOALS:

- Every student feels comfortable going to school
- Every student achieves personal and academic growth
- Every student benefits from accountable adults
- Every student connects with great employees
- Every student graduates ready to succeed

HARFORD COUNTY BOARD OF EDUCATION

FY 09 BOARD OF EDUCATION OPERATING FUNDING:

		FY 08 APPROVED BUDGET	FY 09 APPROVED BUDGET	\$ CHANGE
County		199,614,800	210,914,800	11,300,000
State	Unrestricted	200,556,716	203,409,364	2,852,648
Federal	Unrestricted	286,000	350,000	64,000
Other	Unrestricted	2,441,251	2,776,501	335,250
		<u>402,898,767</u>	<u>417,450,665</u>	<u>14,551,898</u>
Fund Balance		<u>1,840,030</u>	<u>757,538</u>	<u>(1,082,492)</u>
Total Unrestricted Funds		404,738,797	418,208,203	13,469,406
State	Restricted	7,807,961	7,314,067	(493,894)
Federal	Restricted	16,453,761	15,076,406	(1,377,355)
Other	Restricted	100,000	146,176	46,176
Total Restricted Funds		24,361,722	22,536,649	(1,825,073)
Total Funding		<u>429,100,519</u>	<u>440,744,852</u>	<u>11,644,333</u>

COUNTY FUNDING:

FY 08 ORIGINAL BUDGET	FY 09 APPROVED BUDGET	CHANGE
199,614,800	210,914,800	11,300,000

MAINTENANCE OF EFFORT

0	FY 09 required Maintenance of Effort funding
11,300,000	County funding over required Maintenance of Effort

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>175,414,800</u>	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	GRAND TOTAL	<u>175,414,800</u>	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>175,414,800</u>	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	GRAND TOTAL	<u>175,414,800</u>	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	<u>SUMMARY BY DIVISION:</u>					
541000	PUBLIC SCHOOLS	<u>175,414,800</u>	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	GRAND TOTAL	<u>175,414,800</u>	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>

HARFORD COUNTY BOARD OF EDUCATION

FINANCIAL NOTES:

The \$11,300,000 This FY 2009 budget provides County General Funds that in combination with increased funds from all other revenue sources provide \$14,551,898 in additional unrestricted revenue that, dependent upon approval of the Board of Education, could provide for the following priorities:

	FY 08	FY 09	CHANGE
o	199,614,800	210,914,800	11,300,000

635,979 PATTERSON MILL MIDDLE/HIGH SCHOOL

For FY 09, with the inclusion of eleventh grade students, additional funding is recommended to provide for eight Classroom Teachers, two Special Education and one Special Education Para-educator as well as a full-time Librarian to be created by combining a 0.7 full-time employee (FTE) being transferred from another school and combined with a new 0.3 FTE.

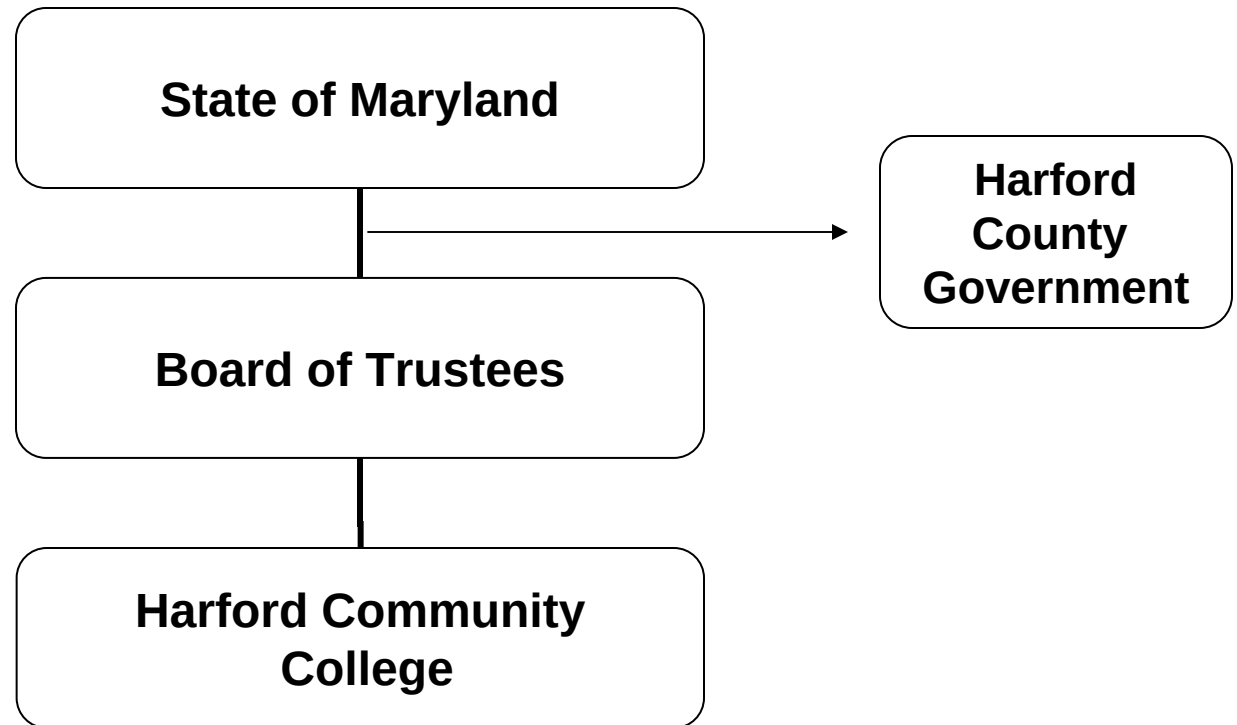
319,190 MAGNET & SPECIAL PROGRAMS

Funding is proposed for two Teachers for the Homeland Security Program at Joppatowne High School; two Teachers for the International Baccalaureate Program at Edgewood High School; and a half time Coordinator / half time Teacher for the Natural Resource and Agricultural Science Program.



Aberdeen High School

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 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 in 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 '08 - '09 KEY GOAL & OBJECTIVES

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.

- o To address the four-fold elements of the comprehensive community college
- o To address the recommendations of Middle States accreditation
- o To expect the campus community to share the accountability for excellence in learning in all areas of instruction and services
- o To comply fully with Maryland Higher Education Commission (MHEC) regulations

HARFORD COMMUNITY COLLEGE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>13,778,743</u>	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>16,778,743</u>
	GRAND TOTAL	<u>13,778,743</u>	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>16,778,743</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>13,778,743</u>	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>16,778,743</u>
	GRAND TOTAL	<u>13,778,743</u>	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>16,778,743</u>
	<u>SUMMARY BY DIVISION:</u>					
561000	HARFORD COMMUNITY COLLEGE	<u>13,788,743</u>	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>16,778,743</u>
	GRAND TOTAL	<u>13,788,743</u>	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>16,778,743</u>

FINANCIAL NOTES:

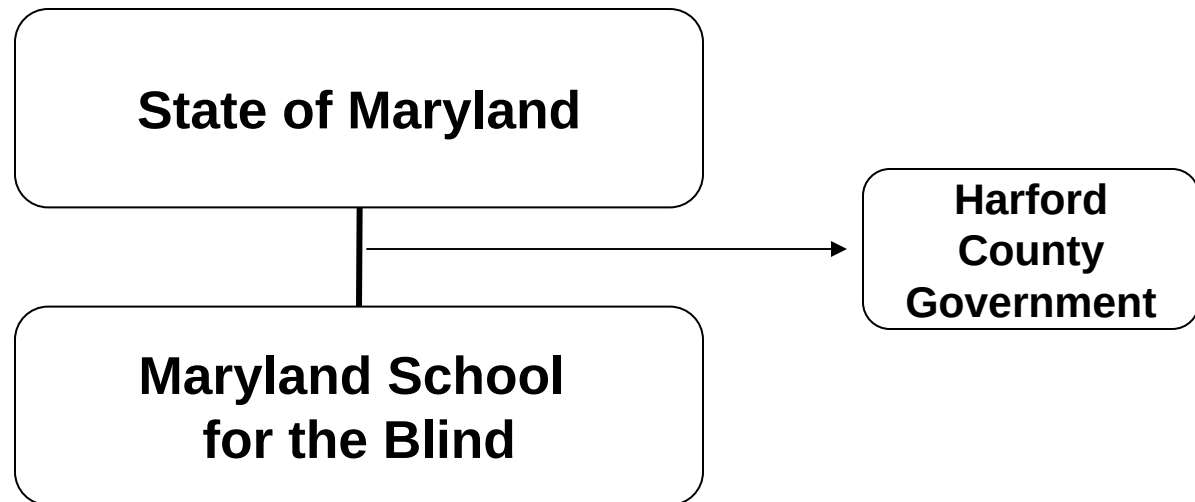
The \$1,000,000 net increase in funding for Harford Community College will provide for:

	FY 08	FY 09	CHANGE
o		1,000,000	1,000,000 to support a Wage Package in parity with the County's for all eligible staff



*Harford Community College
Hays-Heighe House*

MARYLAND SCHOOL FOR THE BLIND



MARYLAND SCHOOL FOR THE BLIND

ORIGIN/PURPOSE:

In 1853, the Maryland Institution for the Instruction of the Blind first opened its doors in downtown Baltimore. In 1868 the institution's name was changed to the Maryland School for the Blind. In 1908 the school moved to its present location in the Northeast corner of Baltimore City.

The school prides itself on treating the whole child and not just the disability. They provide instructional, residential, recreational, orientation, and mobility activities; plus health services, physical, speech and occupational therapies; and Braille instruction. They teach all of the basics, including math, reading, and science, in addition to the specialized services tailored to meet the needs of their students. A Drama Club, Boy Scouts, Arts & Crafts, and other activities are offered and students compete in swim meets, bowling, skiing, wrestling, and track.

Students who are "just" blind attend school in their local school districts where they learn in a classroom with their peers and remain close to their families and friends. Many of these students receive specialized support services from the Maryland School for the Blind.

More than 90% of the children served on campus have multiple disabilities and approximately 50% are classified as severely or profoundly disabled. Students from every county in Maryland stay on campus during the week.

VISION:

The Maryland School for the Blind strives to be:

- the premier statewide resource for the specific educational and living skill needs of all individuals with visual impairment (particularly ages 0 - 21) in Maryland;
- the statewide training center for those who work or live with individuals with visual impairment;
- a model demonstration site for the education and employment of individuals with visual impairment.

MISSION:

The Maryland School for the Blind educates children and youth with visual impairments, including those with multiple disabilities for functional independence.

MARYLAND SCHOOL FOR THE BLIND

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	63,677	73,525	75,000	75,000	75,000
	GRAND TOTAL	63,677	73,525	75,000	75,000	75,000
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	63,677	73,525	75,000	75,000	75,000
	GRAND TOTAL	63,677	73,525	75,000	75,000	75,000
	<u>SUMMARY BY DIVISION:</u>					
571000	MARYLAND SCHOOL FOR THE BLIND	63,677	73,525	75,000	75,000	75,000

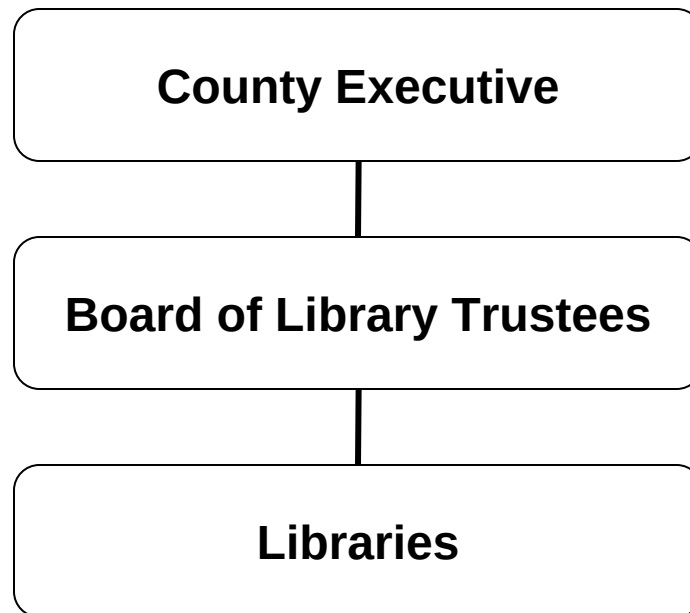
FINANCIAL NOTES:

No change in funding level for FY 09

	FY 08	FY 09	CHANGE	
o	75,000	75,000		0 The Education Article of the Annotated Code of Maryland, Section 8-310 had required each Maryland county to pay the Maryland School for the Blind \$200 a year for each blind child who is sent to the school from that county. Effective July 1, 2004, an amendment now requires each county to pay an amount, for each child sent to the school, equal to the local share of the basic cost of educating a student in that county.
				The basic local share of the cost to educate a child in Harford County will change from year to year. Harford County will be billed twice a year by the School for half of the tuition each time.
				This allocation is an approximation of these charges for FY 09.

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LIBRARIES



LIBRARIES

ORIGIN/PURPOSE:

The mission of the Harford County Public Library (HCPL) system is to provide efficient and convenient service to the residents of Harford County. The seven member Board of Library Trustees, representing all areas of the County, is appointed by the County Executive and confirmed by the County Council to overlapping five-year terms. The Board operates under the Laws of Maryland, Title 23, and Harford County Code, Article XXI, Bill No. 81-68 and as amended by Bill No. 97-17.

The library system currently maintains eleven service outlets and one 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 '08 - '09 KEY GOALS AND OBJECTIVES:

TO HAVE A CULTURE WHERE INNOVATION IS THE NORM

- o Decrease cultural barriers to innovation
- o Increase the number of innovative internal methods and practices
- o Increase the number of innovation customer-focused programs and services

TO PROVIDE CUSTOMIZED SERVICES TO TARGETED AUDIENCES IN THE COMMUNITY

- o Increase support to school-aged children and teens
- o Improve library service to populations new to Harford County
- o Enhance the services we provide to our online community
- o Increase library access and resources for commuters

LIBRARIES

FY '08 - '09 KEY GOALS AND OBJECTIVES CONT'D:

TO USE ADVOCACY, PARTNERSHIPS, AND FUNDRAISING INITIATIVES TO INCREASE RESOURCES IN SUPPORT OF INNOVATIVE STRATEGIES

- o Increase key decision makers' level of understanding about Library initiatives and issues
- o Increase contributions to the Library from business partners within the community
- o Improve cooperation between the Library and HCPL Foundation to support fundraising efforts
- o Improve collaboration among HCPL Foundation, Friends groups, and the Library to support Friends efforts
- o Increase funding to support strategic objectives

TO MEET CUSTOMER TECHNOLOGY NEEDS BY PROVIDING THE LATEST TECHNOLOGY AND TRAINING

- o Increase understanding of library customers' technology needs
- o Increase the library's knowledge and use of innovative technologies
- o Increase organization's effectiveness in training staff in new and existing technologies
- o Increase customer usage of new and existing technologies

TO HELP THE COMMUNITY UNDERSTAND AND VALUE THE INNOVATIVE SERVICES PROVIDED BY HCPL

- o Increase in-house understanding of Marketing's role as an integral part of library service delivery
- o Increase advertising, publicity, and promotional efforts for library main events and improve library positioning in the community
- o Improve the quality of HCPL marketing materials
- o Increase funding for marketing

LIBRARIES

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	280,334	0	0
20	CONTRACTUAL SERVICES	6,141	12,316	10,340	17,867	17,867
70	MISCELLANEOUS	13,099,640	14,349,640	15,414,787	16,650,121	16,650,121
	GRAND TOTAL	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988
<u>SUMMARY BY FUND:</u>						
11	GENERAL	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988
	GRAND TOTAL	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988
<u>SUMMARY BY DIVISION:</u>						
581000	COUNTY LIBRARIES	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988
	GRAND TOTAL	13,105,781	14,361,956	15,705,461	16,667,988	16,667,988

LIBRARIES

FINANCIAL NOTES:

The \$962,527 net increase to the Libraries is the result of:

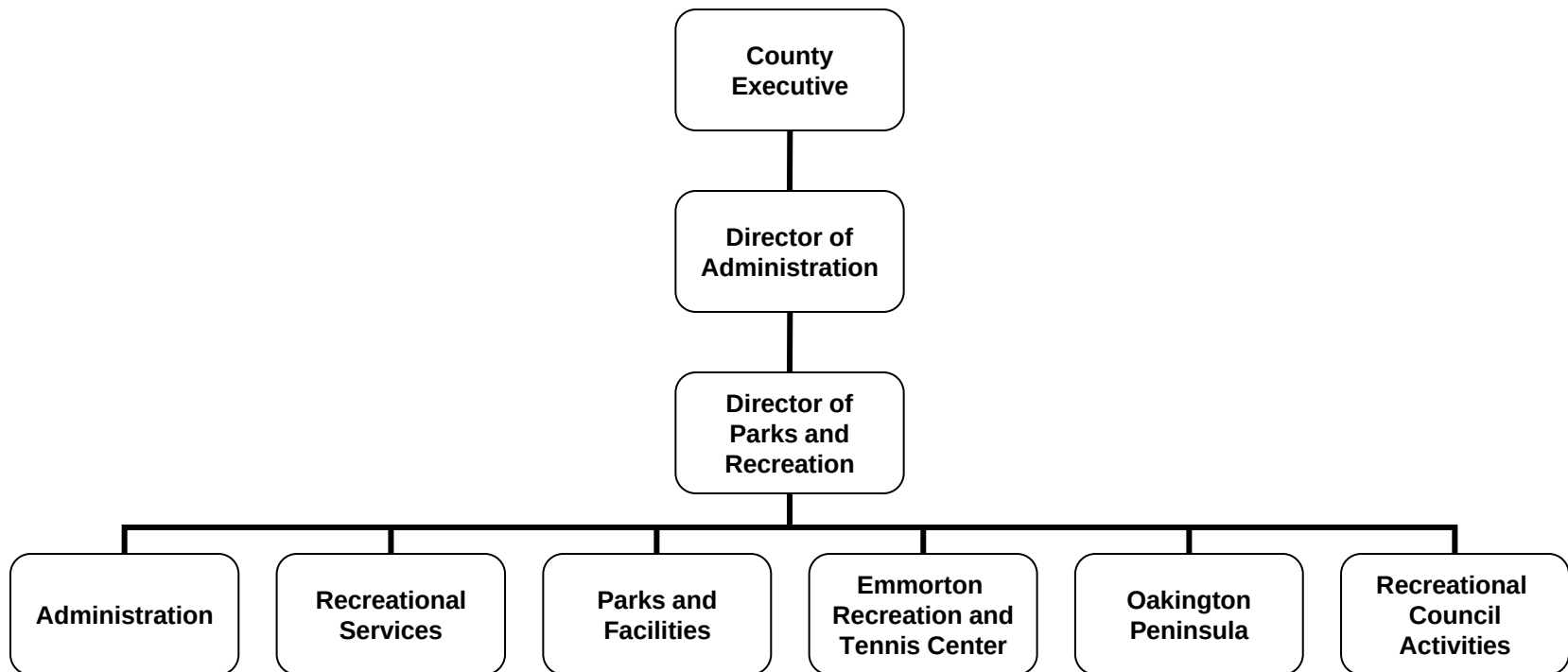
	FY 08	FY 09	CHANGE	
o	280,334	0	(280,334)	Funds provided for the Libraries OPEB (Other Post Employment Benefits) are reallocated as Payment to the Libraries for FY 09
o	10,340	17,867	7,527	Other Insurance - increased per actuarial for auto and general liability and property damage insurance
o	15,414,787	16,650,121	1,235,334	FY 09 increased funding is provided for:
				Wage Parity 710,492
				60 PT clerical hours and one FT custodian 65,000
				Health Insurance cost increase 88,265
				Utility Cost increase 48,049
				Materials budget 43,194
				955,000

For FY 09 funds provided for OPEB in FY 08 @ \$280,334 are allocated as part of Payment to the Libraries



Havre de Grace Library

DEPARTMENT OF PARKS AND RECREATION



PARKS AND RECREATION

ORIGIN/PURPOSE:

The Department of Parks and Recreation was formed under Harford County Charter, Article IV, Section 402 (Amended by Bill No. 88-35), Section 409 and 410. Parks & Recreation is divided into four primary areas of responsibility that include: Administration, Facilities & Operations, Capital Planning & Development, and Recreational Services. It is for operating and maintaining park facilities, 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 appointed Advisory Board and interested volunteers in 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 programs after school and weekends. These agreements allow the development of additional facilities at schools when the need is demonstrated.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. In order to be compliant with their GASB Statement #34, legislation was passed by the Harford County Council to establish a new Parks and Recreation Special Revenue (Fund 26) to account for activities that are of a self-sustaining nature. In FY 02, the following Parks and Recreation activities qualify for this special fund: Emmorton Tennis and Recreation Center, Oakington Peninsula, and Recreational Council and Special Activities and Skate Park.

MISSION STATEMENT:

TO ENHANCE THE LIVES OF ALL OUR CITIZENS BY PROVIDING A DIVERSIFIED MENU OF LEISURE OPPORTUNITIES; THE ACQUISITION AND PROTECTION OF OPEN SPACE; THE DEVELOPMENT, OPERATION, AND MANAGEMENT OF ADEQUATE PUBLIC RECREATION FACILITIES; AND THE ADHERENCE TO A STRONG ENVIRONMENTAL ETHIC

FY '08 - '09 KEY GOALS:

- 1 TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE
- 2 TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE LEISURE NEEDS OF OUR COMMUNITIES THROUGH THE CREATION OF A DIVERSIFIED SELECTION OF LEISURE PROGRAMS
- 3 TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF GROUNDS AND BUILDINGS TO MEET THE NEEDS OF OUR PARK USERS AND RECREATION COUNCIL PROGRAMS
- 4 TO OPERATE A MULTIFUNCTIONAL SELF-SUSTAINING RECREATION AND LEISURE FACILITY TO SATISFY CURRENT NEEDS AND FUTURE EXPECTATIONS
- 5 TO DEVELOP AND IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH MAXIMIZES REVENUE PRODUCTION

PARKS AND RECREATION

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	5,377,889	6,069,539	7,659,047	8,162,183	8,162,183
20	CONTRACTUAL SERVICES	1,182,926	1,326,508	1,576,353	1,553,778	1,553,778
30	SUPPLIES & MATERIALS	680,025	667,529	668,580	628,775	628,775
40	BUSINESS & TRAVEL	237,596	297,879	282,400	309,510	309,510
50	CAPITAL OUTLAY	241,934	739,765	226,690	77,423	77,423
70	MISCELLANEOUS	91,161	86,258	336,667	89,538	89,538
80	INTER-GOV'T / INTERFUND EXPENSES	0	0	0	118,340	118,340
	GRAND TOTAL	<u>7,811,531</u>	<u>9,187,478</u>	<u>10,749,737</u>	<u>10,939,547</u>	<u>10,939,547</u>

SUMMARY BY FUND:

11	GENERAL	7,136,238	8,484,750	9,803,280	10,182,644	10,182,644
26	PARKS AND RECREATION	675,293	702,728	946,457	756,903	756,903
	GRAND TOTAL	<u>7,811,531</u>	<u>9,187,478</u>	<u>10,749,737</u>	<u>10,939,547</u>	<u>10,939,547</u>

SUMMARY BY DIVISION:

GENERAL FUND:

591000	ADMINISTRATION	584,775	635,979	971,367	796,838	796,838
593000	RECREATIONAL SERVICES	2,059,981	2,306,498	2,495,530	2,756,103	2,756,103
595000	PARKS & FACILITIES	4,491,482	5,542,273	6,336,383	6,629,703	6,629,703

PARKS AND RECREATION FUND:

593002	EMMORTON RECREATION & TENNIS CENTER	287,429	275,416	383,027	296,903	296,903
593003	OAKINGTON PENINSULA	250,906	279,831	348,214	300,000	300,000
593004	RECREATIONAL COUNCIL ACTIVITIES	136,958	147,481	215,216	160,000	160,000
	GRAND TOTAL	<u>7,811,531</u>	<u>9,187,478</u>	<u>10,749,737</u>	<u>10,939,547</u>	<u>10,939,547</u>

SUMMARY OF GRANT BUDGETS

43,538

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrative Assistant I	1.00	45,248	7.00	340,985	8.00	416,676
Administrative Assistant II	3.00	151,874	2.00	97,393	3.00	183,765
Administrative Secretary II	1.00	53,239	1.00	57,031	1.00	62,270
Administrative Specialist I	0.00	0	1.00	54,631	1.00	59,658
Building Maintenance Worker I	1.00	24,423	0.00	0	0.00	0
Building Maintenance Worker II	3.00	92,552	0.00	0	0.00	0
Chief of Parks and Facilities	2.00	166,593	2.00	176,728	2.00	193,861
Chief of Recreation	1.00	89,596	1.00	95,037	1.00	104,797
Civil Engineer III	1.00	73,784	1.00	78,261	1.00	86,309
Crew Chief	2.00	91,716	2.00	97,265	3.00	152,488
Custodial Worker II	7.00	207,320	10.00	301,691	10.00	332,405
Director, Parks and Recreation	1.00	110,933	1.00	117,682	1.00	121,217
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,998
Park Building Maintenance Worker	0.00	0	4.00	129,851	5.00	177,576
Park Maintenance Crew Leader I	6.00	204,127	6.00	216,231	8.00	312,059
Park Maintenance Crew Leader II	2.00	85,439	2.00	90,710	0.00	0
Park Maintenance Mechanic I	2.00	67,914	3.00	122,031	2.00	77,167
Park Maintenance Mechanic II	2.00	96,515	2.00	102,428	3.00	167,237
Park Maintenance Worker I	4.00	107,806	10.00	256,937	7.00	196,452
Park Maintenance Worker II	8.00	240,719	9.00	268,616	10.00	315,350
Parks & Facilities Bldg Maintenance Supervisor	1.00	62,858	0.00	0	0.00	0
Parks & Facilities Grounds Maintenance Supervisor	1.00	59,023	0.00	0	0.00	0
Parks & Facilities Maintenance Supervisor	0.00	0	1.00	71,856	2.00	138,223
Planner II	0.00	0	0.00	0	1.00	57,307
Recreation Specialist III	3.00	104,206	3.00	138,356	4.00	193,660
Recreation Specialist IV	3.00	167,621	4.00	227,887	2.00	112,534
Recreation Specialist V	8.00	555,032	7.00	522,896	10.00	773,499
Secretary I	9.00	350,582	4.00	146,090	2.00	68,878
Storekeeper	1.00	35,114	1.00	37,235	1.00	30,271
Superintendent of Parks & Facilities	0.00	0	1.00	57,180	0.00	0
Utility Worker I	3.00	120,810	3.00	128,094	3.00	153,898
Utility Worker II	0.00	0	1.00	42,655	1.00	46,577
FULL-TIME SALARIES	77.00	3,442,942	90.00	4,059,182	93.00	4,626,132
SALARY OFFSET		(52,735)		0		0
TOTAL FULL-TIME SALARIES	77.00	3,390,207	90.00	4,059,182	93.00	4,626,132

STAFF SUMMARY

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker II	3.50	96,076	3.50	94,533	3.50	99,859
PART-TIME SALARIES	3.50	96,076	3.50	94,533	3.50	99,859
SALARY OFFSET		(18,318)		0		0
TOTAL PART-TIME SALARIES	3.50	77,758	3.50	94,533	3.50	99,859
TEMPORARY SALARIES		676,875		629,940		665,109
SUB-TOTAL P & R - GENERAL	<u>80.50</u>	<u>4,144,840</u>	<u>93.50</u>	<u>4,783,655</u>	<u>96.50</u>	<u>5,391,100</u>
<u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Community Resources Coordinator	1.00	50,454	1.00	53,517	1.00	58,431
Custodial Worker II	2.00	71,642	2.00	76,783	2.00	83,843
FULL-TIME SALARIES	3.00	122,096	3.00	130,300	3.00	142,274
TEMPORARY SALARIES		171,264		182,815		187,694
SUB-TOTAL P & R SPECIAL FUND	<u>3.00</u>	<u>293,360</u>	<u>3.00</u>	<u>313,115</u>	<u>3.00</u>	<u>329,968</u>
<u>PARKS AND RECREATION TOTALS</u>						
TOTAL FULL-TIME SALARIES	80.00	3,565,038	93.00	4,189,482	96.00	4,768,406
FULL TIME SALARY OFFSET		(71,053)		0		0
TOTAL PART-TIME SALARIES	3.50	96,076	3.50	94,533	3.50	99,859
PART-TIME SALARY OFFSET		(18,318)		0		0
TOTAL TEMPORARY SALARIES		848,139		812,755		852,803
PARKS & RECREATION SALARY TOTAL	<u>83.50</u>	<u>4,419,882</u>	<u>96.50</u>	<u>5,096,770</u>	<u>99.50</u>	<u>5,721,068</u>

PARKS AND RECREATION

GENERAL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	5,040,824	5,692,711	7,210,405	7,685,919	7,685,919
20	CONTRACTUAL SERVICES	933,881	1,101,413	1,229,608	1,323,064	1,323,064
30	SUPPLIES & MATERIALS	601,608	594,538	558,345	582,260	582,260
40	BUSINESS & TRAVEL	233,433	294,843	273,715	306,100	306,100
50	CAPITAL OUTLAY	235,331	714,987	194,540	77,423	77,423
70	MISCELLANEOUS	91,161	86,258	336,667	89,538	89,538
80	INTER-GOVT'L / INTER-FUND EXPENSES	0	0	0	118,340	118,340
	GRAND TOTAL	7,136,238	8,484,750	9,803,280	10,182,644	10,182,644

SUMMARY BY FUND:

11	GENERAL	7,136,238	8,484,750	9,803,280	10,182,644	10,182,644
	GRAND TOTAL	7,136,238	8,484,750	9,803,280	10,182,644	10,182,644

SUMMARY BY DIVISION:

591000	ADMINISTRATION	584,775	635,979	971,367	796,838	796,838
593000	RECREATIONAL SERVICES	2,059,981	2,306,498	2,495,530	2,756,103	2,756,103
595000	PARKS & FACILITIES	4,491,482	5,542,273	6,336,383	6,629,703	6,629,703
	GRAND TOTAL	7,136,238	8,484,750	9,803,280	10,182,644	10,182,644

SUMMARY OF GRANT BUDGETS

43,538

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	45,248	7.00	340,985	8.00	416,676
Administrative Assistant II	3.00	151,874	2.00	97,393	3.00	183,765
Administrative Secretary II	1.00	53,239	1.00	57,031	1.00	62,270
Administrative Specialist I	0.00	0	1.00	54,631	1.00	59,658
Building Maintenance Worker I	1.00	24,423	0.00	0	0.00	0
Building Maintenance Worker II	3.00	92,552	0.00	0	0.00	0
Chief of Parks and Facilities	2.00	166,593	2.00	176,728	2.00	193,861
Chief of Recreation	1.00	89,596	1.00	95,037	1.00	104,797
Civil Engineer III	1.00	73,784	1.00	78,261	1.00	86,309
Crew Chief	2.00	91,716	2.00	97,265	3.00	152,488
Custodial Worker II	7.00	207,320	10.00	301,691	10.00	332,405
Director, Parks and Recreation	1.00	110,933	1.00	117,682	1.00	121,217
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,998
Park Building Maintenance Worker	0.00	0	4.00	129,851	5.00	177,576
Park Maintenance Crew Leader I	6.00	204,127	6.00	216,231	8.00	312,059
Park Maintenance Crew Leader II	2.00	85,439	2.00	90,710	0.00	0
Park Maintenance Mechanic I	2.00	67,914	3.00	122,031	2.00	77,167
Park Maintenance Mechanic II	2.00	96,515	2.00	102,428	3.00	167,237
Park Maintenance Worker I	4.00	107,806	10.00	256,937	7.00	196,452
Park Maintenance Worker II	8.00	240,719	9.00	268,616	10.00	315,350
Parks & Facilities Bldg Maintenance Supervisor	1.00	62,858	0.00	0	0.00	0
Parks & Facilities Grounds Maintenance Supervisor	1.00	59,023	0.00	0	0.00	0
Parks & Facilities Maintenance Supervisor	0.00	0	1.00	71,856	2.00	138,223
Planner II	0.00	0	0.00	0	1.00	57,307
Recreation Specialist III	3.00	104,206	3.00	138,356	4.00	193,660
Recreation Specialist IV	3.00	167,621	4.00	227,887	2.00	112,534
Recreation Specialist V	8.00	555,032	7.00	522,896	10.00	773,499
Secretary I	9.00	350,582	4.00	146,090	2.00	68,878
Storekeeper	1.00	35,114	1.00	37,235	1.00	30,271
Superintendent of Parks & Facilities	0.00	0	1.00	57,180	0.00	0
Utility Worker I	3.00	120,810	3.00	128,094	3.00	153,898
Utility Worker II	0.00	0	1.00	42,655	1.00	46,577
FULL-TIME SALARIES	77.00	3,442,942	90.00	4,059,182	93.00	4,626,132
SALARY OFFSET		(52,735)		0		0
TOTAL FULL-TIME SALARIES	77.00	3,390,207	90.00	4,059,182	93.00	4,626,132

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker II	3.50	96,076	3.50	94,533	3.50	99,859
PART-TIME SALARIES	3.50	96,076	3.50	94,533	3.50	99,859
SALARY OFFSET		(18,318)		0		0
TOTAL PART-TIME SALARIES	3.50	77,758	3.50	94,533	3.50	99,859
TEMPORARY SALARIES		676,875		629,940		665,109
SALARY TOTAL	80.50	4,144,840	93.50	4,783,655	96.50	5,391,100
OTHER PERSONAL SERVICES						
Pension & Retirement		341,123		383,370		481,772
Workers' Compensation		132,245		195,059		248,602
Health Benefits		1,070,819		1,165,150		977,844
OPEB		0		145,380		0
Overtime & Shift Differential		97,781		107,180		108,356
FICA		332,306		372,131		419,345
Uniform Allowance		31,800		43,500		43,500
Miscellaneous		14,350		14,980		15,400
TOTAL OTHER PERSONAL SERVICES		2,020,424		2,426,750		2,294,819
TOTAL PERSONAL SERVICES	80.50	6,165,264 *	93.50	7,210,405	96.50	7,685,919

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PARKS AND RECREATION

DIVISION: Administration

INDEX: 591000

ORIGIN/PURPOSE:

The Office of the Director, with advice and counsel from staff and Advisory Board, establish and interpret policy and provide support services for the various divisions within the Department.

These services include overall 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 '08 - '09 GOAL:

1 TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	557,647	605,832	703,855	763,368	763,368
20	CONTRACTUAL SERVICES	10,430	12,071	14,630	15,595	15,595
30	SUPPLIES & MATERIALS	8,640	8,837	8,350	7,950	7,950
40	BUSINESS & TRAVEL	7,121	8,639	9,225	7,425	7,425
50	CAPITAL OUTLAY	0	0	2,400	1,500	1,500
70	MISCELLANEOUS	937	600	232,907	1,000	1,000
	GRAND TOTAL	584,775	635,979	971,367	796,838	796,838
<u>FUNDING SOURCE:</u>						
11	GENERAL	584,775	635,979	971,367	796,838	796,838

DEPARTMENT: PARKS AND RECREATION**DIVISION: Administration****INDEX: 591000****FINANCIAL NOTES:**

The (\$174,529) net decrease in funding for Parks & Recreation Administration is the result of:

	FY 08	FY 09	CHANGE	
o		21,092	21,092	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		32,150	32,150	the FY 09 Wage Package of a Step + a 3% COLA
o	516,918	538,970	22,052	Full Time Salaries
			822	Salary Step & / or Grade adjustments based on the recommendations of the Dept of Human Resources
			21,230	Staff Turnover
			3.94%	
			<u>22,052</u>	
o	74,581	66,722	(7,859)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	46,248	53,646	7,398	Pension / Retirement rate adjustments
o	8,603	9,409	806	Workers' Compensation rate adjustments
o	18,092	0	(18,092)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	38,293	40,259	1,966	FICA adjustments

DEPARTMENT: PARKS AND RECREATION**DIVISION: Administration****INDEX: 591000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	15,350	13,400	(1,950) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	100	0	(100) Legal Notices
	250	0	(250) Other Advertising
	4,400	4,000	(400) General Office Supplies
	500	250	(250) Printing - Commercial
	900	600	(300) Duplicating Machine Supplies
	1,600	1,800	200 General Office Mailing
	600	800	200 Other Food Supplies
	0	250	250 Computer Hardware
	200	100	(100) Computer Supplies
	500	0	(500) Transportation Costs
	300	0	(300) Lodging
	5,500	5,000	(500) Mileage
	500	600	100 Training Seminars
	<u>15,350</u>	<u>13,400</u>	<u>(1,950)</u>
o	5,300	6,915	1,615 Office Equipment increase due to copier upgrades at Parks & Recreation headquarters and Fallston Shop
o	600	0	(600) In-House Training funds reallocated to Human Resources - Personnel Matters for better control
o	2,400	1,500	(900) Equipment funding provides for emergency replacements of printers as recommended by Computer Support
o	231,807	0	(231,807) General Fund support of the Parks & Recreation Special Revenue Fund will be discontinued in FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: ADMINISTRATION

Index No. 591000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	151,874	2.00	97,393	2.00	129,490
Administrative Secretary II	1.00	53,239	1.00	57,031	1.00	62,270
Administrative Specialist I	0.00	0	1.00	54,631	1.00	59,658
Chief, Parks & Facilities	1.00	79,612	1.00	84,454	1.00	93,122
Civil Engineer III	1.00	73,784	1.00	78,261	1.00	86,309
Director, Parks and Recreation	1.00	110,933	1.00	117,682	1.00	121,217
Secretary I	0.00	0	1.00	27,466	1.00	30,885
SALARY TOTAL	7.00	469,442	8.00	516,918	8.00	582,951
OTHER PERSONAL SERVICES						
Pension & Retirement		42,663		46,248		58,779
Workers' Compensation		5,729		8,603		10,286
Health Benefits		66,994		74,581		66,722
OPEB		0		18,092		0
FICA		34,875		38,293		43,510
Miscellaneous		980		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		151,241		186,937		180,417
TOTAL PERSONAL SERVICES	7.00	620,683 *	8.00	703,855	8.00	763,368

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PARKS AND RECREATION - ADMINISTRATION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To provide for burgeoning recreation needs within the development envelope as well as county-wide.

Department Objective:

To acquire large parcels of open space along the outskirts of the development envelope where land is more readily available and less expensive to purchase. Design and develop regional multi-purpose facilities to meet the leisure needs of multiple recreation councils in a more efficient manner.

County Goal(s) Supported:

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	N/A*	\$900,000	\$2,700,000	\$2,100,000	\$750,000
Number of staff	N/A*	2	3	3	2
<u>Output:</u>					
Number of open space acquisitions for future regional facilities	N/A*	1	2	2	1
Number of acres of future regional facilities	N/A*	71	83	141	30
<u>Efficiency:</u>					
Cost of sites for future regional facilities	N/A*	950,000	\$3,518,000	\$2,100,000	\$950,000
<u>Service Quality:</u>					
Degree to which acquired land addresses expressed needs.	N/A*	High	High	High	High
<u>Outcome:</u>					
Number of sites suitable for regional facilities.	N/A*	2	3	1	1

Explanation and Analysis of Performance Measures Lack of sufficient open space within the development envelope has made it necessary to explore alternatives outside or on the limits of the envelope in order to design and construct multi-purpose regional facilities which will more efficiently address Community and County leisure needs.

Major Related Plans and Policies Master Plan; Expressed needs of Recreation Councils; calculations of facility deficiencies; 2005 Land Preservation, Parks and Recreation plan.

*N/A - These are new measures being tracked by Parks & Recreation, therefore, data for previous years is unavailable.

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****ORIGIN/PURPOSE:**

The Recreational Division initiates and promotes leisure time activities for all County residents. To assist us in this effort, community-based volunteer support is solicited through recreation councils and various countywide organizations. In addition to 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 level.

FY '08 - '09 GOAL:

- 2 TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE RECREATIONAL NEEDS OF OUR COMMUNITIES THROUGH THE CREATION OF A DIVERSIFIED SELECTION OF LEISURE PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,592,594	1,753,971	2,046,216	2,321,126	2,321,126
20	CONTRACTUAL SERVICES	215,708	229,528	233,029	231,489	231,489
30	SUPPLIES & MATERIALS	74,696	94,577	88,875	97,075	97,075
40	BUSINESS & TRAVEL	25,698	23,974	29,550	26,325	26,325
50	CAPITAL OUTLAY	61,061	118,790	4,100	1,550	1,550
70	MISCELLANEOUS	90,224	85,658	93,760	78,538	78,538
	GRAND TOTAL	<u>2,059,981</u>	<u>2,306,498</u>	<u>2,495,530</u>	<u>2,756,103</u>	<u>2,756,103</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>2,059,981</u>	<u>2,306,498</u>	<u>2,495,530</u>	<u>2,756,103</u>	<u>2,756,103</u>

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

The \$260,573 net increase in funding for Recreational Services is the result of:

	FY 08	FY 09	CHANGE				
o		63,528	63,528	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08			
o		108,951	108,951	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff			
o		145,136	145,136	Full-Time Permanent Positions created for FY 09:			
			# of Positions	Salary	Fringe	Total	
			1.0	47,483	25,085	72,568	Recreation Specialist III for Edgewood Recreation Center to replace Maryland State Police assistance (reduced Temporary funding \$10,000)
			1.0	47,483	25,085	72,568	Recreation Specialist III for Eden Mill (reduced #7104 for match for Office Administrator contribution \$15,222)
			<u>2.0</u>	<u>94,966</u>	<u>50,170</u>	<u>145,136</u>	
o	47,780	59,095	11,315	Temporary Salaries - provide lump sum funding for Park Naturalist and Pal Center programming			
o	1,395,795	1,405,743	9,948	Full Time Salaries			
			12,855	Salary Step & / or Grade adjustments based on recommendation of the Dept of Human Resources			
			<u>(2,907)</u>	Staff Turnover	<u>(.21%)</u>		
			<u>9,948</u>				
o	269,145	231,736	(37,409)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage			
o	113,478	128,908	15,430	Pension / Retirement rate adjustments			
o	56,497	61,602	5,105	Workers' Compensation rate adjustments			
o	48,853	0	(48,853)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund			
o	109,668	112,067	2,399	FICA adjustments			

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	16,245	15,855	(390) Office Equipment - decrease based on current copier leases
o	4,000	3,000	(1,000) Other Professional Services - funds provide for assistance to travel leagues needing liability insurance and special events at the Edgewood Recreation & Community Center
o	2,000	3,700	1,700 Other Food Supplies - increase for After School programs at Edgewood Recreation & Community Center
o	1,100	0	(1,100) In-House Training funding reallocated to Human Resources - Personnel Matters for better control
o	292,700	288,400	(4,300) Line items significantly adjusted, based on actual expense history:

FY 08	FY 09	Change	
3,200	3,800	600	Fax Services
45,000	43,000	(2,000)	Telephone Service
500	0	(500)	Personnel / Recruitment
62,000	64,000	2,000	Recreation Officials
2,000	750	(1,250)	Office Equipment Service
100,000	101,000	1,000	Building / Custodial
14,000	16,000	2,000	General Office Supplies
7,000	11,000	4,000	Duplicating Machine Supplies
700	1,600	900	Uniforms - Purchase
31,000	22,000	(9,000)	Recreation Supplies
4,900	3,100	(1,800)	County Owned Vehicles
9,900	13,000	3,100	Fuel Charges
8,500	8,000	(500)	Mileage
2,500	750	(1,750)	Non-targeted Charges
1,500	400	(1,100)	Training Seminars
<u>292,700</u>	<u>288,400</u>	<u>(4,300)</u>	

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	33,200	42,100	8,900	Additional costs incurred due to an increase in the number of Parks & Recreation county-wide brochures:
	FY 08	FY 09	Change	
	16,000	22,500	6,500	Printing - Commercial
	17,200	19,600	2,400	General Office Mailing
	<u>33,200</u>	<u>42,100</u>	<u>8,900</u>	
o	4,100	1,550	(2,550)	Equipment provides for a workstation, chair and bookshelf for the Eden Mill Office
o	93,760	78,538	(15,222)	Miscellaneous
	FY 08	FY 09	Change	
	15,222	0	(15,222)	Eden Mill Office Administrator contribution not required as a Recreation Specialist III position is being created in FY 09
	33,000	33,000	0	Recreation fees for disadvantaged children and John Archer evening recreation program
	43,538	43,538	0	John Archer After School Child Care and summer camp
	2,000	2,000	0	Reimbursement to public schools for vandalism resulting from recreation programs
	<u>93,760</u>	<u>78,538</u>	<u>(15,222)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: RECREATIONAL SERVICES

Index No. 593000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	6.00	292,995	8.00	416,676 A
Chief of Recreation	1.00	89,596	1.00	95,037	1.00	104,797
Recreation Specialist III	3.00	104,206	3.00	138,356	4.00	193,660 B
Recreation Specialist IV	3.00	167,621	4.00	227,887	2.00	112,534
Recreation Specialist V	8.00	555,032	7.00	522,896	10.00	773,499 C
Secretary I	9.00	350,582	3.00	118,624	1.00	37,993
FULL-TIME SALARIES	24.00	1,267,037	24.00	1,395,795	26.00	1,639,159
SALARY OFFSET		(13,337)		0		0
TOTAL FULL-TIME SALARIES	24.00	1,253,700	24.00	1,395,795	26.00	1,639,159
TEMPORARY SALARIES		36,680		47,780		63,480
SALARY TOTAL	24.00	1,290,380	24.00	1,443,575	26.00	1,702,639
OTHER PERSONAL SERVICES						
Pension & Retirement		108,127		113,478		150,311
Workers' Compensation		39,595		56,497		73,553
Health Benefits		245,694		269,145		259,898
OPEB		0		48,853		0
FICA		103,191		109,668		130,085
Uniform Allowance		1,200		1,500		1,000
Miscellaneous		3,500		3,500		3,640
TOTAL OTHER PERSONAL SERVICES		501,307		602,641		618,487
TOTAL PERSONAL SERVICES	24.00	1,791,687 *	24.00	2,046,216	26.00	2,321,126

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Secretary I positions upgraded to Administrative Assistant I - #2700 and #0624

B - One (1) Recreation Specialist III position created for the Edgewood Recreation & Community Center - #3500

One (1) Recreation Specialist III position created for the Eden Mill Nature Center - #3501

One (1) Recreation Specialist III position upgraded to a Recreation Specialist V - #0901

C - Two (2) Recreation Specialist IV positions upgraded to Recreation Specialist V - #2488 and #2489

DEPARTMENT OF PARKS & RECREATION - RECREATIONAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To be receptive to the individual and collective recreational needs of our communities through the creation of a diversified selection of leisure programs.

Department Objective:

To increase the quantity of programs and opportunities in therapeutic, adventure, generic and environmental recreation.

County Goal(s) Supported:

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated for recreation	\$1,882,815	\$2,059,981	\$2,356,536	\$2,485,530	\$2,573,282
Number of recreation staff	22.5	23	23	24	26
Number of therapeutic recreation staff	1	1	1	1	1
<u>Output:</u>					
Number of recreation programs	1,760	1,870	2,611	2,011	2,691
Number of therapeutic programs	86	96	297	225	306
Total # of programs	1,846	1,966	2,908	2,236	2,997
<u>Efficiency:</u>					
Number of participants per staff member	3,256	3,290	3,596	3,338	3,277
Sq. feet of building space each staffer is responsible for	6,848	6,699	6,699	9,183	8,477
<u>Outcome:</u>					
Number of therapeutic recreation program participants	11,158	12,100	11,950	13,500	12,000
Total number of participants in recreation programs	73,258	75,681	82,710	80,121	85,191

Explanation and Analysis of Performance Measures

With increase in County population; i.e., BRAC, the demand for programs and more therapeutic recreation programs will occur. Cost included in projection is County cost only; i.e., staff salaries. The Special Olympics no longer under our supervision.

Major Related Plans and Policies

As part of BRAC plans to ready Harford County for additional citizens, our therapeutic recreation division will be planning more programs for special needs individuals.

DEPARTMENT: PARKS AND RECREATION

DIVISION: Parks and Facilities

INDEX: 595000

ORIGIN/PURPOSE:

The Division of Parks and Facilities includes two operating groups - the Division of Capital Planning and Development, and the Division of Facilities and Operations. The Division of Capital Planning and Development is responsible for park land acquisition and development projects at park sites, school sites, and in the incorporated municipalities. The Division also manages the preparation and update of the Land Preservation and Recreation Plan. Interaction and coordination with other County agencies, State agencies and incorporated municipalities, staff, volunteers, and the public is a major function of the acquisition and development process.

The Division of Facilities and Operations is responsible for renovating and maintaining Harford County park sites and facilities in a safe and usable condition. Additionally, in accordance with the Joint Use Agreement with Harford County Public Schools, this division maintains bleachers, multipurpose and tennis courts, infields of baseball / softball diamonds, and athletic fields (soccer / lacrosse / football) at schools. The Division of Facilities and Operations prepares and manages the operating budget for the department. They coordinate with other County agencies in snow removal on County roads and at libraries, as well as the park sites. They maintain and repair 307 pieces of equipment. They also pick up trash at park facilities and schools, provide the showmobile for special events, as well as the purchasing all supplies and equipment (less than \$10,000) to meet departmental needs.

FY '08 - '09 GOAL:

- 3 TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF GROUNDS AND BUILDINGS TO MEET THE NEEDS OF OUR PARK USERS AND RECREATION COUNCIL PROGRAMS

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****ALL FUND SUMMARY:**

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,890,583	3,332,908	4,460,334	4,601,425	4,601,425
20	CONTRACTUAL SERVICES	707,743	859,814	981,949	1,075,980	1,075,980
30	SUPPLIES & MATERIALS	518,272	491,124	461,120	477,235	477,235
40	BUSINESS & TRAVEL	200,614	262,230	234,940	272,350	272,350
50	CAPITAL OUTLAY	174,270	596,197	188,040	74,373	74,373
70	MISCELLANEOUS	0	0	10,000	10,000	10,000
80	INTER-GOVT'L / INTER-FUND EXPENSES	0	0	0	118,340	118,340
	GRAND TOTAL	4,491,482	5,542,273	6,336,383	6,629,703	6,629,703
<u>FUNDING SOURCE:</u>						
11	GENERAL	4,491,482	5,542,273	6,336,383	6,629,703	6,629,703

FINANCIAL NOTES:

The \$293,320 net increase in funding for Parks and Facilities is the result of:

	FY 08	FY 09	CHANGE
o		97,846	97,846 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o		206,622	206,622 the FY 09 Wage Package of a Merit + a 3% COLA for all eligible staff

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	2,146,469	2,143,001	(3,468)	Full Time Salaries
			(4,546)	Salary Step & / or Grade adjustments based on the recommendations of the Department of Human Resources
			1,078	Turnover
			<u>(3,468)</u>	<u>.05%</u>
o	94,533	92,955	(1,578)	Part-time Salaries - Turnover
				<u>(1.67%)</u>
o		74,493	74,493	Position converted from temporary to full-time permanent for FY 09
			# of Positions	Salary
			1.0	57,307
				Fringe
				17,186
				Total
				74,493
				Planner II
o	582,160	562,755	(19,405)	Temporary Salaries - lump sum funding for Ma & Pa trail monitors +\$5,000 and a Clerical Assistant +\$15,013 offset by Planner II converted to permanent in FY 09 (\$39,418)
o	821,424	646,379	(175,045)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	223,644	245,089	21,445	Pension / Retirement rate adjustments
o	129,959	148,537	18,578	Workers' Compensation rate adjustments
o	78,435	0	(78,435)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	6,390	7,566	1,176	Shift Differential based on actual expense history
o	224,170	222,392	(1,778)	FICA adjustments

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	25,600	33,000	7,400	Other Rents & Utilities - increase for portable toilets and floor mats due to a reduction in Sanitation grant funding
o	353,029	461,480	108,451	Electricity - increase primarily due to higher than budgeted costs for the Havre de Grace Activity Center. The increase also provides for additional Edgewood Community Center lighting.
o	120,320	79,800	(40,520)	Heating Fuel (Gas) - decrease based on actual expense history (\$16,520) and renter at Forest Hill / Hickory Activity Center to pay half of costs (\$24,000)
o	32,500	32,500	0	Other Professional Services - funding is provided for termite inspections, various tests and spraying for bugs in buildings, and to protect trees and shrubs.
o	101,615	144,115	42,500	Landscape & Grounds Materials - increase primarily for new contract for ball diamond mix, large tree disposal and seed / fertilizer for field repairs
o	145,550	154,500	8,950	Grounds Maintenance - increase due to new mowing contract in FY 09 and Forest Hill / Hickory Activity Center mowing
o	55,500	61,600	6,100	Building / Custodial - increase for boiler / furnace cleaning for Mathur property and Michael Park, reduction in Sanitation grant funding, and additional carpet cleaning and HVAC costs.
o	9,800	100	(9,700)	Other Food Supplies - decrease result of Forest Hill / Hickory Activity Center concession stand to be managed by Recreation Council
o	800	1,800	1,000	Traffic Signs - increase for signs needed at four locations in FY 09

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	614,795	642,800	28,005	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	15,750	14,250	(1,500)	Vehicle & Operating Equipment
	31,400	28,450	(2,950)	Water & Sewer
	109,600	132,000	22,400	County Facility Repair
	6,000	4,000	(2,000)	Communication Service
	16,000	5,000	(11,000)	Operating Equipment
	10,500	9,300	(1,200)	Paper Supplies
	24,700	26,000	1,300	Janitorial Supplies
	7,600	6,500	(1,100)	Other Janitorial Supplies
	1,800	800	(1,000)	Ice and Bottled Water
	59,600	70,000	10,400	Equipment Repair Parts
	28,355	24,000	(4,355)	Small Tools
	8,000	2,000	(6,000)	Recreation Supplies
	3,400	2,000	(1,400)	Medical Supplies
	24,600	20,000	(4,600)	Safety Equipment
	1,000	5,000	4,000	Bituminous Concrete
	0	1,000	1,000	Liquid Bituminous
	3,000	1,500	(1,500)	Concrete, Mortar & Cement
	5,000	3,000	(2,000)	Tires & Tubes
	28,000	18,500	(9,500)	Other Supplies & Materials
	73,000	96,000	23,000	County Owned Vehicles
	108,000	115,000	7,000	Fuel Charges
	47,590	55,000	7,410	Non-targeted Charges - FVS
	1,900	3,500	1,600	Training Seminars
	614,795	642,800	28,005	

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	2,000	0	(2,000) In-House Training - funding reallocated to Human Resources - Personnel Matters for better control
o	188,040	74,373	(113,667) Equipment funding provides for: 3,500 Replacement of one (1) walk behind vacuum 1,250 Annual replacement of saws (one (1) chainsaw and one (1) pole saw) 57,485 Replace #1634 Hustler mower @ \$44,010 and #1633 Ferris mower @ \$13,475 1,000 Annual replacement of weed trimmers 11,138 Replace two trailers - #460 and #465 <u>74,373</u>
			All vehicles now replaced under the new Fleet Management Program thru a yearly lease
o	10,000	10,000	0 Interfund Reimbursements - funds to reimburse the Highways or Water & Sewer Funds for services provided to Parks & Recreation
o	0	118,340	118,340 Fleet Management Rental - lease to replace: three (3) 3/4 ton pick-up trucks - #0437, #0406 and #0421 two (2) 1 ton crew trucks - #0405, #0417 one (1) rear loader trash truck - #0463 one (1) utility trailer - #0441 one (1) new 16 ft cut mower one (1) tractor - #1548 two (2) infield machines - #1507, #1508 one (1) zero turn radius mower with 6 ft cut - #1668 one (1) new trash truck

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	45,248	1.00	47,990	0.00	0
Administrative Assistant II	0.00	0	0.00	0	1.00	54,275 A
Building Maintenance Worker I	1.00	24,423	0.00	0	0.00	0
Building Maintenance Worker II	3.00	92,552	0.00	0	0.00	0
Chief of Parks and Facilities	1.00	86,981	1.00	92,274	1.00	100,739
Crew Chief	2.00	91,716	2.00	97,265	3.00	152,488 B
Custodial Worker II	7.00	207,320	10.00	301,691	10.00	332,405
Engineering Associate V	1.00	77,898	1.00	83,425	1.00	91,998
Park Building Maintenance Worker	0.00	0	4.00	129,851	5.00	177,576 C
Park Maintenance Crew Leader I	6.00	204,127	6.00	216,231	8.00	312,059 D
Park Maintenance Crew Leader II	2.00	85,439	2.00	90,710	0.00	0
Park Maintenance Mechanic I	2.00	67,914	3.00	122,031	2.00	77,167
Park Maintenance Mechanic II	2.00	96,515	2.00	102,428	3.00	167,237 E
Park Maintenance Worker I	4.00	107,806	10.00	256,937	7.00	196,452
Park Maintenance Worker II	8.00	240,719	9.00	268,616	10.00	315,350 F
Parks & Facilities Bldg. Maintenance Supervisor	1.00	62,858	0.00	0	0.00	0
Parks & Facilities Grounds Maintenance Supervisor	1.00	59,023	0.00	0	0.00	0
Parks & Facilities Maintenance Supervisor	0.00	0	1.00	71,856	2.00	138,223 G
Planner II	0.00	0	0.00	0	1.00	57,307 H
Storekeeper	1.00	35,114	1.00	37,235	1.00	30,271
Superintendent of Parks & Facilities	0.00	0	1.00	57,180	0.00	0
Utility Worker I	3.00	120,810	3.00	128,094	3.00	153,898
Utility Worker II	0.00	0	1.00	42,655	1.00	46,577
FULL-TIME SALARIES	46.00	1,706,463	58.00	2,146,469	59.00	2,404,022
SALARY OFFSET		(39,398)		0		0
TOTAL FULL-TIME SALARIES	46.00	1,667,065	58.00	2,146,469	59.00	2,404,022
PART-TIME SALARIES						
Custodial Worker II	3.50	96,076	3.50	94,533	3.50	99,859
SALARY OFFSET		(18,318)		0		0
TOTAL PART-TIME SALARIES	3.50	77,758	3.50	94,533	3.50	99,859
TEMPORARY SALARIES		640,195		582,160		601,629
SALARY TOTAL	49.50	2,385,018	61.50	2,823,162	62.50	3,105,510

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		190,333		223,644		272,682
Workers' Compensation		86,921		129,959		164,763
Health Benefits		758,131		821,424		651,224
OPEB		0		78,435		0
Overtime & Shift Differential		97,781		107,180		108,356
FICA		194,240		224,170		245,750
Uniform Allowance		30,600		42,000		42,500
Miscellaneous		9,870		10,360		10,640
TOTAL OTHER PERSONAL SERVICES		1,367,876		1,637,172		1,495,915
TOTAL PERSONAL SERVICES	49.50	3,752,894	61.50	4,460,334	62.50	4,601,425

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position upgraded to an Administrative Assistant II - #0678

B - One (1) Park Maintenance Worker II position filled as a Crew Chief - #0665

C - One (1) Park Maintenance Worker I position filled as a Park Building Maintenance Worker - #3409

D - Two (2) Park Maintenance Crew Leader II positions reclassified to Park Maintenance Crew Leader I - #0658 and #2491

E - One (1) Park Maintenance Mechanic I position upgraded to Park Maintenance Mechanic II - #3381

F - One (1) Park Maintenance Worker I position upgraded to Park Maintenance Worker II - #2699

One (1) Park Maintenance Worker I position reclassified to Park Maintenance Worker II as a result of the SMART Pay & Classification Study conducted in FY 08 - #3407

G - One (1) Superintendent of Parks & Facilities position reclassified to Parks & Facilities Maintenance Supervisor as a result of the SMART Pay & Classification

Study conducted in FY 08 - #0668

H - One (1) temporary Planner II converted to permanent - #3502

DEPARTMENT OF PARKS AND RECREATION - PARKS AND FACILITIES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To perform timely and cost-effective maintenance of grounds and buildings to meet the needs of our park users and recreation council programs

Department Objective:

To increase the percentage of work orders completed for ground maintenance and buildings / facilities maintenance as volume of work orders increases due to new facilities.

County Goal(s) Supported:

III. Efficient County Government

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$4,047,978	\$4,491,482	\$4,947,664	\$6,336,383	\$6,526,411
Number of full-time staff	39.5	42	47.5	47	58
Seasonal staff, temporaries & inmates	30	35	64.5	50	50
<u>Output:</u>					
Number of acres maintained	3,306	3,102	3,211	3,319	3,500
Number of buildings maintained	153	154	163	158	165
Number of Special Events/Showmobile/Portable Stage	48	50	44	60	47
<u>Efficiency:</u>					
Number of work orders processed per year	17,500	9,200	12,158	9,600	10,100
Completed work orders for Parks & Facilities	172,100	8,951	11,615	9,200	9,600
<u>Outcome:</u>					
Percent of work orders completed	98.3%	97.3%	95.5%	95.8%	95.1%

Explanation and Analysis of Performance Measures

As our facilities expand, more and more maintenance is required on Parks and Recreation Facilities. Our goal is to complete a higher percentage of necessary maintenance tasks even as the volume of work grows.

Major Related Plans and Policies

Reservation of showmobile and park sites and facilities. Daily operation schedules of major buildings, i.e. Churchville, McFaul, Edgewood Recreation & Community Center, etc. Standard operating procedure for routine work and snow removal assisting Highways and Parks & Recreation sites. Memorandum of use with other county agencies or renters of buildings

PARKS AND RECREATION - SPECIAL REVENUE FUND

ORIGIN/PURPOSE:

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement No. 34, the following Special Revenue accounts, which are self-sustaining by nature, were established:

- o Emmorton Recreation & Tennis Center:

This facility was purchased by Harford County using State 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.

- o 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 328 acre Oakington Farm was purchased in 1998. The Oakington Peninsula will also generate revenues from leasing of farmland, two houses, and the facility; as well as providing a park for passive and recreational activities.

- o 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

SPECIAL REVENUE FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	337,065	376,828	448,642	476,264	476,264
20	CONTRACTUAL SERVICES	249,045	225,095	346,745	230,714	230,714
30	SUPPLIES & MATERIALS	78,417	72,991	110,235	46,515	46,515
40	BUSINESS & TRAVEL	4,163	3,036	8,685	3,410	3,410
50	CAPITAL OUTLAY	6,603	24,778	32,150	0	0
	GRAND TOTAL	675,293	702,728	946,457	756,903	756,903
<u>SUMMARY BY FUND:</u>						
26	PARKS AND RECREATION	675,293	702,728	946,457	756,903	756,903
	GRAND TOTAL	675,293	702,728	946,457	756,903	756,903
<u>SUMMARY BY DIVISION:</u>						
593002	EMMORTON RECREATION & TENNIS CTR	287,429	275,416	383,027	296,903	296,903
593003	OAKINGTON PENINSULA	250,906	279,831	348,214	300,000	300,000
593004	RECREATIONAL COUNCIL ACTIVITIES	136,958	147,481	215,216	160,000	160,000
	GRAND TOTAL	675,293	702,728	946,457	756,903	756,903

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - SPECIAL REVENUE FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Resources Coordinator	1.00	50,454	1.00	53,517	1.00	58,431
Custodial Worker II	2.00	71,642	2.00	76,783	2.00	83,843
FULL-TIME SALARIES	3.00	122,096	3.00	130,300	3.00	142,274
TEMPORARY SALARIES		171,264		182,815		187,694
SALARY TOTAL	3.00	293,360	3.00	313,115	3.00	329,968
OTHER PERSONAL SERVICES						
Pension & Retirement		15,435		16,276		19,971
Workers' Compensation		3,913		5,791		6,862
Health Benefits		46,581		50,174		59,408
OPEB		0		4,560		0
Overtime & Shift Differential		21,973		30,723		24,390
FICA		24,121		26,303		27,062
Uniform Allowance		1,200		1,000		1,000
Miscellaneous		560		700		700
TOTAL OTHER PERSONAL SERVICES		113,783		135,527		139,393
TOTAL PERSONAL SERVICES	3.00	407,143 *	3.00	448,642	3.00	469,361

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****ORIGIN/PURPOSE:**

The Emmorton Recreation & Tennis Center was purchased by Harford County using State Program Open Space funding in November 1999 for express purpose of addressing the unmet recreation and leisure needs of the Emmorton-Abingdon Growth Corridor. Part of the former tennis operation was maintained as a means to make operation of the building self-sustaining; two indoor tennis courts were retained while others were converted into full-size multipurpose gymnasiums. Other improvements include a dance studio with appropriate flooring and mirrors which serves as a home for the Emmorton Recreation Council's dance program. Two additional indoor tennis courts, in a permanent steel-fabric structure, and an updated, extended parking lot has been made available to members and the general public. The added indoor courts increased revenue potential while allowing more random time for lessons, camps and special events. In 2005, Harford County purchased the assets of Grand Slam USA. This multi-functional baseball / softball training area will generate additional income utilizing existing space.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement #34, legislation was passed by the Harford County Council on January 19, 2001 establishing the Parks & Recreation Special Revenue Fund 26 to account for activities that are of a self-sustaining nature.

FY '08 - '09 GOAL:

4 TO OPERATE A MULTIFUNCTIONAL SELF-SUSTAINING RECREATION AND LEISURE FACILITY TO SATISFY CURRENT NEEDS AND FUTURE EXPECTATIONS

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	138,174	144,745	170,027	192,795	192,795
20	CONTRACTUAL SERVICES	111,715	93,759	150,405	86,948	86,948
30	SUPPLIES & MATERIALS	36,315	30,823	49,860	17,100	17,100
40	BUSINESS & TRAVEL	990	70	3,235	60	60
50	CAPITAL OUTLAY	235	6,019	9,500	0	0
	GRAND TOTAL	287,429	275,416	383,027	296,903	296,903
<u>FUNDING SOURCE:</u>						
26	PARKS AND RECREATION	287,429	275,416	383,027	296,903	296,903

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****FINANCIAL NOTES:**

The (\$86,124) net decrease in funding for Emmorton Recreation and Tennis Center is the result of:

	FY 08	FY 09	CHANGE
o		8,359	8,359 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		1,274	1,274 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	89,233	83,470	(5,763) Temporary Salaries - funding for Tennis Liaison, weekend attendant and custodian, evening manager, coverage for secretary when on leave, a part-time bookkeeper and additional funding for front desk schedulers / attendants for the Grand Slam area. Decrease based on actual expense history.
o	19,668	31,246	11,578 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	8,513	9,726	1,213 Pension / Retirement rate adjustments
o	1,626	1,765	139 Workers' Compensation rate adjustments
o	1,823	2,490	667 Shift Differential - based on actual expense history
o	9,812	9,423	(389) FICA adjustment for temporary salaries
o	1,218	6,903	5,685 OPEB - per Treasury's estimate
o	34,850	0	(34,850) FY 08 one-time funds eliminated for: (18,100) Recreation Supplies for purchase of a new pitching machine in Grand Slam (15,500) Other Professional Services for ATEC upgrade of electronics for batting cages (500) Transportation costs for ATEC representative (750) Lodging costs for ATEC representative <u>(34,850)</u>

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE	
o	142,050	81,298	(60,752)	Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change	
	36,000	32,898	(3,102)	Electricity
	46,000	36,000	(10,000)	Heating Fuel (Gas)
	1,000	0	(1,000)	Other Advertising
	28,700	3,600	(25,100)	Co Facility Repair & Renovation
	3,500	1,000	(2,500)	Other Professional Services
	3,200	2,000	(1,200)	Grounds Maintenance
	7,700	3,100	(4,600)	Building / Custodial Services
	800	0	(800)	Uniforms - Purchase
	9,000	1,000	(8,000)	Building Supplies
	1,200	300	(900)	Other Supplies & Materials
	3,400	1,400	(2,000)	Recreation Supplies
	750	0	(750)	Transportation Costs
	800	0	(800)	Training Seminars
	<u>142,050</u>	<u>81,298</u>	<u>(60,752)</u>	
o	9,500	0	(9,500)	Equipment - no equipment is recommended for FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: EMMORTON RECREATION & TENNIS CENTER

Index No. 593002

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Custodial Worker II	<u>1.00</u>	<u>32,843</u>	<u>1.00</u>	<u>34,814</u>	<u>1.00</u>	<u>38,016</u>
TOTAL FULL-TIME SALARIES	<u>1.00</u>	<u>32,843</u>	<u>1.00</u>	<u>34,814</u>	<u>1.00</u>	<u>38,016</u>
TEMPORARY SALARIES		<u>78,832</u>		<u>89,233</u>		<u>88,478</u>
SALARY TOTAL	<u>1.00</u>	<u>111,675</u>	<u>1.00</u>	<u>124,047</u>	<u>1.00</u>	<u>126,494</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		8,081		8,513		10,411
Workers' Compensation		1,107		1,626		1,927
Health Benefits		17,455		19,668		31,246
FICA		8,830		9,812		10,004
Overtime & Shift Differential		3,773		4,223		4,890
OPEB		0		1,218		0
Uniform Allowance		800		500		500
Miscellaneous		<u>280</u>		<u>420</u>		<u>420</u>
TOTAL OTHER PERSONAL SERVICES		<u>40,326</u>		<u>45,980</u>		<u>59,398</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>152,001 *</u>	<u>1.00</u>	<u>170,027</u>	<u>1.00</u>	<u>185,892</u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PARKS & RECREATION - EMMORTON RECREATION & TENNIS CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To operate a multifunctional self-sustaining recreation and leisure facility to satisfy current needs and future expectations.

Department Objective:

To retain revenue levels from current tennis membership; to increase revenue through tennis ladder participation; to increase revenue through a wide variety of tennis clinics and private lessons; to generate new revenue through baseball / softball training and training area rental opportunities; and to generate new revenue from baseball / softball batting cage rentals.

County Goal(s) Supported:

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$216,314	\$311,675	\$300,000	\$350,000	\$325,000
Number of temporary staff	8	9	10	10	10
<u>Output:</u>					
Revenue generated from self-sustaining facility	\$232,500	\$285,491	\$273,029	\$300,000	\$310,000
<u>Efficiency:</u>					
Revenue increase from prior year	\$4,691	\$52,991	(\$12,462)	\$26,971	\$10,000
<u>Service Quality:</u>					
Number of people served yearly	28,000	37,850	39,150	41,000	42,500
<u>Outcome:</u>					
Percentage of growth in revenue	2.0%	23.0%	(4.5%)	9.8%	3.3%
Percentage of growth in users	13.5%	29.0%	3.4%	4.7%	3.6%

Explanation and Analysis of Performance Measures

To operate a financially sound multi-use recreation facility, the Department must maintain and update the facility to increase income while operating the facility in a cost-efficient manner.

Major Related Plans and Policies

Continue to maintain and upgrade the facility in order to draw new users and retain current users.

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND

DIVISION: Oakington Peninsula

INDEX: 593003

ORIGIN/PURPOSE:

The Oakington Peninsula is comprised of two separate farms, Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). Harford County, in cooperation with Maryland State Department of Natural Resources and Program Open Space, purchased the 461 acre Swan Harbor Farm in 1994, and in 1998, the 328 acre Oakington Farm. Swan Harbor Farm has 1/2 mile of shoreline on the Chesapeake Bay. Oakington Farm (peninsula) is bordered by the Bay on one side and Swan Creek on the other. The Oakington Peninsula will serve a dual purpose: 1) Revenue production generated from leasing of farmland, houses, tent and facilities, and 2) Regional park for active and passive recreational activities concentrating on agricultural education, historical preservation, environmental studies, as well as nature enjoyment for all ages. The revenue generated will be used to maintain and improve these facilities while protecting and preserving the County's investment.

Swan Harbor continues to expand by new amenities such as:

- 6.5 acres leased as a grape vineyard and is flourishing;
- The shorebird pond, which was added and paid for by the United States Department of Agriculture Farm Service Agency and Ducks Unlimited, brings in \$1,500 yearly income under a 20 year lease;
- We added an additional walkway, pad, and lighting to benefit those who rent the facility;
- We purchased an 80KW generator as an emergency backup system during rentals and special events;
- We continue to expand our landscaping program with the addition of trees, shrubs, and gardens, and large wildflower meadows;
- We have completed construction on a lighted concrete ADA walkway from the Main House to a Gazebo and ADA pier over the Chesapeake Bay. The lighted pier is used for boat docking and fishing, also includes an ADA parking area;
- A fish cleaning station at the pier is under construction;
- Plan to expand growing our own plants site with addition of the greenhouse in FY 08, to reduce cost of plant material at Swan Harbor Farm, as well as County-wide

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement No. 34, legislation was passed by the Harford County Council on January 19, 2001 establishing the Parks and Recreation Special Revenue Fund 26 to account for activities that are of a self-sustaining nature.

FY '08 - '09 GOAL:

5 TO DEVELOP AND IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH MAXIMIZES REVENUE PRODUCTION

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****ALL FUND SUMMARY:**

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	149,218	165,842	193,699	202,684	202,684
20	CONTRACTUAL SERVICES	71,286	69,132	107,340	76,166	76,166
30	SUPPLIES & MATERIALS	21,228	30,043	31,675	18,250	18,250
40	BUSINESS & TRAVEL	2,806	2,647	4,000	2,900	2,900
50	CAPITAL OUTLAY	6,368	12,167	11,500	0	0
	GRAND TOTAL	250,906	279,831	348,214	300,000	300,000

FUNDING SOURCE:

26	PARKS AND RECREATION	250,906	279,831	348,214	300,000	300,000

FINANCIAL NOTES:

The (\$48,214) net decrease in funding for Oakington Peninsula is the result of:

	FY 08	FY 09	CHANGE	
o		9,834	9,834	the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o		3,482	3,482	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	30,506	28,162	(2,344)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	7,763	8,757	994	Pension / Retirement rate adjustments
o	4,165	4,520	355	Workers' Compensation rate adjustments
o	3,342	0	(3,342)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	200	0	(200) In-House Training funds reallocated to Human Resources - Personnel Matters for better control
o	132,700	88,141	(44,559) Line items significantly adjusted, based on actual expense history:

	FY 08	FY 09	Change	
	3,100	1,370	(1,730)	Other Rents & Utilities
	12,400	13,380	980	Electricity
	13,850	12,285	(1,565)	Heating Fuel (Oil)
	4,000	3,000	(1,000)	Telephone Service
	8,900	6,900	(2,000)	Other Advertising
	35,600	24,556	(11,044)	County Facility Repair
	13,200	4,500	(8,700)	Other Professional Services
	5,700	2,000	(3,700)	Grounds Maintenance
	5,500	3,500	(2,000)	Building / Custodial Services
	1,200	300	(900)	Paper Supplies
	600	400	(200)	Other Janitorial Supplies
	1,050	0	(1,050)	Uniforms - Purchase
	8,000	6,000	(2,000)	Landscape & Grounds Material
	14,000	6,000	(8,000)	Building Supplies
	400	0	(400)	Recreation Supplies
	150	700	550	Crushed Aggregates
	300	0	(300)	Concrete, Mortar
	700	350	(350)	Paint
	250	0	(250)	Bricks & Blocks
	1,400	1,100	(300)	County Owned Vehicles
	2,400	1,800	(600)	Fuel Charges
	<u>132,700</u>	<u>88,141</u>	<u>(44,559)</u>	

o	11,500	0	(11,500) Equipment - no equipment is recommended for FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: OAKINGTON PENINSULA

Index No. 593003

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Resources Coordinator	1.00	50,454	1.00	53,517	1.00	58,431
Custodial Worker II	1.00	38,799	1.00	41,969	1.00	45,827
TOTAL FULL-TIME SALARIES	2.00	89,253	2.00	95,486	2.00	104,258
TEMPORARY SALARIES		40,000		41,200		43,672
SALARY TOTAL	2.00	129,253	2.00	136,686	2.00	147,930
OTHER PERSONAL SERVICES						
Pension & Retirement		7,354		7,763		9,560
Workers' Compensation		2,806		4,165		4,935
Health Benefits		29,126		30,506		28,162
OPEB		0		3,342		0
FICA		9,888		10,457		11,317
Uniform Allowance		400		500		500
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		49,854		57,013		54,754
TOTAL PERSONAL SERVICES	2.00	179,107 *	2.00	193,699	2.00	202,684

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PARKS & RECREATION - OAKINGTON PENINSULA OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To develop and implement a management and operations plan for Oakington Peninsula which maximizes revenue production.

Department Objective:

To actively market and secure regular rentals of the buildings and grounds, to lease farmland and three tenant houses and to augment this revenue through a functional fundraising program.

County Goal(s) Supported:

VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$240,037	\$250,902	\$290,000	\$342,200	\$350,000
Number of permanent staff	1.5	2	2	2	2
Number of temporary staff	10	12	12	12	13
<u>Output:</u>					
Operate a self-sustaining facility. The revenue produced will be used to improve and maintain the facility.	\$250,473	\$258,718	\$281,559	\$300,000	\$325,000
<u>Efficiency:</u>					
Revenue increase over prior year	\$33,010	\$8,245	\$22,841	\$18,441	\$25,000
<u>Service Quality:</u>					
Number of rentals and satisfied users	114	117	126	130	133
Government users per year	58	58	59	60	60
Total users	172	175	185	190	193
<u>Outcome:</u>					
Percentage of growth in revenue	15%	3.29%	8.82%	7%	8%
Percentage of increase in users	1.17%	1.74%	5.71%	3%	2%

Explanation and Analysis of Performance Measures

To operate a financially sound facility, the Department must maintain or increase income levels while operating the facility in a cost-efficient manner. We continuously monitor operations along with the needs of the general public by constantly refurbishing the site while adding new amenities that will produce additional revenue. (Manager and Secretary are not included in staff figures as they have multi-tasked duties and are paid from the Recreational Services budget.)

Major Related Plans and Policies

Continue to maintain and upgrade the facility and increase staff in order to attract additional revenue.

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Recreational Council and Special Activities****INDEX: 593004****ORIGIN/PURPOSE:**

The Parks and Recreation 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 #34, Recreational Council and Special Activities was established in FY 02 to receive and expend revenues under Parks & Recreation Special Revenue Fund.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	49,673	66,241	84,916	80,785	80,785
20	CONTRACTUAL SERVICES	66,044	62,204	89,000	67,600	67,600
30	SUPPLIES & MATERIALS	20,874	12,125	28,700	11,165	11,165
40	BUSINESS & TRAVEL	367	319	1,450	450	450
50	CAPITAL OUTLAY	0	6,592	11,150	0	0
GRAND TOTAL		136,958	147,481	215,216	160,000	160,000
<u>FUNDING SOURCE:</u>						
26	PARKS AND RECREATION	136,958	147,481	215,216	160,000	160,000

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Recreational Council and Special Activities****INDEX: 593004****FINANCIAL NOTES:**

The (\$55,216) net decrease in funding for Recreational Council and Special Activities is the result of:

	FY 08	FY 09	CHANGE
o		3,385	3,385 the FY 09 Wage Package of a Merit + a 3% COLA for eligible staff
o	26,500	19,500	(7,000) Overtime adjusted based on actual expense history for showmobile operation, Lyn Stacie Getz playground maintenance and custodians
o	6,034	5,500	(534) FICA adjusted for overtime
o	10,500	3,000	(7,500) Other Professional Services - Edgeley Grove climbing wall inspection and special events based on actual expense history
o	42,600	10,925	(31,675) Line items significantly adjusted, based on actual expense history:
	FY 08	FY 09	Change
	5,000	0	(5,000) Other Rents & Utilities
	8,000	0	(8,000) County Facility Repair & Renovations
	400	0	(400) Operating Equipment
	500	0	(500) Grounds Maintenance
	10,000	6,925	(3,075) Landscape & Grounds
	5,000	0	(5,000) Building Supplies
	12,000	4,000	(8,000) Recreation Supplies
	500	0	(500) Paint
	200	0	(200) Other Supplies & Materials
	1,000	0	(1,000) Training Seminars
	<u>42,600</u>	<u>10,925</u>	<u>(31,675)</u>
o	11,150	0	(11,150) Equipment - no equipment is recommended for FY 09

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: RECREATIONAL COUNCIL ACTIVITIES

Index No. 593004

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>52,432</u>		<u>52,382</u>		<u>55,544</u>
SALARY TOTAL		<u><u>52,432</u></u>		<u><u>52,382</u></u>		<u><u>55,544</u></u>
OTHER PERSONAL SERVICES						
Overtime & Shift Differential		18,200		26,500		19,500
FICA		<u>5,403</u>		<u>6,034</u>		<u>5,741</u>
TOTAL OTHER PERSONAL SERVICES		<u><u>23,603</u></u>		<u><u>32,534</u></u>		<u><u>25,241</u></u>
TOTAL PERSONAL SERVICES		<u><u>76,035 *</u></u>		<u><u>84,916</u></u>		<u><u>80,785</u></u>

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

GRANTS PARKS AND RECREATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anita C. Leight Estuary Center	50,000	0	09/30/08 Federal Renewable	Grant helps to offset County funded personnel costs for the Park Naturalist and one fourth Custodian. This is a set amount grant and does not increase with the increased cost of personnel. If grant ended, we would be unable to utilize the Estuary Center as agreed to in the contract with the State of Maryland when the building was built.	If we plan to continue using the Estuary Center, we must continue employment of Park Naturalist and Custodian.
Sanitation Grant	7,610	0	11/30/08 State Renewable	This grant provides for trash collection and removal plus port-a-pot costs at launching ramps for Flying Point Park, Mariner Point Park, and Otter Point Public Landing. If grant ended, a request for additional funding would be made to continue these services.	Operating budget would need to increase by \$7,610 due to Health Department requirements at launching ramps.

GRANTS PARKS AND RECREATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Camp Ability at Thomas Run	141,675	43,538	06/01/08 State Renewable	Grant provides 110 families with safe and structured summer activity for their children, as well as providing respite for the caregivers of these children. Grant pays the salaries of the majority of the camp staff. It also provides after school programs for children with disabilities. If grant ended, this program would probably fold. The department could not fiscally pick up the burden.	None
Liriodendron Foundational Administration	55,259	0	06/30/08	This grant provides funding to cover the salary and fringe benefits of an Administrator for the Liriodendron Mansion and surrounding property which is reimbursed by the Liriodendron Foundation.	None

GRANTS PARKS AND RECREATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Eden Mill Office Administrator	15,222	0	06/30/08	This grant provides funding so that citizens will now be able to discuss and meet with an individual on a regular basis regarding programs and events at Eden Mill Park and Nature Center.	None
Therapeutic Recreation Programming	30,000	0	06/30/08	This grant is to supplement current programming and implement new programs for Harford County citizens with disabilities and John Archer children and their families.	The County would assist in securing of funding to continue implementation of programming.
TOTALS:	\$299,766	\$43,538			



Edgeley Grove Farm

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 symbiotic 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	79,471	112,296	257,257	270,967	270,967
20	CONTRACTUAL SERVICES	62,176	12,100	13,500	15,700	15,700
30	SUPPLIES & MATERIALS	18,272	18,472	18,472	19,072	19,072
40	BUSINESS & TRAVEL	1,905	1,905	1,905	1,905	1,905
50	CAPITAL OUTLAY	0	0	4,000	4,000	4,000
70	MISCELLANEOUS	219,707	252,737	290,860	305,025	305,025
	GRAND TOTAL	381,531	397,510	585,994	616,669	616,669
<u>SUMMARY BY FUND:</u>						
11	GENERAL	381,531	397,510	585,994	616,669	616,669
	GRAND TOTAL	381,531	397,510	585,994	616,669	616,669
<u>SUMMARY BY DIVISION:</u>						
631000	EXTENSION SERVICE	227,999	217,087	249,620	258,164	258,164
633000	SOIL CONSERVATION	153,532	180,423	336,374	358,505	358,505
	GRAND TOTAL	381,531	397,510	585,994	616,669	616,669

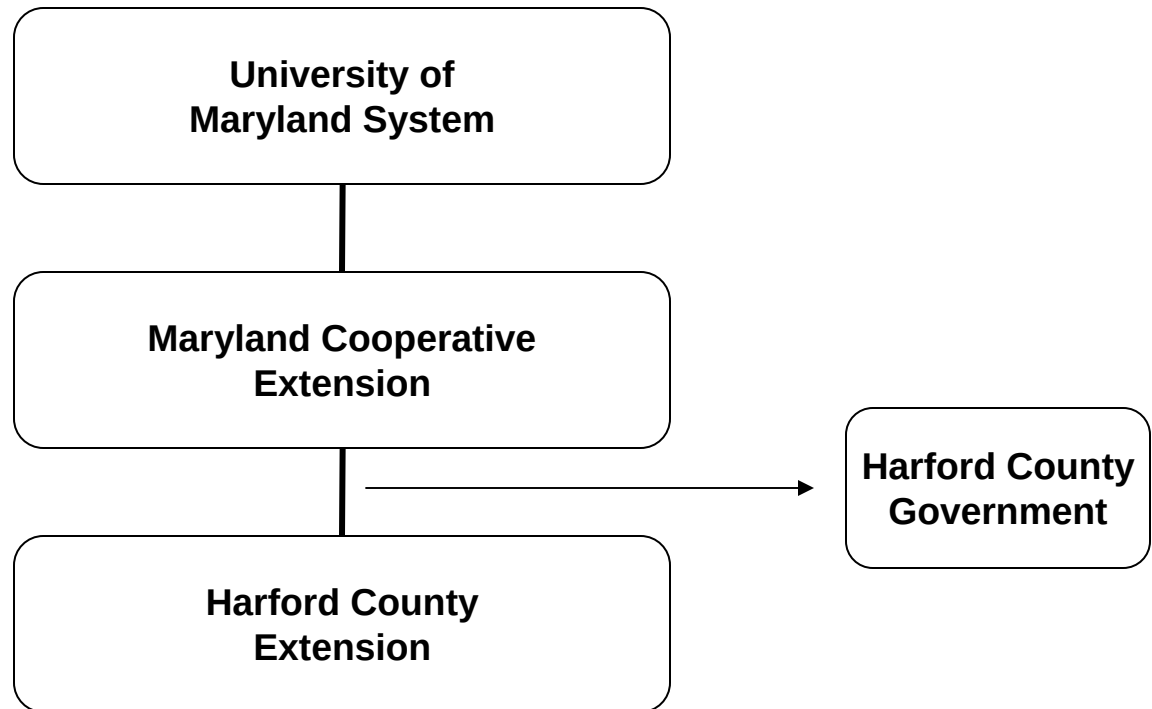
CONSERVATION OF NATURAL RESOURCES

FINANCIAL NOTES:

The \$30,675 net increase in funding for Conservation of Natural Resources is the result of:

	FY 08	FY 09	CHANGE
o		13,065	13,065 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		6,340	6,340 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	14,448	16,295	1,847 Pension / Retirement rate adjustments
o	1,973	3,818	1,845 Workers' Compensation rate adjustments
o	42,889	39,741	(3,148) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	6,220	0	(6,220) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	3,600	4,500	900 Telephone Services based on actual spending and cell phone service costs for business related calls
o	9,900	11,200	1,300 Other Professional Services - salary supplement for District Manager - \$100/month plus funding for FICA
o	200	800	600 Safety Equipment - purchase of three (3) additional pairs of safety shoes for employees
o	4,000	4,000	0 Equipment - New PC for Civil Engineer (will provide State required hardware / software) for Natural Resources
o	3,600	3,600	0 Soil Conservation - continue to keep Board in-line with other County Boards
o	287,260	301,425	14,165 Grants & Contributions - provides for a State Wage Package of an increment and a 2% COLA

CONSERVATION OF NATURAL RESOURCES - EXTENSION



DEPARTMENT: NATURAL RESOURCES**DIVISION: Extension Service****INDEX: 631000****ORIGIN/PURPOSE:**

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

Cooperative Extension in Harford County provides educational programs based on the needs and interests of county residents. Emphasis is placed on Agriculture and Natural Resource Science, Family and Consumer Science, and 4-H and Youth Development. Extension is funded through county, state, and federal contributions. Some special projects are funded through grants and donations. The Extension Budget Office in College Park and the University of Maryland Eastern Shore, the Extension Regional Office at Wye Research Center, and the County Extension Office in Harford County develop budget requests for the county contribution. Extension programs are open to all citizens without regard to race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

MISSION STATEMENT:

EDUCATE CITIZENS TO APPLY PRACTICAL, RESEARCH-BASED KNOWLEDGE TO CRITICAL ISSUES FACING INDIVIDUALS, FAMILIES, COMMUNITIES, THE STATE, AND OUR GLOBAL PARTNERS

FY '08 - '09 GOALS:

- 1 TO EDUCATION CITIZENS SO THAT THEY CAN MAKE WISE DECISIONS AS PRODUCERS AND CONSUMERS CONCERNING AGRICULTURE, NATURAL RESOURCES, HEALTH, NUTRITION, AND YOUTH DEVELOPMENT

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	45,086	3,200	3,300	3,600	3,600
30	SUPPLIES & MATERIALS	18,272	18,272	18,272	18,272	18,272
70	MISCELLANEOUS	164,641	195,615	228,048	236,292	236,292
	GRAND TOTAL	227,999	217,087	249,620	258,164	258,164
<u>FUNDING SOURCE:</u>						
11	GENERAL	227,999	217,087	249,620	258,164	258,164

DEPARTMENT: NATURAL RESOURCES

DIVISION: Extension Service

INDEX: 631000

FINANCIAL NOTES:

The \$8,544 net increase in funding for Extension Service is the result of:

	FY 08	FY 09	CHANGE	
o	3,300	3,600	300	Telephone Service - increase based on actual expense history
o	228,048	236,292	8,244	Grants & Contributions - provides for a State Wage Package of an increment and a 2% COLA

EXTENSION SERVICES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To educate citizens so that they can make wise decisions as producers and consumers concerning agriculture, natural resources, health, nutrition, and youth development.

Department Objective:

To increase our our number of contacts annually by participating in numerous outreach efforts, and to provide a comprehensive outreach effort.

County Goal(s) Supported:

- II. Education
- V. Environmental Stewardship
- VI. Quality Living

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$247,322	\$227,999	\$217,087	\$249,620	\$258,164
<u>Output:</u>					
# of on-site seminars conducted	77	79	65	80	90
# of classroom seminars conducted	79	85	85	115	125
# of hands on workshops conducted	74	75	70	85	100
<u>Efficiency:</u>					
# of staff per seminar	N/A*	2	1	2	1
<u>Service Quality:</u>					
% of attendees satisfied with workshops conducted	N/A*	95	95%	95%	90%
<u>Outcome:</u>					
# of adult and older youth volunteers reached	1,900	2,000	1,900	2,100	2,500
# of community and school based youth reached	2,700	2,700	2,500	3,100	3,500
# of special interest groups reached	1,800	1,900	1,700	2,100	2,300

Explanation and Analysis of Performance Measures

On-site programming includes programs that originate and are implemented in a setting other than the seminar (classroom) and workshop (hands-on) arena. On-site programming may include on-farm, demonstration areas, community centers, etc. To better analyze program success and participant adoption/learning, post program evaluations will be implemented at program end and in certain cases as follow-up evaluations two or more months later. Participant's rating of fair or less will validate the need for initiative revising.

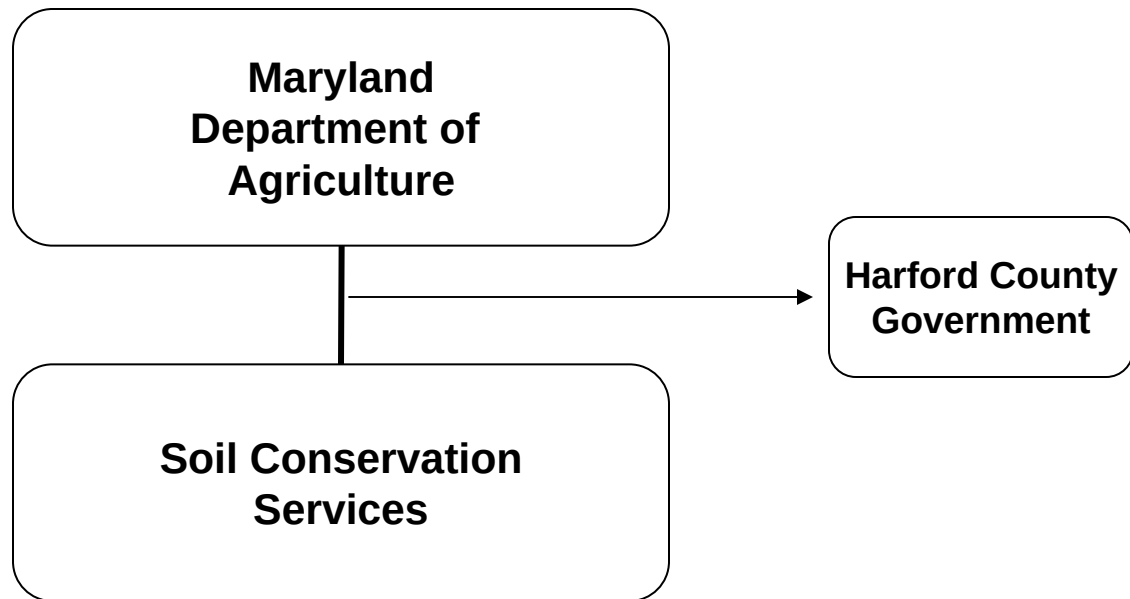
Major Related Plans and Policies

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.

*N/A - These are new measures being tracked by Extension Services, therefore, data for previous years is unavailable.

CONSERVATION OF NATURAL RESOURCES

SOIL CONSERVATION SERVICES



DEPARTMENT: NATURAL RESOURCES**DIVISION: 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 ACHIEVE EXCELLENCE IN PROGRAMS AND SERVICES THAT PROTECT HARFORD COUNTY AGRICULTURAL RESOURCES AND THE ENVIRONMENT BY PROVIDING LEADERSHIP IN URBAN SEDIMENT CONTROL REVIEW AND PROMOTING ENVIRONMENTAL EDUCATIONAL ACTIVITIES AND OTHER SERVICES THAT ENHANCE QUALITY OF LIFE FOR ALL

FY '08 - '09 GOALS:

- 1 TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONNEL SERVICES	79,471	112,296	257,257	270,967	270,967
20	CONTRACTUAL SERVICES	17,090	8,900	10,200	12,100	12,100
30	SUPPLIES AND MATERIALS	0	200	200	800	800
40	BUSINESS & TRAVEL	1,905	1,905	1,905	1,905	1,905
50	CAPITAL OUTLAY	0	0	4,000	4,000	4,000
70	MISCELLANEOUS	55,066	57,122	62,812	68,733	68,733
	GRAND TOTAL	153,532	180,423	336,374	358,505	358,505
	<u>FUNDING SOURCE:</u>					
11	GENERAL	153,532	180,423	336,374	358,505	358,505

DEPARTMENT: NATURAL RESOURCES**DIVISION: Soil Conservation****INDEX: 633000****FINANCIAL NOTES:**

The \$22,131 net increase in funding for Soil Conservation is the result of:

	FY 08	FY 09	CHANGE
o		13,065	13,065 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		6,340	6,340 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	14,448	16,295	1,847 Pension / Retirement rate adjustments
o	1,973	3,818	1,845 Workers' Compensation rate adjustments
o	42,889	39,741	(3,148) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	6,220	0	(6,220) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	9,900	11,200	1,300 Other Professional Services salary supplement for District Manager
o	300	900	600 Telephone Service - cell phone service costs
o	200	800	600 Safety Equipment - purchase of three (3) additional pairs of safety shoes for employees
o	4,000	4,000	0 Equipment - New PC for Civil Engineer (will provide State required hardware / software) for Natural Resources
o	3,600	3,600	0 Boards and Commissions continue to keep Board in line with other County boards
o	59,212	65,133	5,921 Grants & Contributions - provides for a State Wage Package of an increment and a 2% COLA

DIVISION STAFF SUMMARY

DEPARTMENT: CONSERVATION OF NATURAL RESOURCES
DIVISION: SOIL CONSERVATION

Index No. 633000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Civil Engineer I	1.00	39,977	0.00	0	0.00	0
Engineering Associate II	0.00	0	1.00	61,658	1.00	67,311
Engineering Associate IV	0.00	0	1.00	64,508	1.00	70,422
Soil & Water Conservation Engineer I	0.00	0	1.00	51,546	1.00	56,273
TOTAL FULL-TIME SALARIES	1.00	39,977	3.00	177,712	3.00	194,007
TEMPORARY SALARIES		60,742		0		0
SALARY TOTAL	1.00	100,719	3.00	177,712	3.00	194,007
OTHER PERSONAL SERVICES						
Pension & Retirement		8,299		14,448		17,790
Workers' Compensation		770		1,973		4,168
Health Benefits		28,952		42,889		39,741
OPEB		0		6,220		0
FICA		7,705		13,595		14,841
Miscellaneous		280		420		420
TOTAL OTHER PERSONAL SERVICES		46,006		79,545		76,960
TOTAL PERSONAL SERVICES	1.00	146,725 *	3.00	257,257	3.00	270,967

* FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

SOIL CONSERVATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To reduce the nutrients entering waters by ensuring the complete implementation of Agricultural Best Management Practices (BMP's).

Department Objective:

To maintain a level of 268 BMP's installed and 7,104 acres covered in order to annually reduce the pounds of Nitrogen and Phosphorus entering waters.

County Goal(s) Supported:

V. Environmental Stewardship

VI. Quality Living

Measure		Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>						
Dollars allocated:	Federal funded	\$246,708	\$225,968	\$252,543	\$331,878	\$277,798
	County funded	\$141,721	\$218,292	\$358,505	\$218,292	\$358,505
	State funded	\$343,907	\$253,528	\$263,153	\$386,414	\$289,468
Number of staff	Federal funded	2.5	3	3	3	3
	County funded	1	1	3	2	3
	State funded	5.5	5.5	6	6	6
<u>Output:</u>						
Number of BMP's installed		1,177	523	556	220	556
Number of Soil Conservation plans written*		85	146	86	116	120
Number of acres covered by Soil Conservation plans*		3,970	9,084	5,234	5,568	5,760
*(Includes first time and revised plans)						
<u>Efficiency:</u>						
Average number of hours spent per plan written		40	40	40	40	40
<u>Service Quality:</u>						
Number of BMP requests on the waiting list		239	166	149	166	149
<u>Outcome:</u>						
Pounds of Nitrogen reduced from waters		59,730	89,139	84,941	60,106	89,941
Pounds of Phosphorus reduced from waters		3,239	4,885	4,478	3,400	4,478

Explanation and Analysis of Performance Measures

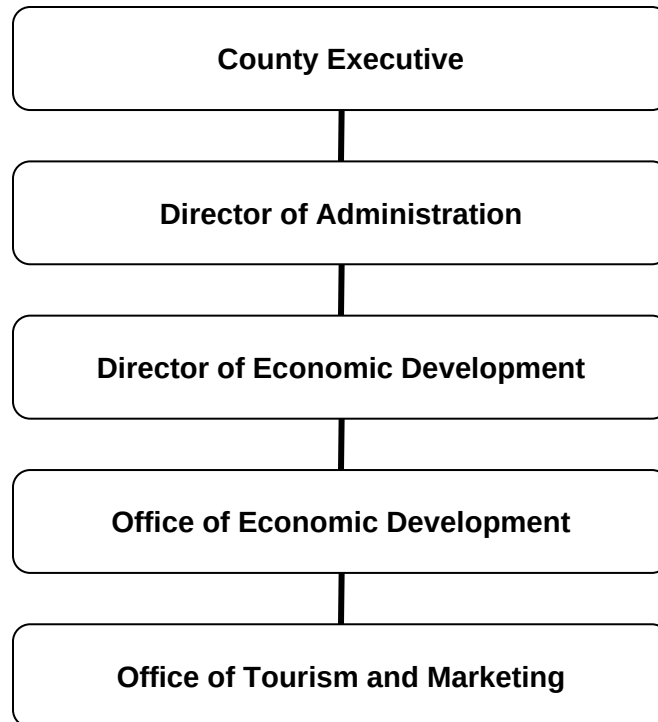
The Harford Soil Conservation District works one on one with Harford County's farm community to implement a broad range of BMP's on farmland acres throughout the County to reduce nutrient and sediment loads. These BMP's are conservation practices that accomplish the Chesapeake Bay nutrient reduction goals while balancing the needs of crop and livestock production.

Major Related Plans and Policies

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.

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OFFICE OF ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

ORIGIN/PURPOSE:

The Office of Economic Development was created by Harford County Code Chapter 9, Article XXXI, Section 186, 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.

A Tourism and Marketing division was established in FY 2007 to concentrate on the promotion of Harford County, Maryland.

MISSION STATEMENT:

FACILITATE BUSINESS INVESTMENT AND JOB CREATION TO EXPAND LOCAL TAX BASE, FOSTER DIVERSE/SUSTAINABLE ECONOMY AS WELL AS IMPROVING THE ECONOMIC AND QUALITY OF LIFE OF HARFORD COUNTY THROUGH TOURISM DEVELOPMENT

FY '08 - '09 KEY GOALS

- 1 GENERATE HIGH VALUE EMPLOYMENT FOR HARFORD COUNTY RESIDENTS
- 2 INCREASE JOB OPPORTUNITIES AND BUSINESS INVESTMENT WITHIN THE EDGEWOOD/JOPPA AND GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONES
- 3 UTILIZE FINANCING RESOURCES TO FACILITATE BUSINESS GROWTH AND INVESTMENT
- 4 FACILITATE GROWTH OF TECHNOLOGY-RELATED INDUSTRY

ECONOMIC DEVELOPMENT

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	850,664	1,001,946	1,102,592	1,191,485	1,191,485
20	CONTRACTUAL SERVICES	355,165	482,025	629,765	675,657	675,657
30	SUPPLIES & MATERIALS	67,311	92,035	113,250	105,200	105,200
40	BUSINESS & TRAVEL	44,268	53,622	66,975	67,400	67,400
50	CAPITAL OUTLAY	294	16,182	1,900	0	0
70	MISCELLANEOUS	748,360	839,764	768,500	580,000	580,000
	GRAND TOTAL	<u>2,066,062</u>	<u>2,485,574</u>	<u>2,682,982</u>	<u>2,619,742</u>	<u>2,619,742</u>

SUMMARY BY FUND:

11	GENERAL	2,066,062	2,485,574	2,682,982	2,619,742	2,619,742
	GRAND TOTAL	<u>2,066,062</u>	<u>2,485,574</u>	<u>2,682,982</u>	<u>2,619,742</u>	<u>2,619,742</u>

SUMMARY BY DIVISION:

651000	OFFICE OF ECONOMIC DEVELOPMENT	2,066,062	2,485,574	2,459,881	2,337,071	2,337,071
652000	TOURISM & MARKETING	0	0	223,101	282,671	282,671
	GRAND TOTAL	<u>2,066,062</u>	<u>2,485,574</u>	<u>2,682,982</u>	<u>2,619,742</u>	<u>2,619,742</u>

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

The (\$63,240) net decrease in funding for Economic Development is the result of:

	FY 08	FY 09	CHANGE	
o		50,239	50,239	FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		35,643	35,643	FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	10,000	25,000	15,000	Temporary Salaries - year round intern to support office staff
o	732,702	755,872	23,170	Full Time Salaries
			12,934	Salary Step &/or Grade adjustments based on recommendations of Dept. of Human Resources
			10,236	Turnover
			<u>23,170</u>	<u>1.35%</u>
o	167,035	145,437	(21,598)	Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	16,494	14,106	(2,388)	Workers' Compensation rate adjustments
o	61,922	74,194	12,272	Pension / Retirement rate adjustment
o	26,657	0	(26,657)	OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	57,014	58,977	1,963	FICA rate adjustment

ECONOMIC DEVELOPMENT	

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	405,500	407,767	2,267	Other Professional Services
		FY 08	FY 09	Change
		30,000	30,000	0
		3,000	3,000	0
		200,000	200,000	0
		10,000	10,000	0
		100,000	0	(100,000)
		50,000	50,000	0
		5,000	5,000	0
		5,000	5,000	0
		2,500	52,500	50,000
		0	52,267	52,267
		<u>405,500</u>	<u>407,767</u>	<u>2,267</u>
o	8,000	12,000	4,000	Office Equipment - increase due to additional color copies above the lease price and expense history
o	176,475	193,500	17,025	Other Advertising - advertising at events, in publications, etc. promoting Harford County, Maryland
o	11,500	11,700	200	General Office Supplies - increase based on actual expense history and funds transferred from Paper Supplies
o	31,250	29,000	(2,250)	Printing Commercial - printing for Visitor Guide and the Maryland Golf Guide
o	750	0	(750)	Paper Supplies - funding transferred to General Office Supplies
o	4,000	4,500	500	Other Rents & Utilities - increase to cover additional conference rental in particularly the Acceleration Symposium held in New Jersey

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE	
o	17,500	17,200	(300)	Telephone Service -decrease based on actual expense history - cell phones / blackberries
o	16,000	38,600	22,600	Data Processing Software - Maintenance
				CoStar Software 11,600
				(Real Estate Svcs)
				Dunn & Bradstreet* 25,000 *This publication is requested for first time in FY 09
				(Detailed analysis and research program)
				ESRI Software 2,000
				(Stastical demographics data)
				38,600
o	15,500	20,000	4,500	Other Food Supplies - Event sponsorship & meetings especially BRAC related events, evening events, planning bus tours from New Jersey and Virginia for relocation tours
o	22,500	12,000	(10,500)	Audio Visual Supplies - funding for visitor information kiosk system; website enhancements
o	14,000	13,000	(1,000)	Other Supplies & Materials - decrease based on actual expense history - promotional items & BRAC related issues
o	11,250	17,700	6,450	Transportation Costs - increased due to attending Economic Development Conferences, training and classes. Anticipate four (4) trips with two (2) buses each from the New Jersey area.
o	11,250	15,000	3,750	Lodging - attending Economic Development Conferences, training and classes, Meda, Economic Alliance of Greater Balt., Intl Council of Shopping Centers, MD Assoc. of Counties, Assoc of Defense communities
o	2,500	0	(2,500)	In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	1,900	0	(1,900)	Equipment - no equipment requested for FY 09

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

	FY 08	FY 09	CHANGE
o	43,850	38,475	(5,375) Funding adjusted based on actual expense history:

	FY 08	FY 09	Change
	800	600	(200) Fax Services
	7,175	5,325	(1,850) Membership Fees & Dues
	17,000	12,500	(4,500) Training Seminars, Courses & Meetings
	4,750	5,500	750 Delivery Charges
	9,500	10,500	1,000 General Office Mailing
	3,700	3,000	(700) Mileage
	925	1,050	125 Parking & Tolls
	<u>43,850</u>	<u>38,475</u>	<u>(5,375)</u>

o	768,500	580,000	(188,500) Grants & Contributions

Title	FY 08	FY 09	Change	
Economic Alliance of Greater Baltimore	30,000	30,000	0	
Workforce Development Training	200,000	250,000	50,000	Expansion of business
Northeast Maryland Tech Council	15,000	15,000	0	
Economic Development Opportunity Fund	250,000	75,000	(175,000)	\$50,000 transferred to Workforce Dev. Training, \$125,000 of capital base to support loan fund
Ag / Challenge Training Grant Program	5,000	0	(5,000)	Transferred to County Executive Office of Ag Affairs
Susquehanna Workforce Development	80,000	80,000	0	
Army Alliance with APG	125,000	125,000	0	
Forest Conservancy	7,500	0	(7,500)	Transferred to County Executive Office of Ag Affairs
Edgewood Micro-Enterprise Fund	30,000	5,000	(25,000)	Based on expenditure history
Lower Susquehanna Heritage Greenway (LSHG)	20,000	0	(20,000)	Transferred to County Executive Agricultural Affairs
Maritime Museum	6,000	0	(6,000)	One-time funding in FY 08
	<u>768,500</u>	<u>580,000</u>	<u>(188,500)</u>	

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	33,657	0.00	0
Administrative Assistant II	0.00	0	0.00	0	2.00	76,497
Administrative Secretary II	1.00	46,833	1.00	49,704	0.00	0
Administrative Secretary III	0.00	0	0.00	0	1.00	56,229
Administrative Specialist I	3.00	128,158	3.00	140,970	1.00	61,452
Business Development Associate	1.00	57,331	1.00	59,045	2.00	128,945
Business Retention Specialist	1.00	56,966	1.00	60,437	0.00	0
Clerk Typist	1.00	27,701	0.00	0	0.00	0
Dep. Director of Economic Development	0.00	0	0.00	0	1.00	93,470
Director of Economic Development	1.00	107,699	1.00	117,682	1.00	121,217
Economic Development Associate	0.00	0	0.00	0	2.00	155,264
Economic Development Finance Specialist	1.00	72,542	1.00	77,705	0.00	0
Economic Development Manager	1.00	70,356	1.00	74,641	0.00	0
Management Analyst	1.00	49,404	1.00	52,425	0.00	0
Planner II	1.00	80,002	0.00	0	0.00	0
Senior Economic Development Associate	0.00	0	0.00	0	2.00	132,041
Tourism Manager	1.00	62,622	1.00	66,436	0.00	0
TOTAL FULL-TIME SALARIES	13.00	759,614	12.00	732,702	12.00	825,115
PART-TIME SALARIES						
Administrative Assistant II	0.60	27,277	0.60	28,948	0.60	31,612
TOTAL PART-TIME SALARIES	0.60	27,277	0.60	28,948	0.60	31,612
TEMPORARY SALARIES		21,756		10,000		25,000
SALARY TOTAL	13.60	808,647	12.60	771,650	12.60	881,727

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Pension & Retirement		62,153		61,922		81,454
Workers' Compensation		9,146		16,494		14,681
Health Benefits		190,671		167,035		145,437
OPEB		0		26,657		0
FICA		57,188		57,014		66,366
Miscellaneous		2,030		1,820		1,820
TOTAL OTHER PERSONAL SERVICES		<u>321,188</u>		<u>330,942</u>		<u>309,758</u>
TOTAL PERSONAL SERVICES	<u>13.60</u>	<u>1,129,835 *</u>	<u>12.60</u>	<u>1,102,592</u>	<u>12.60</u>	<u>1,191,485</u>

*FY 07 Salaries and Other Professional Services are Enacted not Audited amounts

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000**

The Office of Economic Development was created by Harford County Code Chapter 9, Article XXXI, Section 186, 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.

FY '08 - '09 KEY GOALS:

- 1 GENERATE HIGH VALUE EMPLOYMENT FOR HARFORD COUNTY RESIDENTS AND SUPPORT TAX REVENUE
- 2 INCREASE JOB OPPORTUNITIES AND BUSINESS INVESTMENT WITHIN THE EDGEWOOD/JOPPA AND GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONES
- 3 UTILIZE FINANCING RESOURCES TO FACILITATE BUSINESS GROWTH AND INVESTMENT
- 4 FACILITATE GROWTH OF TECHNOLOGY-RELATED INDUSTRY

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	850,664	1,001,946	1,010,491	1,096,564	1,096,564
20	CONTRACTUAL SERVICES	355,165	482,025	542,290	521,157	521,157
30	SUPPLIES & MATERIALS	67,311	92,035	86,500	82,200	82,200
40	BUSINESS & TRAVEL	44,268	53,622	56,200	57,150	57,150
50	CAPITAL OUTLAY	294	16,182	1,900	0	0
70	MISCELLANEOUS	748,360	839,764	762,500	580,000	580,000
	GRAND TOTAL	<u>2,066,062</u>	<u>2,485,574</u>	<u>2,459,881</u>	<u>2,337,071</u>	<u>2,337,071</u>
<u>Funding Source:</u>						
11	GENERAL	<u>2,066,062</u>	<u>2,485,574</u>	<u>2,459,881</u>	<u>2,337,071</u>	<u>2,337,071</u>
	GRAND TOTAL	<u>2,066,062</u>	<u>2,485,574</u>	<u>2,459,881</u>	<u>2,337,071</u>	<u>2,337,071</u>

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

The (\$122,810) net decrease in funding for the Office of Economic Development is the result of:

	FY 08	FY 09	CHANGE
o		45,380	45,380 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		33,285	33,285 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	10,000	25,000	15,000 Temporary Salaries - year round intern to support office staff
o	157,421	136,493	(20,928) Health Benefits area adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	666,266	691,371	25,105 Full Time Salaries
			14,869 Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			10,236 Turnover (1.48%)
			<u>25,105</u>
o	13,391	10,077	(3,314) Workers' Compensation rate adjustments
o	56,521	68,279	11,758 Pension / Retirement rate adjustment
o	24,332	0	(24,332) OPEB - instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	51,932	56,045	4,113 FICA rate adjustment
o	8,000	12,000	4,000 Office Equipment - increase due to additional color copies above the lease price and expense history
o	1,500	2,000	500 Other Rents & Utilities - increase to cover additional conference rental in particularly the Acceleration Symposium held in New Jersey

INDEX: 651000

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	10,000	16,700	6,700 Transportation Costs - increased due to attending Economic Development Conferences, training and classes. Anticipate four (4) trips with two (2) buses each from the New Jersey area
o	3,200	2,500	(700) Mileage - decrease based on actual expense history and the usage of pool cars for staff currently using personal vehicles to attend meetings, conferences, seminars, training and classes
o	10,000	12,000	2,000 Lodging - attending Economic Development Conferences, training and classes, Meda, Economic Alliance of Greater Balto., Intl Council of Shopping Centers, MD Assoc. of Counties, and Assoc. of Defense communities
o	2,500	0	(2,500) In-House Training - funds reallocated to Human Resources - Personnel Matters for better control
o	1,900	0	(1,900) Equipment - no equipment requested for FY 09
o	72,275	65,225	(7,050) Line items significantly adjusted based on actual expense history:

FY 08	FY 09	Change
800	600	(200) Fax Services
4,675	4,025	(650) Membership Fees & Dues
12,000	8,500	(3,500) Training Seminars, Courses
11,000	10,700	(300) General Office Supplies
25,000	24,000	(1,000) Printing - Commercial
13,000	12,000	(1,000) Other Supplies & Materials
5,800	5,400	(400) Meals
72,275	65,225	(7,050)

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

	FY 08	FY 09	CHANGE
o	762,500	580,000	(182,500) Grants & Contributions

Title	FY 08	FY 09	Change	
Economic Alliance of Greater Baltimore	30,000	30,000	0	
Workforce Development Training	200,000	250,000	50,000	Expansion of business
Northeast Maryland Tech Council	15,000	15,000	0	
Economic Development Opportunity Fund	250,000	75,000	(175,000)	\$50,000 transferred to Workforce Dev. Training, \$125,000 of capital base to support the loan fund
Ag / Challenge Training Grant Program	5,000	0	(5,000)	Transferred to County Executive Ag Affairs
Susquehanna Workforce Development	80,000	80,000	0	
Army Alliance with APG	125,000	125,000	0	
Forest Conservancy	7,500	0	(7,500)	Transferred to County Executive Ag Affairs
Edgewood Micro-Enterprise Fund	30,000	5,000	(25,000)	Due to expenditure history
Lower Susquehanna Heritage Greenway	20,000	0	(20,000)	Transferred to County Executive Ag Affairs
TOTAL	762,500	580,000	(182,500)	

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	33,657	0.00	0
Administrative Assistant II	0.00	0	0.00	0	2.00	76,497 A
Administrative Secretary II	1.00	46,833	1.00	49,704	0.00	0
Administrative Secretary III	0.00	0	0.00	0	1.00	56,229 B
Administrative Specialist I	3.00	128,158	3.00	140,970	1.00	61,452
Business Development Associate	1.00	57,331	1.00	59,045	2.00	128,945 C
Business Retention Specialist	1.00	56,966	1.00	60,437	0.00	0
Clerk Typist	1.00	27,701	0.00	0	0.00	0
Dep. Director of Economic Development	0.00	0	0.00	0	1.00	93,470 D
Director of Economic Development	1.00	107,699	1.00	117,682	1.00	121,217
Economic Development Associate	0.00	0	0.00	0	1.00	84,842 E
Economic Development Finance Specialist	1.00	72,542	1.00	77,705	0.00	0
Economic Development Manager	1.00	70,356	1.00	74,641	0.00	0
Management Analyst	1.00	49,404	1.00	52,425	0.00	0
Planner II	1.00	80,002	0.00	0	0.00	0
Senior Economic Development Associate	0.00	0	0.00	0	2.00	132,041 F
Tourism Manager	1.00	62,622	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	13.00	759,614	11.00	666,266	11.00	754,693
PART-TIME SALARIES						
Administrative Assistant II	0.60	27,277	0.60	28,948	0.60	31,612
TOTAL PART-TIME SALARIES	0.60	27,277	0.60	28,948	0.60	31,612
TEMPORARY SALARIES		21,756		10,000		25,000
SALARY TOTAL	13.60	808,647	11.60	705,214	11.60	811,305

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		62,153		56,521		74,996
Workers' Compensation		9,146		13,391		11,111
Health Benefits		190,671		157,421		136,493
OPEB		0		24,332		0
FICA		57,188		51,932		60,979
Miscellaneous		2,030		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		321,188		305,277		285,259
TOTAL PERSONAL SERVICES	13.60	1,129,835 *	11.60	1,010,491	11.60	1,096,564

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Administrative Assistant I position upgraded to an Administrative Assistant II #1484
One (1) vacant Business Development Associate position filled as an Administrative Assistant II #3342
- B - One (1) Administrative Secretary II position upgraded to an Administrative Secretary III #0689
- C - One (1) Management Analyst position reclassified as a Business Development Associate #0688
One (1) vacant Administrative Specialist I position filled as a Business Development Associate #1662
- D - One (1) Economic Development Manager reclassified as a Deputy Director Economic Development #2804 as a result of the SMART Pay & Classification Study conducted in FY 08
- E - One (1) Economic Development Finance position reclassified as an Economic Development Associate #2493 as a result of the SMART Pay & Classification Study conducted in FY 08
- F - One (1) Administrative Specialist I position reclassified as a Senior Economic Development Associate #2004
One (1) Business Retention Specialist position reclassified as a Senior Economic Development Associate #2492 - as a result of the SMART Pay & Classification Study conducted in FY 08

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To utilize financing resources to facilitate business growth and investment.

Department Objective:

To provide financial assistance, consult with, advise, and educate the financial and business community on the capital opportunities available to Harford County businesses in support of new investment, redevelopment, business retention and job creation.

County Goal(s) Supported:

IV. Economic Opportunity

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$250,000	\$250,000	\$250,000	\$70,000	\$100,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of new Revolving Loan applications	0	0	2	2	2
Number of new Economic Development Opportunity Loan Fund applications	1	2	2	2	3
Number of meetings with prospective clients and existing businesses	97	110	95	100	110
<u>Efficiency:</u>					
Amount of time to process loan applications and loans	N/A*	120 days	90 days	90 days	90 days
<u>Service Quality:</u>					
Percent of client contacts that are followed-up within 24 hours	N/A*	90%	90%	90%	90%
<u>Outcome:</u>					
Number of Revolving loan applications processed	1	0	2	2	2
Number of Economic Development Opportunity Loan applications processed	1	2	2	2	3

Explanation and Analysis of Performance Measures

The development, implementation, administration and growth of loan funds, with the resulting applications and loans, is tied to the interest rate environment in the marketplace and subject to the creditworthiness of applicants. In the case of the Revolving Loan Fund, the willingness of financial institutions to accept risk associated with gap-financing loans is a deciding factor. It is important to originate and sustain a moderate number of loans annually to manage the capital base and maintain portfolio quality, which in turn demonstrates the County's commitment to solid underwriting standards and financial incentives for businesses of all sizes.

* N/A - This is a new measure being tracked by Economic Development, therefore data from previous years is unavailable.

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To generate high value employment for Harford County residents.

Department Objective:

To retain and expand business and attract new companies to the County.

County Goal(s) Supported:

IV. Economic Opportunity

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$280,000	\$310,000	\$312,000	\$315,000	\$320,000
Number of staff	4	4	4	4	4
<u>Output:</u>					
Number of prospects serviced	150	114	107	110	121
Number of new companies located	40	20	19	12	18
Number of expanding resident companies	40	10	19	16**	15
Number of resident businesses visited by staff (Previously tracked as both new and expanding companies)	150	106	175	100	95
Number of new jobs created	1,200	991	1,300	1,200	1,250
<u>Service Quality:</u>					
Percent of contacts from prospects and businesses responded to within 24 hours	85%	95%	90%	90%	90%
<u>Outcome:</u>					
Percent of new business growth	N/A*	N/A*	5%	5%	5%

Explanation and Analysis of Performance Measures

The Office of Economic Development staff responds to and assists company relocation inquiries for manufacturers, the service industry, some retail establishments and technology companies. With Base Realignment and Closure actions, it is anticipated that there will be a significant increase in defense contractors relocating to the County.

*N/A - This is a new measure being tracked by Economic Development, therefore data for previous years is unavailable.

**Increase anticipated due to BRAC related defense contractor expanding.

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To increase job opportunities and business investment within the Edgewood/Joppa and Greater Aberdeen/Havre de Grace Enterprise Zones.

Department Objective:

To create opportunities for qualified resident businesses, including industrial and commercial/retail/service, to apply for potential Enterprise Zone tax credits by developing new jobs, constructing new facilities, and expanding or revitalizing existing facilities.

County Goal(s) Supported:

IV. Economic Opportunity

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated*	\$100,000	\$100,000	\$100,000	\$110,000	\$105,000
Number of staff	2	2	2	2	2
<u>Output:</u>					
Total number of inquiries regarding Enterprise Zone real property and/or income tax certification	N/A**	117	98	105	95
<u>Efficiency:</u>					
Percent of Enterprise Zone inquiries that received follow-up calls	N/A**	100%	100%	100%	100%
<u>Service Quality:</u>					
Number of inquiries that had additional follow-up after initial contact	N/A**	21	23	23	20
<u>Outcome:</u>					
Number of businesses obtaining Enterprise Zone real property and/or income tax credits	N/A**	38	10	22	12
Capital Investments	N/A**	\$122,642,028	\$31,031,471	\$110,000,000	\$35,000,000
Number of full time jobs created	N/A**	703	105	525	100
Number of part time jobs created	N/A**	66	115	60	100

Explanation and Analysis of Performance Measures

The Office of Economic Development is charged with developing programs that create job opportunities for County residents and support resident business expansions throughout the County as part of the focus on revitalizing business areas.

* Dollars allocated in budget for Work Force Training Grants

** N/A - These are new measures being tracked by Economic Development, therefore data for previous years is unavailable.

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To facilitate growth of technology-related industry.

Department Objective:

To foster growth of tech-related industry and facilitate collaboration with Aberdeen Proving Ground and the education community.

County Goal(s) Supported:

IV. Economic Opportunity

Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Estimate 2009
<u>Input:</u>					
Dollars allocated	\$150,000	\$150,000	\$150,000	\$200,000	\$250,000
Number of staff	1	1	1	1	2
<u>Output:</u>					
Number of technology companies serviced, including incubator companies	12	16	18	16	20
Number of new technology companies located	10*	4	7	10	10
Number of expanding resident technology companies	10*	14	12	12	12
Number of technology related workshops held	3	2	3	3	3
*(Previously tracked as both new and expanding technology companies)					
<u>Efficiency:</u>					
Cost of conducting technology workshops	\$1,700	\$1,100	\$3,200	\$2,200	\$4,000
<u>Service Quality:</u>					
Percent of contacts from resident companies and company prospects responded to within 24 hours	85%	90%	90%	95%	90%
<u>Outcome:</u>					
Number of high value jobs created	77	114	129	125	140

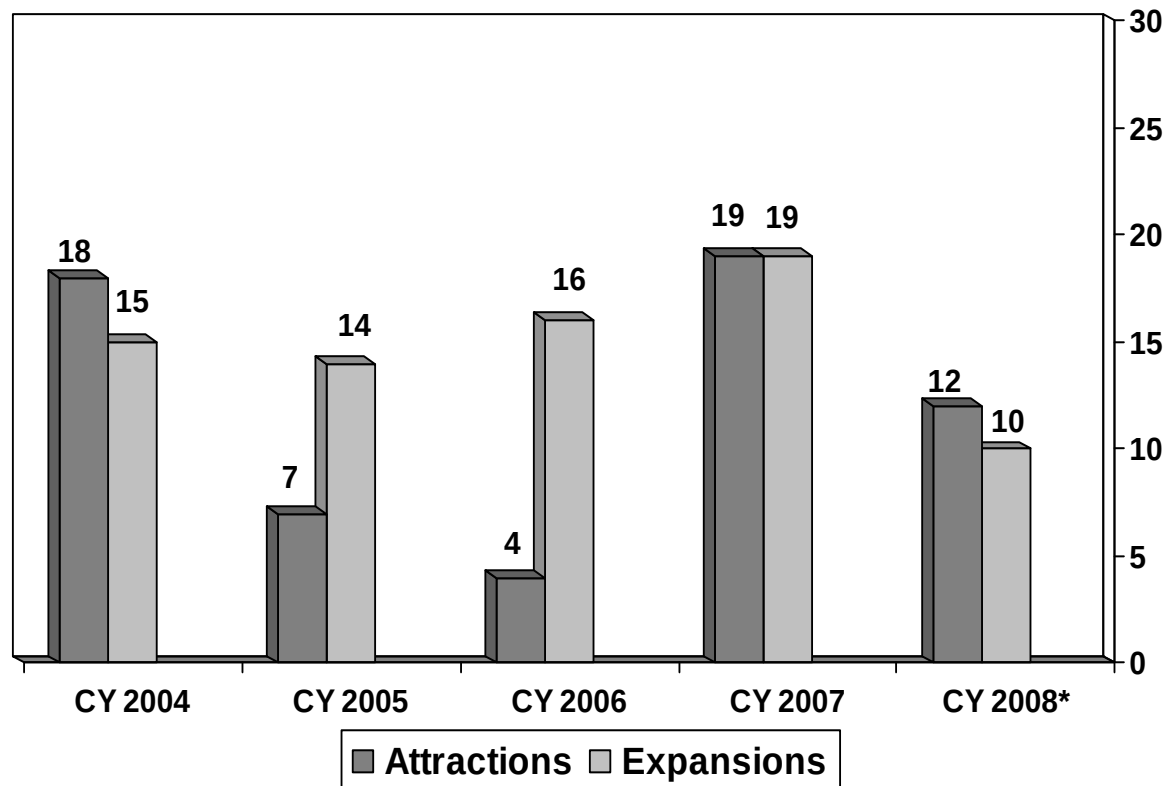
Explanation and Analysis of Performance Measures

Recruitment of technology companies will provide higher wages for our citizens and establish our county as center for technology excellence.

Major Related Plans and Policies

Technology Optimization Action Plan - 2008; Water and Sewer Master Plan; Technology Development Master Plan - 2002; BPAC Recommendations - 2006

Office of Economic Development Economic Growth



***Projected**

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Tourism & Marketing****INDEX: 652000****ORIGIN / PURPOSE:**

The Tourism and Marketing division was established in FY 2007 to concentrate on the promotion of Harford County, Maryland. The implementation of an advertising campaign and web site has been initiated to assist with the promotion of the County. Marketing will take place in the areas of sporting events / facilities as well as local events.

FY '08 - '09 KEY GOAL & OBJECTIVES**5 IMPROVE ECONOMIC ACTIVITY AND QUALITY OF LIFE WITHIN HARFORD COUNTY BY INCREASING TOURISM & MARKETING DOLLARS**

- o Increase total annual person visits to Harford County
- o Increase total group businesses in Harford County facilities
- o Increase website visits to www.harfordmaryland.com
- o Increase free positive editorial coverage on Harford County

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	92,101	94,921	94,921
20	CONTRACTUAL SERVICES	0	0	87,475	154,500	154,500
30	SUPPLIES & MATERIALS	0	0	26,750	23,000	23,000
40	BUSINESS & TRAVEL	0	0	10,775	10,250	10,250
70	MISCELLANEOUS	0	0	6,000	0	0
GRAND TOTAL		0	0	223,101	282,671	282,671

FUNDING SOURCE:

11	GENERAL	0	0	223,101	282,671	282,671
GRAND TOTAL		0	0	223,101	282,671	282,671

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Tourism & Marketing****INDEX: 652000****FINANCIAL NOTES:**

The \$59,570 net increase in funding for Tourism & Marketing is the result of:

	FY 08	FY 09	CHANGE
o		4,859	4,859 FY 09 Wage Package of a Merit and 3% COLA increase for eligible staff
o		2,358	2,358 FY 09 Market Adjustment as a result of the SMART Pay & Classification Study conducted during FY 08
o	66,436	64,501	(1,935) Full Time Salaries - Salary &/or Grade adjustments based on the recommendations of the Department of Human Resources
o	5,401	5,915	514 Pension / Retirement rate adjustments
o	3,103	3,270	167 Workers' Compensation rate adjustment
o	9,614	8,944	(670) Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employee share, as well as staff opting for changes in their level of coverage
o	2,325	0	(2,325) OPEB - Instead of allocating OPEB as a % of salaries by division, for FY 09 OPEB is appropriated as a lump sum in the Benefits account for each fund
o	5,082	4,934	(148) FICA rate adjustments
o	81,475	98,500	17,025 Other Advertising - advertising at events, in publications, etc. promoting Harford County, Maryland
o	2,500	52,500	50,000 Other Professional Services - funds for Electronic World Wide Web and \$50,000 for Ladies Professional Golf Association
o	500	1,000	500 General Office Supplies - increase based on actual expense history and funds transferred from Paper Supplies
o	6,250	5,000	(1,250) Printing Commercial - printing for Visitor Guide and the Maryland Golf Guide

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: TOURISM & MARKETING

Index No. 652000

POSITION TITLE	ENACTED FY 07		ENACTED FY 08		ENACTED FY 09	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Economic Development Associate	0.00	0	0.00	0	1.00	70,422 A
Tourism Manager	0.00	0	1.00	66,436	0.00	0
SALARY TOTAL	0.00	0	1.00	66,436	1.00	70,422
OTHER PERSONAL SERVICES						
Pension & Retirement		0		5,401		6,458
Workers' Compensation		0		3,103		3,570
Health Benefits		0		9,614		8,944
OPEB		0		2,325		0
FICA		0		5,082		5,387
Miscellaneous		0		140		140
TOTAL OTHER PERSONAL SERVICES		0		25,665		24,499
TOTAL PERSONAL SERVICES	0.00	0 *	1.00	92,101	1.00	94,921

*FY 07 Salaries and Other Personal Services are Enacted not Audited amounts

The Division of Tourism and Marketing was established during FY 07

A - One (1) Tourism Manager position reclassified as an Economic Development Associate #3296 as a result of the SMART Pay & Classification Study conducted during FY 08



***Ripken Stadium
Aberdeen, Maryland***

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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	262,618	271,055	690,900	633,950	633,950
30	SUPPLIES & MATERIALS	10	5	39,900	40,460	40,460
40	BUSINESS & TRAVEL	0	0	400	200	200
60	DEBT SERVICE	49,955,276	40,514,329	72,910,787	59,337,038	59,337,038
	GRAND TOTAL	50,217,904	40,785,389	73,641,987	60,011,648	60,011,648
<u>SUMMARY BY FUND:</u>						
11	GENERAL	22,823,095	19,224,778	37,176,551	34,771,301	34,771,301
25	HIGHWAYS	137,111	133,868	708,819	652,579	652,579
27	AG PRESERVATION - COUNTY	3,523,355	3,270,346	4,200,000	4,989,660	4,989,660
53	WATER & SEWER DEBT SERVICE	17,775,974	11,967,781	24,949,970	16,690,091	16,690,091
55	SOLID WASTE SERVICES	5,958,369	6,188,616	6,606,647	2,908,017	2,908,017
	GRAND TOTAL	50,217,904	40,785,389	73,641,987	60,011,648	60,011,648

DEBT SERVICE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY DIVISION:</u>						
661110	PRINCIPAL GENERAL FUND	13,517,223	12,146,312	19,675,157	15,708,346	15,708,346
662110	INTEREST GENERAL FUND	6,709,148	6,742,011	13,847,135	15,495,099	15,495,099
664110	SERVICE COSTS GENERAL FUND	51,477	336,455	520,950	549,950	549,950
665110	LEASE FINANCE PRINCIPAL GENERAL FUND	2,419,324	0	2,524,055	2,624,083	2,624,083
666110	LEASE FINANCE INTEREST GENERAL FUND	125,923	0	609,254	393,823	393,823
661250	PRINCIPAL HIGHWAYS FUND	123,769	121,917	62,679	32,265	32,265
662250	INTEREST HIGHWAYS FUND	13,342	8,428	4,425	2,050	2,050
664250	SERVICE COSTS HIGHWAYS FUND	0	3,523	5,000	5,000	5,000
665250	LEASE FINANCE PRINCIPAL HIGHWAYS FUND	0	0	512,909	533,236	533,236
666250	LEASE FINANCE INTEREST HIGHWAYS FUND	0	0	123,806	80,028	80,028
661270	PRINCIPAL AG PRESERVATION - COUNTY	1,101,290	794,103	1,330,420	1,800,000	1,800,000
662270	INTEREST AG PRESERVATION - COUNTY	2,352,097	2,381,417	2,700,000	3,100,000	3,100,000
664270	SERVICE COSTS AG PRESERVATION - COUNTY	69,968	94,826	169,580	89,660	89,660
661530	PRINCIPAL W&S DEBT SERVICE FUND	14,118,484	8,951,061	16,637,132	10,505,946	10,505,946
662530	INTEREST W&S DEBT SERVICE FUND	3,524,106	2,894,308	7,799,889	5,643,883	5,643,883
664530	SERVICE COSTS W&S DEBT SERVICE FUND	133,384	122,412	440,000	470,000	470,000
665530	LEASE FINANCE PRINCIPAL W&S DEBT SERVICE	0	0	58,764	61,093	61,093
666530	LEASE FINANCE INTEREST W&S DEBT SERVICE	0	0	14,185	9,169	9,169
664550	SERVICE COSTS SOLID WASTE SERVICES	37,599	35,566	230,000	200,000	200,000
665550	LEASE FINANCE PRINCIPAL SOLID WASTE MGT	4,525,000	4,988,000	5,462,300	2,063,677	2,063,677
666550	LEASE FINANCE INTEREST SOLID WASTE MGT	1,395,770	1,165,050	914,347	644,340	644,340
GRAND TOTAL		<u>50,217,904</u>	<u>40,785,389</u>	<u>73,641,987</u>	<u>60,011,648</u>	<u>60,011,648</u>

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market November 6, 2007 for a \$120,595,000 bond sale (\$95,900,000 in General Obligation and \$24,695,000 in Water and Sewer Bonds.) The County received and maintained its current ratings of: Fitch Ratings AA+, Standard & Poor's AA+, and Moody's Investor Services Aa1, as published in the County's November 6, 2007 Official Statement.

It is Harford County's practice to conduct a bi-annual bond sale contingent on capital project needs and the economic conditions of the bond market. Prior to 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 proposed for FY 09:

General Capital:

Agricultural Resource Center and Horse Park	25,000
Cultural Arts Center	25,000
Harford County Southern Resource Annex	5,750,000
Site Acquisition and Development	2,000,000
Total General	7,800,000

Harford Community College:

Aberdeen Hall Renovations and Expansion	660,214
Roof Replacements	546,169
Site and Parking Lot Improvements	473,251
Total Harford Community College	1,679,634

Solid Waste Services:

HWDC Expansion	2,100,000
Total Solid Waste Services	2,100,000

Libraries:

Churchville Recreation Complex	5,112,500
Whiteford Library Expansion	2,633,400
Total Libraries	7,745,900

Sheriff / Emergency / Fire:

Detention Center Expansion	9,585,839
Expansion / Renovations of EOC	5,000,000
Total Sheriff / Emergency / Fire	14,585,839

TOTAL GENERAL FUND PROJECTS

Board of Education:

Aberdeen High School Addition	2,218,055
Bel Air High School Replacement	31,221,380
Deerfield ES Modernization / Addition	15,385,772
Edgewood High School Replacement	38,963,926
Harford Technical HS Field Improvements	1,700,000
Jarrettsville Elementary School HVAC	121,250
Joppatowne ES Modernization / Addition	2,995,309
Roof Replacement (Fallston High School)	525,182
Schucks Road Elementary School New School	2,600,000
Vale Road Elementary School	7,705,923
Total Board of Education	103,436,797

Parks and Recreation:

Athletic Field Improvements	2,000,000
Churchville Complex Development	4,001,830
Enlarged Gymnasiums & Activity Centers	1,200,000
Fallston Senior Recreation Center	8,200,000
Heavenly Waters Park	350,000
Magnolia Complex Development	650,000
Vale Road Elementary Facilities	1,300,000
Total Parks and Recreation	17,701,830

155,050,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
PRINCIPAL PAYMENTS:					
6101 County Bonds	5,848,216	5,831,373	8,169,494	6,395,553	6,395,553
6103 School Bonds	4,146,170	4,895,166	9,056,155	6,692,993	6,692,993
6105 College Bonds	684,418	765,280	1,123,100	1,012,414	1,012,414
6112 Notes	528,000	256,500	485,000	835,000	835,000
6114 Solid Waste Services	550,766	397,993	841,408	772,386	772,386
6115 DBED Loan	1,759,653	0	0	0	0
TOTAL PRINCIPAL PAYMENTS	13,517,223	12,146,312	19,675,157	15,708,346	15,708,346
INTEREST PAYMENTS:					
6201 County Bonds	2,644,378	2,515,303	4,577,335	4,969,714	4,969,714
6203 School Bonds	2,764,908	2,995,913	7,102,576	8,431,072	8,431,072
6205 College Bonds	910,728	911,725	1,194,083	1,198,661	1,198,661
6212 Notes	167,704	143,389	380,426	402,666	402,666
6214 Solid Waste Services	186,641	175,681	592,715	492,986	492,986
6215 DBED Loan	34,789	0	0	0	0
TOTAL INTEREST PAYMENTS	6,709,148	6,742,011	13,847,135	15,495,099	15,495,099
TOTAL PAYMENTS	20,226,371	18,888,323	33,522,292	31,203,445	31,203,445

HARFORD COUNTY, MARYLAND				
FY 09 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS				
			PRINCIPAL	INTEREST
			6101	6201
COUNTY BONDS:				
	1996	Bonds	562,100	218,606
	1997	Bonds	490,108	189,668
	1999	Bonds	286,412	119,816
	2001	Bonds	1,100,626	507,360
	2002	Bonds	1,327,500	440,254
	2003	Refunding Bonds	359,922	65,764
	2004	Bonds	1,229,345	216,398
	2005	Bonds	339,545	300,457
	2007	Bonds	699,995	1,255,791
	2008	Bonds	0	1,655,600
TOTAL COUNTY BONDS			6,395,553	4,969,714
SCHOOL BONDS:			6103	6203
	1996	Bonds	489,500	190,372
	1997	Bonds	455,931	176,441
	1999	Bonds	529,029	221,312
	2001	Bonds	701,769	323,498
	2002	Bonds	270,000	30,887
	2003	Refunding Bonds	1,044,336	208,466
	2004	Bonds	411,168	282,276
	2005	Bonds	1,293,325	1,144,438
	2007	Bonds	1,497,935	2,687,295
	2008	Bonds	0	3,166,087
TOTAL SCHOOL BONDS			6,692,993	8,431,072
COLLEGE BONDS:			6105	6205
	1996	Bonds	48,400	18,824
	1997	Bonds	153,963	59,582
	1999	Bonds	78,757	32,947
	2001	Bonds	147,607	68,043
	2002	Bonds	22,500	390,979
	2003	Refunding Bonds	130,253	27,448
	2004	Bonds	109,488	108,673
	2005	Bonds	129,907	114,952
	2007	Bonds	191,539	343,620
	2008	Bonds	0	33,593
TOTAL COLLEGE BONDS			1,012,414	1,198,661

HARFORD COUNTY, MARYLAND					
FY 09 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS					
SOLID WASTE SERVICES:				PRINCIPAL	INTEREST
				6114	6214
				1999 Bonds	55,80323,344
				1999 Water Quality Bonds	426,74371,312
2003 Refunding Bonds	164,39834,643				
2005 Bonds	14,91013,193				
2007 Bonds	110,532198,294				
2008 Bonds	0152,200				
TOTAL SOLID WASTE SERVICES				772,386	492,986
NOTES: Principal & Interest on Short Term Financing: Washington Court Vest IPA Bond Anticipation Note Schools Bond Anticipation Note County TOTAL NOTES				6112	6212
				235,000	117,666
				350,000	35,000
				137,500	137,500
				112,500	112,500
				835,000	402,666
TOTAL GENERAL FUND PRINCIPAL & INTEREST				15,708,346	15,495,099
NOTE: Principal and Interest payments (including Lease Purchase) for FY 09 dedicated to the Board of Education are as follows:					
	% of Total	Payments	Recordation Tax	Transfer Tax	General Funds
Principal	51.23%	8,047,148	5,536,754	2,372,894	137,500
Interest	56.48%	8,751,168	5,363,844	3,249,824	137,500
Total	53.83%	16,798,316	10,900,598	5,622,718	275,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund**

No Highways Fund Bond Sale is planned for Fiscal Year 2009

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
PRINCIPAL PAYMENTS:					
6101 County Bonds	123,769	121,917	62,679	32,265	32,265
TOTAL PRINCIPAL PAYMENTS	123,769	121,917	62,679	32,265	32,265
INTEREST PAYMENTS:					
6201 County Bonds	13,342	8,428	4,425	2,050	2,050
TOTAL INTEREST PAYMENTS	13,342	8,428	4,425	2,050	2,050
TOTAL PAYMENTS	137,111	130,345	67,104	34,315	34,315

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661270 Principal, 662270 Interest
AG Preservation - County**

This account represents annual payments on agricultural easement payment on installment contracts.
These contracts are for ten to twenty year periods.

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
PRINCIPAL PAYMENTS:					
6113 Agricultural Preservation	1,101,290	794,103	1,330,420	1,800,000	1,800,000
TOTAL PRINCIPAL PAYMENTS	1,101,290	794,103	1,330,420	1,800,000	1,800,000
INTEREST PAYMENTS:					
6213 Agricultural Preservation	2,352,097	2,381,417	2,700,000	3,100,000	3,100,000
TOTAL INTEREST PAYMENTS	2,352,097	2,381,417	2,700,000	3,100,000	3,100,000
TOTAL PAYMENTS	3,453,387	3,175,520	4,030,420	4,900,000	4,900,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

Harford County went to the bond market November 6, 2007 for a \$120,595,000 bond sale (\$95,900,000 in General Obligation and \$24,695,000 in Water & Sewer Bonds). The County received and maintained its current ratings of Fitch Ratings AA+, Standard & Poor's AA+, and Moody's Investor Services Aa1, as published in the County's November 6, 2007 Official Statement.

It is Harford County's practice to conduct a bi-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 for FY 09:

Water Projects:

Abingdon Road Water Main Parallel	7,800,000
Chlorine Replacement Program WTP	100,000
Rt. 1 Hickory Bypass Transmission	190,000
Tollgate Road Water Main Parallel	1,300,000

Total Water Projects	<u>9,390,000</u>

Sewer Projects:

Bush Creek Pump Station 4th Pump	6,740,000
Bynum Run Parallel Phase 6 & 7	300,000
Haverhill Pump Station Replacement	725,000
Lower Bynum Run Parallel	3,800,000
Riviera Drive Pump Station Replacement	550,000
Winters Run Pump Station Outfall	1,550,000

Total Sewer Projects	<u>13,665,000</u>

Total Water & Sewer Debt Service Fund Projects	<u>23,055,000</u>

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
PRINCIPAL PAYMENTS:					
6102 State Loans	1,801,771	1,769,060	1,817,235	2,261,623	2,261,623
6106 Water & Sewer Bonds	12,268,642	7,124,061	14,633,942	8,076,144	8,076,144
6109 Farmers Home Loans	24,533	25,652	32,294	33,948	33,948
6112 Notes	0	0	100,000	100,000	100,000
6115 DBED Loan	23,538	32,288	53,661	34,231	34,231
TOTAL PRINCIPAL PAYMENTS	14,118,484	8,951,061	16,637,132	10,505,946	10,505,946
INTEREST PAYMENTS:					
6202 State Loans	609,509	514,583	516,406	398,751	398,751
6206 Water & Sewer Bonds	2,856,462	2,322,193	7,111,963	5,076,812	5,076,812
6209 Farmers Home Loans	53,875	52,756	67,142	65,486	65,486
6212 Notes	0	0	100,000	100,000	100,000
6215 DBED Loan	4,260	4,776	4,378	2,834	2,834
TOTAL INTEREST PAYMENTS	3,524,106	2,894,308	7,799,889	5,643,883	5,643,883
TOTAL PAYMENTS	17,642,590	11,845,369	24,437,021	16,149,829	16,149,829

**HARFORD COUNTY, MARYLAND
FY 09 WATER & SEWER DEBT SERVICE
PRINCIPAL & INTEREST PAYMENTS**

		PRINCIPAL	INTEREST
		6102	6202
STATE LOANS:			
1990	Loans	256,458	39,526
1991	Loans	865,787	160,905
1999	Loans	61,120	18,134
1999	Refunding	1,078,258	180,186
TOTAL STATE LOANS		2,261,623	398,751
		6106	6206
WATER & SEWER BONDS:			
1997	Bonds	895,000	243,653
2002	Bonds	65,000	42,300
2002	Refunding Bonds	3,785,000	479,014
2003	Refunding Bonds	2,293,828	420,006
2004	Bonds	215,000	120,194
2005	Bonds	322,316	285,212
2007	Bonds	500,000	1,164,500
2008	Bonds	0	2,321,933
TOTAL WATER & SEWER BONDS		8,076,144	5,076,812
		6109	6209
FARMERS HOME LOAN:			
Home Loan 2001 - Whiteford		23,897	41,900
Home Loan 2004 - Old Joppa		4,140	8,473
Oaklyn Manor		5,911	15,113
		33,948	65,486
		6112	6212
SHORT TERM NOTES:			
2009 short term notes for FY 09 Budget		100,000	100,000
		6115	6215
DBED LOAN:			
Annual principal & interest payments on Strescon Loan		34,231	2,834
TOTAL WATER & SEWER PRINCIPAL & INTEREST		10,505,946	5,643,883

DEPARTMENT: DEBT SERVICE - GENERAL FUND**DIVISION: Lease Finance - 665110 Principal
Lease Finance - 666110 Interest**

Funds are budgeted to these accounts to pay principal and interest on short-term financing through lease / purchase or other methods of financing.

Principal and the funding of Interest for Lease Finance agreements are in two separate divisions as it is with all other types of debt service payments.

Lease Finance - 665110 Principal Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6107 Lease Purchase Principal Payments 2007 County Lease	2,419,324	0	1,289,001	1,340,084	1,340,084
6133 2007 School lease	0	0	1,170,277	1,216,655	1,216,655
6135 2007 College Lease	0	0	64,777	67,344	67,344
TOTAL PRINCIPAL PAYMENTS	2,419,324	0	2,524,055	2,624,083	2,624,083
Lease Finance - 666110 Interest Payments	AUDITED FY 06	AUDITED FY 07	ENACTED FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6207 Lease Purchase Interest Payments 2007 County Lease	125,923	0	311,138	201,120	201,120
6233 School Lease	0	0	282,480	182,596	182,596
6235 College Lease	0	0	15,636	10,107	10,107
TOTAL INTEREST PAYMENTS	125,923	0	609,254	393,823	393,823
TOTAL LEASE FINANCE PAYMENTS	2,545,247	0	3,133,309	3,017,906	3,017,906

DEPARTMENT: DEBT SERVICE - HIGHWAY
DIVISION: Lease Finance - 665250 Principal
Lease Finance - 666250 Interest

Funds are budgeted to these accounts to pay principal and interest on short-term financing through lease / purchase or other methods of financing.

Principal and the funding of interest for Lease Finance agreements are in two separate divisions as it is with all other types of debt service payments.

Lease Finance - 665250 Principal Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6107 Lease Purchase Principal Payments:	0	0	512,909	533,236	533,236
TOTAL PRINCIPAL PAYMENTS	0	0	512,909	533,236	533,236
Lease Finance - 666250 Interest Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6207 Lease Purchase Interest Payments:	0	0	123,806	80,028	80,028
TOTAL INTEREST PAYMENTS	0	0	123,806	80,028	80,028
TOTAL LEASE FINANCE PAYMENTS	0	0	636,715	613,264	613,264

DEPARTMENT: DEBT SERVICE - WATER & SEWER**DIVISION: Lease Finance - 665530 Principal****Lease Finance - 666530 Interest**

Funds are budgeted to these accounts to pay principal and interest on short-term financing through lease / purchase or other methods of financing.

Principal and the funding of interest for Lease Finance agreements are in two separate divisions as it is with all other types of debt service payments.

Lease Finance - 665530 Principal Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6136 Lease Purchase Principal Payments:	0	0	58,764	61,093	61,093
TOTAL PRINCIPAL PAYMENTS	0	0	58,764	61,093	61,093
Lease Finance - 666530 Interest Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6236 Lease Purchase Interest Payments:	0	0	14,185	9,169	9,169
TOTAL INTEREST PAYMENTS	0	0	14,185	9,169	9,169
TOTAL LEASE FINANCE PAYMENTS	0	0	72,949	70,262	70,262

DEPARTMENT: DEBT SERVICE - SOLID WASTE SERVICES**DIVISION:****Lease Finance - 665550 Principal****Lease Finance - 666550 Interest**

The Northeast Maryland Waste Disposal Authority (NMWDA) will issue bonds and purchase the Waste To Energy Plant on behalf of the County, with the County responsible for payment of the bonded debt. This debt service was appropriated as Principal and Interest payments in the County's FY 03 Operating Budget and included at estimated amounts, as the contract was not yet finalized. After review by the County's outside auditors, it was determined that Lease Purchase payments were a more suited method of appropriating and accounting for this expense. Therefore, starting in FY 04 this debt service is included as Lease Purchase Principal and Interest, and funding levels have been adjusted based on the contract.

Lease Finance - 665550 Principal Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6117 Lease Purchase Principal Payments: WTE Lease 2002 700,000 WTE Retrofit 1,140,000 2007 Lease 223,677 Total <u>2,063,677</u>	4,525,000	4,988,000	5,462,300	2,063,677	2,063,677
TOTAL PRINCIPAL PAYMENTS	4,525,000	4,988,000	5,462,300	2,063,677	2,063,677
Lease Finance - 666550 Interest Payments	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
6217 Lease Purchase: WTE Lease 2002 204,120 WTE Retrofit 406,650 2007 Lease 33,570 Total <u>644,340</u>	1,395,770	1,165,050	914,347	644,340	644,340
TOTAL INTEREST PAYMENTS	1,395,770	1,165,050	914,347	644,340	644,340
TOTAL LEASE FINANCE PAYMENTS	5,920,770	6,153,050	6,376,647	2,708,017	2,708,017

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 sale

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
GENERAL FUND					
CONTRACTUAL SERVICES:					
2402 Legal Notice	6,283	0	2,900	4,000	4,000
2602 Legal Services	25,238	38,581	200,000	137,950	137,950
2603 Management Services	15,902	15,902	20,000	20,000	20,000
2604 Financial / Audit	0	0	33,000	33,000	33,000
2699 Other Professional Services (Bank Fees, etc.	4,054	4,637	25,000	25,000	25,000
TOTAL CONTRACTUAL SERVICES	51,477	59,120	280,900	219,950	219,950
SUPPLIES & MATERIALS:					
3101 General Office Supplies	0	0	200	350	350
3102 Printing - In - House	0	0	750	750	750
3103 Printing - Commercial	0	0	18,000	18,000	18,000
3201 Delivery Charges	0	0	700	700	700
TOTAL SUPPLIES & MATERIALS	0	0	19,650	19,800	19,800
BUSINESS & TRAVEL:					
4201 Mileage	0	0	250	100	100
4202 Parking & Tolls	0	0	75	50	50
4401 Meals	0	0	75	50	50
TOTAL BUSINESS & TRAVEL	0	0	400	200	200
DEBT SERVICE:					
6303 Costs of Issuance	0	277,335	210,000	300,000	300,000
6304 Costs of Issuance - Schools	0	0	5,000	5,000	5,000
6305 Costs of Issuance - College	0	0	5,000	5,000	5,000
TOTAL DEBT SERVICE	0	277,335	220,000	310,000	310,000
TOTAL GENERAL FUND SERVICE COSTS	51,477	336,455	520,950	549,950	549,950

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664250 Highways Fund**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
HIGHWAYS FUND					
CONTRACTUAL SERVICES:					
2699 Other Professional Services	0	3,523	5,000	5,000	5,000
TOTAL HIGHWAYS FUND SERVICE COSTS	0	3,523	5,000	5,000	5,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664270 AG Preservation - County**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
AG PRESERVATION - COUNTY					
CONTRACTUAL SERVICES:					
2602 Legal Services	40,158	50,837	45,000	49,000	49,000
SUPPLIES & MATERIALS:					
3201 Delivery Charges	10	5	250	660	660
DEBT SERVICE:					
6303 Costs of Issuance	29,800	43,984	124,330	40,000	40,000
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS	69,968	94,826	169,580	89,660	89,660

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664530 Water & Sewer Debt Service

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
WATER & SEWER DEBT SERVICE					
CONTRACTUAL SERVICES:					
2602 Legal Services	13,223	9,653	20,000	20,000	20,000
2603 Management Services	114,983	109,549	210,000	210,000	210,000
2699 Other Professional Services (Bank Fees, etc.)	5,178	2,807	20,000	20,000	20,000
TOTAL CONTRACTUAL SERVICES	133,384	122,009	250,000	250,000	250,000
SUPPLIES & MATERIALS:					
3103 Printing - Commercial	0	0	20,000	20,000	20,000
DEBT SERVICE:					
6303 Costs of Issuance	0	403	170,000	200,000	200,000
TOTAL WATER & SEWER DEBT SERVICE COSTS	133,384	122,412	440,000	470,000	470,000

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664550 Solid Waste Services - Waste to Energy Plant

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
SOLID WASTE SERVICES					
CONTRACTUAL SERVICES:					
2602 Legal Services	0	78	20,000	20,000	20,000
2604 Financial / Audit	37,599	35,488	90,000	90,000	90,000
TOTAL CONTRACTUAL SERVICES	37,599	35,566	110,000	110,000	110,000
DEBT SERVICE:					
6303 Costs of Issuance	0	0	120,000	90,000	90,000
TOTAL SOLID WASTE SERVICES SERVICE COSTS	37,599	35,566	230,000	200,000	200,000
TOTAL ALL FUNDS SERVICE COSTS	292,428	592,782	1,365,530	1,314,610	1,314,610

INSURANCE

ORIGIN/PURPOSE:

The County maintains a Self-Insurance Fund for the purpose of paying 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 \$350,000 retention level for claims. The County is also required to maintain reserve funds of \$750,000 for Workers Compensation claims in accordance with Article 101, Section 16 of the Code of Public General Laws of Maryland.

General and Automobile Liability:

Since September 5, 1991 the County has carried excess commercial coverage, with a \$350,000 or \$500,000 retention for claims.

Property Damage:

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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	619,323	1,256,498	1,731,329	1,410,973	1,410,973
	GRAND TOTAL	<u>619,323</u>	<u>1,256,498</u>	<u>1,731,329</u>	<u>1,410,973</u>	<u>1,410,973</u>

INSURANCE

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY FUND:</u>						
11	GENERAL	336,131	883,761	1,167,106	941,873	941,873
25	HIGHWAYS	187,361	215,671	310,847	245,137	245,137
51	WATER AND SEWER	95,831	157,066	253,376	223,963	223,963
	GRAND TOTAL	619,323	1,256,498	1,731,329	1,410,973	1,410,973

SUMMARY BY DIVISION:

671110	GENERAL FUND INSURANCE	336,131	883,761	1,167,106	941,873	941,873
671250	HIGHWAYS INSURANCE	187,361	215,671	310,847	245,137	245,137
671510	WATER AND SEWER INSURANCE	95,831	157,066	253,376	223,963	223,963
	GRAND TOTAL	619,323	1,256,498	1,731,329	1,410,973	1,410,973

INSURANCE						
				AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08
						EXECUTIVE PROPOSED FY 09
						ENACTED FY 09
GENERAL FUND INSURANCE*						
INDEX # 671110						
2599 Other Insurance	General Fund	Solid Waste	Total	336,131	883,761	1,167,106
General Liability	405,328	6,383	411,711			
Auto Liability	112,314	31,733	144,047			
Property Damage	314,907	71,208	386,115			
	832,549	109,324	941,873			
HIGHWAYS FUND INSURANCE						
INDEX # 671250						
2599 Other Insurance				187,361	215,671	310,847
General Liability	13,644					
Auto Liability	125,916					
Property Damage	105,577					
	245,137					
WATER & SEWER OPERATING FUND INSURANCE						
INDEX # 671510						
2599 Other Insurance				95,831	157,066	253,376
General Liability	3,112					
Auto Liability	24,272					
Property Damage	196,579					
	223,963					
TOTAL OTHER INSURANCE*				619,323	1,256,498	1,731,329
General Liability		428,467				1,410,973
Auto Liability		294,235				
Property Damage		688,271				
		1,410,973				
*NOTE: Excludes insurance funding in the Sheriff's Office and Libraries						

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BENEFITS

ORIGIN/PURPOSE:

This budget represents the share of expenses within the General Fund, Highways Fund, Water and Sewer Fund and Solid Waste Services to provide the following benefits to Harford County Government employees:

PENSIONS

To provide for payment of unfunded past service liability costs to the State Retirement and Pension Plans and for the Volunteer Fire Pension System. The County joined the new State Pension System for County employees July 1, 1999.

During Fiscal Year 1983-84, the County and the three municipalities reached an agreement with the Harford County Liquor Board to pay the unfunded accrued liability on the Liquor Board's behalf over the next 38 years. Harford County's share of the liability is \$6,500 per year.

The Volunteer Firemen's Pension Trust (LOSAP) Fund was created January 31, 1975 by County legislative action and funded in 1981. Biannually the County has an analysis prepared on the status of the Volunteer Firemen's Pension Fund. On January 28, 2008, the County Council of Harford County enacted, as amended, Bill No. 07-46. This legislation lowered the age of eligibility for monthly Length of Service Aware 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 must have 5 continuous years of service to receive monthly benefits, and for members who are 70 years or older with less than 25 years of service they must have a minimum of 10 years of service 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 five (5) 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

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	1,615,240	19,799	4,881,322	9,680,939	9,680,939
20	CONTRACTUAL SERVICES	1,086,801	1,278,010	96,960	1,972,400	1,972,400
40	BUSINESS AND TRAVEL	41,919	48,516	80,000	40,000	40,000
	GRAND TOTAL	2,743,960	1,346,325	5,058,282	11,693,339	11,693,339

<u>SUMMARY BY FUND:</u>						
11	GENERAL	2,471,247	1,032,963	4,476,266	9,275,315	9,275,315
25	HIGHWAYS	291,093	273,235	429,704	1,501,424	1,501,424
51	WATER AND SEWER	(18,380)	40,127	152,312	916,600	916,600
	GRAND TOTAL	2,743,960	1,346,325	5,058,282	11,693,339	11,693,339

<u>SUMMARY BY DIVISION:</u>						
681110	GENERAL FUND BENEFITS	2,471,247	1,032,963	4,476,266	9,275,315	9,275,315
681250	HIGHWAYS BENEFITS	291,093	273,235	429,704	1,501,424	1,501,424
681510	WATER AND SEWER BENEFITS	(18,380)	40,127	152,312	916,600	916,600
	GRAND TOTAL	2,743,960	1,346,325	5,058,282	11,693,339	11,693,339

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681110**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
GENERAL FUND BENEFITS INDEX # 681110					
1202 Pension (New)	0	0	350,000	0	0
1203 Firemen's Pension	946,098	1,046,218	1,387,771	2,387,771	2,387,771
1205 Sheriff's Pension Per actuarial and Treasurer's adjustments	1,341,493	0	500,000	500,000	500,000
1299 Other Unfunded past service liability costs for Liquor Board employees in the State Retirement & Pension Plans	5,786	5,786	6,500	6,500	6,500
1301 Workers' Compensation	270,000	270,000	270,000	270,000	270,000
1350 OPEB	3,121	(3,121)	613,180	4,743,584	4,743,584
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 09 Disease Management Program funded for FY 09 with a guaranteed ROI	(856,906)	(1,163,971)	1,224,855	40,320	40,320
2505 Unemployment Insurance	30,496	15,644	48,960	48,960	48,960
2507 Death Benefits	10,466	18,789	15,000	15,000	15,000
2508 Retired Employees' Life Insurance	2,346	2,274	0	0	0
2514 Retiree's Insurance Funds reallocated here from OPEB - 1350	677,045	794,256	0	1,233,180	1,233,180
4701 Tuition Reimbursement	40,671	47,088	60,000	30,000	30,000
4702 In-House Training	631	0	0	0	0
TOTAL INDEX	2,471,247	1,032,963	4,476,266	9,275,315	9,275,315

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681250, 681510**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
HIGHWAYS FUND BENEFITS INDEX # 681250					
1301 Workers' Compensation	233,304	233,304	233,304	233,304	233,304
1350 OPEB	6,784	(6,784)	164,400	809,194	809,194
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 09	(180,032)	(244,546)	0	0	0
2505 Unemployment Insurance	0	0	20,000	20,000	20,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2508 Retired Employees' Life Insurance	1,080	919	0	0	0
2514 Retiree's Insurance Funds reallocated here from OPEB - 1350	229,957	290,342	0	431,926	431,926
4701 Tuition Reimbursement	0	0	10,000	5,000	5,000
TOTAL INDEX	291,093	273,235	429,704	1,501,424	1,501,424
WATER & SEWER FUND BENEFITS INDEX # 681510					
1301 Workers' Compensation	8,012	8,012	8,012	8,012	8,012
1350 OPEB	1,554	(1,554)	123,300	682,254	682,254
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 09	(163,974)	(123,545)	0	0	0
2505 Unemployment Insurance	0	0	9,000	9,000	9,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2508 Retired Employees' Life Insurance	384	363	0	0	0
2514 Retiree's Insurance Funds reallocated here from OPEB - 1350	135,027	155,423	0	210,334	210,334
4701 Tuition Reimbursement	617	1,428	10,000	5,000	5,000
TOTAL INDEX	(18,380)	40,127	152,312	916,600	916,600

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**PAYGO / NON-DEPARTMENTAL
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PAYGO

ORIGIN/PURPOSE:

A pay-as-you-go (paygo) policy was implemented in July, 1984 and is included as part of the Debt Management policies within Harford County's five year business plan. The five year business plan confirms that paygo will continue to be used for minor renovation and repair projects which have an asset life of less than ten years for general county, education, fire, library, college, highways, and certain water and sewer projects. It can also be used to purchase furniture and equipment.

Paygo funding requirements for FY 09 are allocated to the following budgets: General Fund, Highways Fund, and Water and Sewer.

The General Fund Paygo account also includes funding allocations for Closure Reserve and the 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 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	42,884,508	35,420,139	32,480,891	29,953,281	31,353,281
	GRAND TOTAL	<u>42,884,508</u>	<u>35,420,139</u>	<u>32,480,891</u>	<u>29,953,281</u>	<u>31,353,281</u>

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
<u>SUMMARY BY FUND:</u>						
11	GENERAL	23,370,572	16,349,817	18,026,891	15,616,277	15,141,277
25	HIGHWAYS	15,585,000	17,845,322	12,654,000	12,237,004	12,237,004
51	WATER AND SEWER OPERATING	3,928,936	1,225,000	1,800,000	2,100,000	3,975,000
	GRAND TOTAL	42,884,508	35,420,139	32,480,891	29,953,281	31,353,281

<u>SUMMARY BY DIVISION:</u>						
705110	PAYGO GENERAL FUND	23,370,572	16,349,817	17,126,891	15,566,277	15,091,277
705110	PAYGO GENERAL FUND - CLOSURE RESERVE	0	0	850,000	0	0
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705250	PAYGO HIGHWAYS	15,585,000	17,845,322	12,654,000	12,237,004	12,237,004
705510	PAYGO WATER AND SEWER	3,928,936	1,225,000	1,800,000	2,100,000	3,975,000
	GRAND TOTAL	42,884,508	35,420,139	32,480,891	29,953,281	31,353,281

DEPARTMENT: PAYGO**DIVISION: PAYGO GENERAL FUND****Index No. 705110**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
7601 CAPITAL IMPROVEMENTS	19,370,572	14,349,817	17,126,891	13,566,277	13,091,277
7602 CAPITAL IMPROVEMENTS - IMPACT FEE	4,000,000	2,000,000	0	2,000,000	2,000,000
TOTAL PAYGO CAPITAL IMPROVEMENTS	23,370,572	16,349,817	17,126,891	15,566,277	15,091,277

For FY 09 General Fund Paygo funds, amounting to \$15,091,277 of which \$2,000,000 is anticipated impact fee revenue. These funds will provide for the following capital projects:

GENERAL:

Computer Equipment / Networks	500,000
County Facilities and Systems Security Access	330,000
Courthouse Building Repairs	100,000
Expansion of Auditoriums	300,000
Enterprise Resource System	25,000
Milestone Project	250,000
Total General	<u>1,505,000</u>

WATER RESOURCES:

Maintenance / Repair of Dams	35,000
Perry Avenue Stream Restoration	100,000
Stream Gage Stations	135,000
Sunnyview Stream Restoration	100,000
Watershed Restoration / Improvements	700,000
Watershed Stream Assessment Studies	500,000
Woodland Run Stream Restoration	50,000
Total Water Resources	<u>1,620,000</u>

SHERIFF / EMERGENCY / FIRE:

Computer Equipment / Networks	363,225
Public Safety Infrastructure Network	56,000
700 MHz Wireless Radio System Equipment	250,000
Bel Air Substation at Patterson Mill	285,400
Norrisville Station	60,000
SCBA Equipment Replacement	135,000
Susquehanna Hose Company House #5	750,000
VFC Facility Repair	750,000
Total Sheriff / Emergency / Fire	<u>2,649,625</u>

DEPARTMENT: PAYGO**DIVISION: PAYGO GENERAL FUND****Index No. 705110**

FY 09 General Fund Paygo capital projects continued:

HARFORD COMMUNITY COLLEGE:

Campus Safety - Campus System	150,000
Hays Heighe Renovations	187,500
Milestone Project	249,000
Total HCC	<u>586,500</u>

LIBRARIES:

Facility Renovation Budget	150,000
Milestone Project	200,000
Total Libraries	<u>350,000</u>

PARKS & RECREATION:

Churchville Complex Development	235,322
Joppatowne Area Dredging	40,000
Total Parks & Recreation	<u>275,322</u>

BOARD OF EDUCATION:

ADA Improvements	50,000
Athletic Fields Repair / Renovations	45,000
Fire Alarm and ER Communications	100,000
Gordon Street	270,000
Milestone Project	3,000,000
Music Refresh	50,000
Paving - Overlay and Maintenance	100,000
Playground Equipment	100,000
Relocatable Classrooms	129,830
Replacement Buses	630,000
Replacement Vehicles	500,000
Security Cameras	200,000
Technology Infrastructure	100,000
Textbook Refresh	500,000
Vale Road Elementary School *	2,330,000
Total Board of Education	<u>8,104,830</u>

** Paygo - Impact Fee @ \$2,000,000*

DEPARTMENT: PAYGO**DIVISION: PAYGO HIGHWAYS FUND****Index No. 705250**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
7601 CAPITAL IMPROVEMENTS	15,585,000	17,845,322	12,654,000	12,237,004	12,237,004

For FY 09 Highways Fund Paygo funds, amounting to \$12,237,004 will provide for the following capital projects:

BRIDGES:

Bridge Painting	100,000
Bridge Rehabilitation	500,000
Carrs Mill Road Bridge #216	12,000
Glen Cove Road Bridge #156	120,000
Macton Road Bridge #144	180,000
Macton Road Bridge #145	360,000
Robinson Mill Road Bridge #154	120,000
Ruffs Mill Road Bridge #190	92,000
Snake Lane Bridge #31	20,000
Watervale Road Bridge #63	140,000
Total Bridges	<u>1,644,000</u>

OTHER:

Computer Equipment / Networks	113,004
Culvert Rehabilitation	500,000
Drainage Improvements	50,000
Guardrails	100,000
Highways Maintenance Facility	300,000
Total Other	<u>1,063,004</u>

ROADWAYS:

Commerce Road - Private Road Construction	730,000
Moores Mill Road	200,000
Road Reconstruction and Rehabilitation	3,075,000
Second Watergate North Private Road Conversion	125,000
Wheel Road (Laurel Bush to Fairway)	400,000
Total Roadways	<u>4,530,000</u>

RESURFACING:

Resurfacing Roadways	5,000,000
Total Resurfacing	<u>5,000,000</u>

DEPARTMENT: PAYGO

DIVISION: WATER & SEWER FUND

Index No. 705510

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
7601 CAPITAL IMPROVEMENTS	3,928,936	1,225,000	1,800,000	2,100,000	3,975,000

For FY 09 Water and Sewer Paygo funds, amounting to \$3,975,000 will provide for the following capital projects

WATER PROJECTS:

Construction Unanticipated	100,000
Tank Painting	325,000
Total Water Projects	<u>425,000</u>

SEWER PROJECTS:

Bel Air Infiltration and Inflow	500,000
Infiltration and Inflow	2,800,000
Utility Protection / Restoration	250,000
Total Sewer Projects	<u>3,550,000</u>

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE REQUEST FY 09	ENACTED FY 09
7201 UNANTICIPATED NEEDS	0	0	850,000	0	0
7799 OTHER - RURAL LEGACY PROGRAM	0	0	50,000	50,000	50,000
TOTAL GENERAL FUNDS	0	0	900,000	50,000	50,000

Funding allocations for Closure Reserve and the Rural Legacy Program are included in the General Fund Paygo account.

For FY 09 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

ORIGIN/PURPOSE:

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.

ALL FUND SUMMARY:

		AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>1,317,489</u>	<u>1,531,450</u>	<u>1,831,977</u>	<u>2,209,404</u>	<u>2,209,404</u>
	GRAND TOTAL	<u>1,317,489</u>	<u>1,531,450</u>	<u>1,831,977</u>	<u>2,209,404</u>	<u>2,209,404</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>1,317,489</u>	<u>1,531,450</u>	<u>1,831,977</u>	<u>2,209,404</u>	<u>2,209,404</u>
	GRAND TOTAL	<u>1,317,489</u>	<u>1,531,450</u>	<u>1,831,977</u>	<u>2,209,404</u>	<u>2,209,404</u>
	<u>SUMMARY BY DIVISION:</u>					
707110	Appropriation to Towns	<u>1,317,489</u>	<u>1,531,450</u>	<u>1,831,977</u>	<u>2,209,404</u>	<u>2,209,404</u>
	GRAND TOTAL	<u>1,317,489</u>	<u>1,531,450</u>	<u>1,831,977</u>	<u>2,209,404</u>	<u>2,209,404</u>

DEPARTMENT: APPROPRIATION TO TOWNS**Index No. 707110**

	AUDITED FY 06	AUDITED FY 07	ORIGINAL BUDGET FY 08	EXECUTIVE PROPOSED FY 09	ENACTED FY 09
7101 GRANTS AND CONTRIBUTIONS Differential for Police Services based on a legislated formula using the Assessable Basis Percentage numbers for the County and the three municipalities: Aberdeen 694,279 Bel Air 788,647 Havre de Grace 705,790 <u>2,188,716</u>	1,296,801	1,510,762	1,811,289	2,188,716	2,188,716
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES Payments required by the Annotated Code of Maryland, Article 25, Section 220: Aberdeen 7,142 Bel Air 8,458 Havre de Grace 5,088 <u>20,688</u>	20,688	20,688	20,688	20,688	20,688
TOTAL APPROPRIATION TO TOWNS	1,317,489	1,531,450	1,831,977	2,209,404	2,209,404

HARFORD COUNTY, MARYLAND STATEMENT OF CONTINGENCY RESERVE

The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.34 percent of the Highways Fund, have been included in the Approved Fiscal Year 2008-2009 Operating Budget.

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

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CAPITAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM

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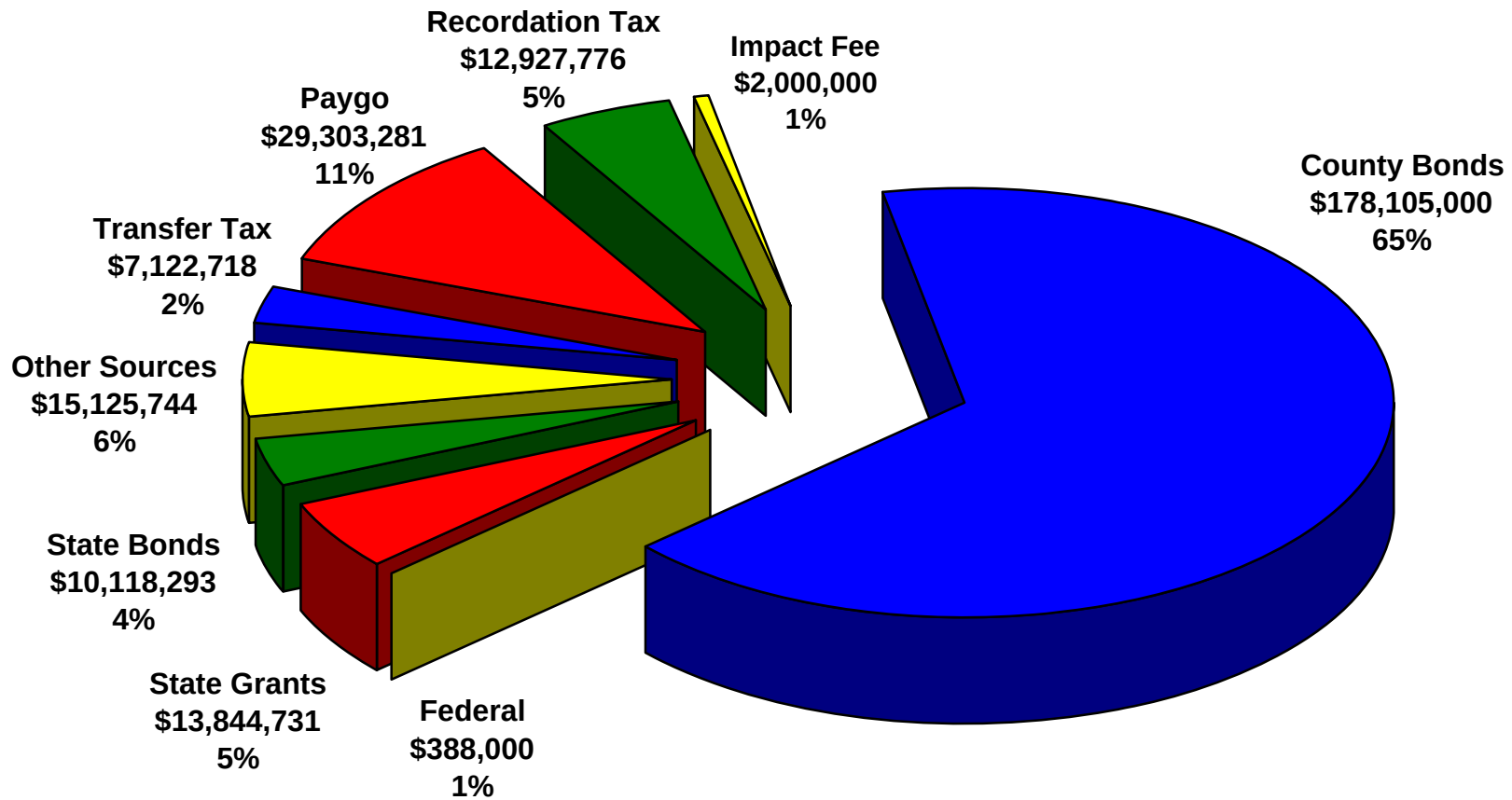
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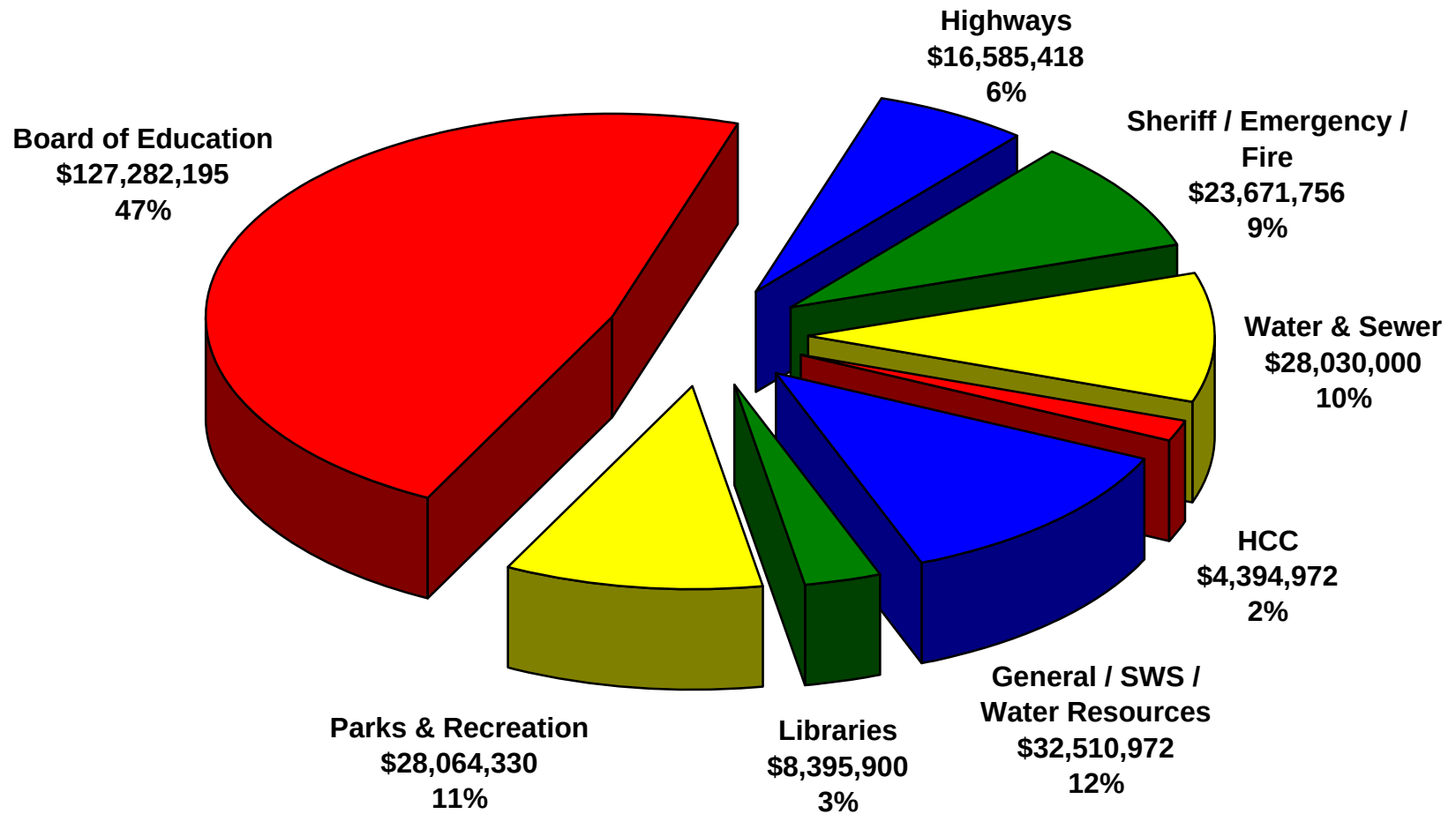
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**APPROVED CAPITAL BUDGET
REVENUES
FISCAL YEAR 2008 - 2009
TOTAL BUDGET \$268,935,543**



**APPROVED CAPITAL BUDGET
APPROPRIATIONS
FISCAL YEAR 2008 - 2009
TOTAL BUDGET \$268,935,543**



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FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

GENERAL CAPITAL

Agricultural Resource Center and Horse Park	25,000	0	25,000	0	0	0	0	0	0	0	0
Board of Education - Debt Service	16,523,316	0	0	0	5,622,718	10,900,598	0	0	0	0	0
Computer Equipment / Networks	500,000	500,000	0	0	0	0	0	0	0	0	0
County Facilities and Systems Security Access	330,000	330,000	0	0	0	0	0	0	0	0	0
Courthouse Building Repairs	100,000	100,000	0	0	0	0	0	0	0	0	0
Cultural Arts Center	25,000	0	25,000	0	0	0	0	0	0	0	0
Enterprise Resource System	25,000	25,000	0	0	0	0	0	0	0	0	0
Expansion of Auditoriums	850,000	300,000	0	0	0	0	0	0	0	0	550,000
Harford County Southern Resource Annex	5,750,000	0	5,750,000	0	0	0	0	0	0	0	0
Milestone Project	250,000	250,000	0	0	0	0	0	0	0	0	0
Reforestation Proceeds	100,000	0	0	0	0	0	0	0	0	100,000	0
Site Acquisition & Site Development	2,000,000	0	2,000,000	0	0	0	0	0	0	0	0
Washington Court	644,443	0	0	0	0	0	0	0	0	0	644,443

SUB-TOTAL GENERAL	27,122,759	1,505,000	7,800,000	0	5,622,718	10,900,598	0	0	0	100,000	1,194,443

WATER RESOURCES

Maintenance / Repair of Dams	50,000	35,000	0	0	0	0	0	0	0	0	15,000
Perry Avenue Stream Restoration	300,000	100,000	0	0	0	0	200,000	0	0	0	0
Stream Gage Stations	150,000	135,000	0	0	0	0	0	0	15,000	0	0
Sunnyview Stream Restoration	300,000	100,000	0	0	0	0	200,000	0	0	0	0
Watershed Restoration / Improvements	800,000	700,000	0	0	0	0	100,000	0	0	0	0
Watershed Stream Assessment Studies	550,000	500,000	0	0	0	0	50,000	0	0	0	0
Woodbridge Retrofit and Stream Restoration	100,000	0	0	0	0	0	100,000	0	0	0	0
Woodland Run Stream Restoration	50,000	50,000	0	0	0	0	0	0	0	0	0

SUB-TOTAL WATER RESOURCES	2,300,000	1,620,000	0	0	0	0	650,000	0	15,000	0	15,000

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

SHERIFF/EMERGENCY/FIRE

SHERIFF'S OFFICE

Computer Equipment / Networks	363,225	363,225	0	0	0	0	0	0	0	0	0
Detention Center Expansion	15,922,131	0	9,585,839	0	0	0	6,336,292	0	0	0	0

EMERGENCY OPERATIONS

Expansion / Renovations of Emergency Ops Ctr	5,000,000	0	5,000,000	0	0	0	0	0	0	0	0
911 State Fee Fund	100,000	0	0	0	0	0	100,000	0	0	0	0
Public Safety Infrastructure Network	56,000	56,000	0	0	0	0	0	0	0	0	0
700 MHz Wireless Radio System Equipment	250,000	250,000	0	0	0	0	0	0	0	0	0

VOLUNTEER FIRE COMPANIES

Bel Air Substation at Patterson Mill	285,400	285,400	0	0	0	0	0	0	0	0	0
Norrisville Station	60,000	60,000	0	0	0	0	0	0	0	0	0
SCBA Equipment Replacement	135,000	135,000	0	0	0	0	0	0	0	0	0
Susquehanna Hose Company House #5	750,000	750,000	0	0	0	0	0	0	0	0	0
VFC Facility Repair	750,000	750,000	0	0	0	0	0	0	0	0	0

SUB-TOTAL SHERIFF/EMERGENCY/FIRE	23,671,756	2,649,625	14,585,839	0	0	0	6,436,292	0	0	0	0

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HARFORD COMMUNITY COLLEGE

Aberdeen Hall Renovations & Expansion	1,571,939	0	660,214	0	0	0	911,725	0	0	0	0
Campus Safety - Campus System	250,000	150,000	0	0	0	0	0	0	0	0	100,000
Hays Heighe Renovations	375,000	187,500	0	0	0	0	0	0	0	0	187,500
Milestone Project	249,000	249,000	0	0	0	0	0	0	0	0	0
Roof Replacements	910,282	0	546,169	0	0	0	0	0	0	0	364,113
Site and Parking Lot Improvements	788,751	0	473,251	0	0	0	0	0	0	0	315,500
West Campus Expansion	250,000	0	0	0	0	0	0	0	0	0	250,000
SUB-TOTAL HCC	4,394,972	586,500	1,679,634	0	0	0	911,725	0	0	0	1,217,113

LIBRARIES

Aberdeen HVAC Replacement	50,000	0	0	50,000	0	0	0	0	0	0	0
Churchville Recreation Complex	5,362,500	0	5,112,500	0	0	0	250,000	0	0	0	0
Facility Renovation Budget	150,000	150,000	0	0	0	0	0	0	0	0	0
Milestone Project	200,000	200,000	0	0	0	0	0	0	0	0	0
Whiteford Library Expansion	2,633,400	0	2,633,400	0	0	0	0	0	0	0	0
SUB-TOTAL LIBRARIES	8,395,900	350,000	7,745,900	50,000	0	0	250,000	0	0	0	0

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

BOARD OF EDUCATION

Aberdeen High School Addition	2,218,055	0	2,218,055	0	0	0	0	0	0	0	0
ADA Improvements	50,000	50,000	0	0	0	0	0	0	0	0	0
Aging Schools	400,000	0	0	0	0	0	400,000	0	0	0	0
Athletic Fields Repair / Renovations	45,000	45,000	0	0	0	0	0	0	0	0	0
Bel Air Elementary School Site Improvement*	450,000	0	0	0	0	0	0	0	0	0	450,000
Bel Air High School Replacement	33,563,210	0	31,221,380	0	1,441,830	0	900,000	0	0	0	0
Bleacher Replacement*	200,000	0	0	0	0	0	0	0	0	0	200,000
Deerfield ES Modernization / Addition	15,385,772	0	15,385,772	0	0	0	0	0	0	0	0
Edgewood High School Replacement	38,963,926	0	38,963,926	0	0	0	0	0	0	0	0
Equipment and Furniture*	100,000	0	0	0	0	0	0	0	0	0	100,000
Fire Alarm and ER Communications	100,000	100,000	0	0	0	0	0	0	0	0	0
Gordon Street	270,000	270,000	0	0	0	0	0	0	0	0	0
Harford Technical HS Field Improvements	1,700,000	0	1,700,000	0	0	0	0	0	0	0	0
HVAC Replacement*	409,000	0	0	0	0	0	0	0	0	0	409,000
Jarrettsville Elementary School HVAC	300,000	0	121,250	0	0	0	178,750	0	0	0	0
Joppatowne ES Modernization / Addition	9,534,309	0	2,995,309	0	0	0	6,539,000	0	0	0	0
Locker Replacement*	100,000	0	0	0	0	0	0	0	0	0	100,000
Major HVAC Repairs*	250,000	0	0	0	0	0	0	0	0	0	250,000
Milestone Project*	4,500,000	3,000,000	0	0	0	0	0	0	0	0	1,500,000
Music Refresh	50,000	50,000	0	0	0	0	0	0	0	0	0
Paving - Overlay and Maintenance	100,000	100,000	0	0	0	0	0	0	0	0	0
Playground Equipment	1,300,000	100,000	0	0	0	0	0	0	0	0	1,200,000
Relocatable Classrooms	188,000	129,830	0	0	58,170	0	0	0	0	0	0
Replacement Buses	630,000	630,000	0	0	0	0	0	0	0	0	0
Replacement Vehicles*	965,000	500,000	0	0	0	0	0	0	0	0	465,000
Roof Replacement (Fallston High School)	1,464,000	0	525,182	0	0	0	938,818	0	0	0	0
Schucks Road Elementary School New School	2,600,000	0	2,600,000	0	0	0	0	0	0	0	0
Security Cameras	200,000	200,000	0	0	0	0	0	0	0	0	0
Technology Infrastructure	100,000	100,000	0	0	0	0	0	0	0	0	0
Textbook Refresh*	1,010,000	500,000	0	0	0	0	0	0	0	0	510,000
Vale Road Elementary School**	10,035,923	2,330,000	7,705,923	0	0	0	0	0	0	0	0
Vocational / Technical Equipment Refresh*	100,000	0	0	0	0	0	0	0	0	0	100,000

SUB-TOTAL BOARD OF EDUCATION	127,282,195	8,104,830	103,436,797	0	1,500,000	0	8,956,568	0	0	0	5,284,000

* Other - (BOE Fund Balance)

** Paygo - (Impact Fee)

SUB-TOTAL GENERAL FUND CAPITAL	193,167,582	14,815,955	135,248,170	50,000	7,122,718	10,900,598	17,204,585	0	15,000	100,000	7,710,556

FY 09 APPROVED CAPITAL BUDGET											
PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

SOLID WASTE SERVICES

SOLID WASTE SERVICES

HARFORD WASTE DISPOSAL CENTER

HWDC Expansion	3,088,213	0	2,100,000	988,213	0	0	0	0	0	0	0
SUB-TOTAL H.W.D.C.	3,088,213	0	2,100,000	988,213	0	0	0	0	0	0	0

SUB-TOTAL SOLID WASTE CAPITAL	3,088,213	0	2,100,000	988,213	0	0	0	0	0	0	0

TOTAL ALL GENERAL FUND CAPITAL	196,255,795	14,815,955	137,348,170	1,038,213	7,122,718	10,900,598	17,204,585	0	15,000	100,000	7,710,556

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

PARKS & RECREATION FUND

PARKS & RECREATION

Athletic Field Improvements	3,900,000	0	2,000,000	0	0	1,100,000	0	0	0	0	800,000
Backstop Renovations	20,000	0	0	0	0	0	0	0	0	0	20,000
Bleacher Renovations	60,000	0	0	0	0	30,000	0	0	0	0	30,000
Churchville Complex Development	4,251,830	235,322	4,001,830	0	0	14,678	0	0	0	0	0
Darlington Park Development	125,000	0	0	125,000	0	0	0	0	0	0	0
David Craig Park	50,000	0	0	50,000	0	0	0	0	0	0	0
Edgewood Recreation Park	250,000	0	0	0	0	250,000	0	0	0	0	0
Enlarged Gymnasiums & Activity Rooms	1,200,000	0	1,200,000	0	0	0	0	0	0	0	0
Facility Renovations	50,000	0	0	50,000	0	0	0	0	0	0	0
Fallston Senior Recreation Center	9,400,000	0	8,200,000	0	0	0	400,000	0	0	0	800,000
Friends Pond Rehabilitation	200,000	0	0	0	0	100,000	100,000	0	0	0	0
Heavenly Waters Park	350,000	0	350,000	0	0	0	0	0	0	0	0
Joppatowne Area Dredging	450,000	40,000	0	0	0	10,000	250,000	0	0	0	150,000
Magnolia Complex Development	650,000	0	650,000	0	0	0	0	0	0	0	0
Mariner Point Park Renovations	37,000	0	0	0	0	12,000	25,000	0	0	0	0
Nuttal Avenue Park Development	250,000	0	0	50,000	0	0	200,000	0	0	0	0
Oakington Farm	500,000	0	0	0	0	0	0	0	0	0	500,000
Park Improvements	100,000	0	0	50,000	0	0	0	0	0	50,000	0
Park Land Acquisition	750,000	0	0	0	0	100,000	0	650,000	0	0	0
Playground Equipment	270,000	0	0	0	0	100,000	0	100,000	0	50,000	20,000
Prospect Mill Park	350,000	0	0	0	0	0	0	350,000	0	0	0
Regional Field Sports Complex	500,000	0	0	370,000	0	130,000	0	0	0	0	0
Swan Creek Channel Dredging	210,000	0	0	0	0	10,000	200,000	0	0	0	0
Swan Harbor Farm Improvements	183,000	0	0	0	0	8,000	175,000	0	0	0	0
Tennis-Multipurpose Courts	210,000	0	0	0	0	60,000	0	150,000	0	0	0
Tydings Island Renovation	2,000,000	0	0	0	0	0	2,000,000	0	0	0	0
Vale Road Elementary Facilities	1,400,000	0	1,300,000	0	0	100,000	0	0	0	0	0
Willoughby Beach Launching Ramp	97,500	0	0	0	0	2,500	95,000	0	0	0	0
Willoughby Beach Park Development	250,000	0	0	0	0	0	0	0	0	0	250,000

TOTAL PARKS & RECREATION CAPITAL	28,064,330	275,322	17,701,830	695,000	0	2,027,178	3,445,000	1,250,000	0	100,000	2,570,000

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

BRIDGES

Bridge Inspection Program	335,000	0	0	0	0	0	0	0	335,000	0	0
Bridge Painting	100,000	100,000	0	0	0	0	0	0	0	0	0
Bridge Rehabilitation	500,000	500,000	0	0	0	0	0	0	0	0	0
Carrs Mill Road Bridge #216	50,000	12,000	0	0	0	0	0	0	38,000	0	0
Glen Cove Road Bridge #156	120,000	120,000	0	0	0	0	0	0	0	0	0
Macton Road Bridge #144	180,000	180,000	0	0	0	0	0	0	0	0	0
Macton Road Bridge #145	360,000	360,000	0	0	0	0	0	0	0	0	0
Robinson Mill Road Bridge #154	120,000	120,000	0	0	0	0	0	0	0	0	0
Ruffs Mill Road Bridge #190	92,000	92,000	0	0	0	0	0	0	0	0	0
Snake Lane Bridge #31	20,000	20,000	0	0	0	0	0	0	0	0	0
Watervale Road Bridge #63	140,000	140,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL BRIDGES	2,017,000	1,644,000	0	0	0	0	0	0	373,000	0	0

ROADWAYS

Commerce Road - Private Road Construction	900,000	730,000	0	0	0	0	0	0	0	170,000	0
Moores Mill Road	200,000	200,000	0	0	0	0	0	0	0	0	0
Road Reconstruction and Rehabilitation	4,325,000	3,075,000	0	1,250,000	0	0	0	0	0	0	0
Second Watergate North Private Road Conversion	125,000	125,000	0	0	0	0	0	0	0	0	0
Tollgate Rd. (West Ring Factory to Plumtree)	1,063,439	0	0	0	0	0	1,063,439	0	0	0	0
Wheel Road (Laurel Bush to Fairway)	400,000	400,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL ROADWAYS	7,013,439	4,530,000	0	1,250,000	0	0	1,063,439	0	0	170,000	0

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

RESURFACING

Resurfacing Roadways	6,291,975	5,000,000	0	1,291,975	0	0	0	0	0	0	0
SUB-TOTAL RESURFACING	6,291,975	5,000,000	0	1,291,975	0	0	0	0	0	0	0

OTHER

Computer Equipment / Networks	113,004	113,004	0	0	0	0	0	0	0	0	0
Culvert Rehabilitation	500,000	500,000	0	0	0	0	0	0	0	0	0
Drainage Improvements	50,000	50,000	0	0	0	0	0	0	0	0	0
Guardrails	100,000	100,000	0	0	0	0	0	0	0	0	0
Highways Maintenance Facility	300,000	300,000	0	0	0	0	0	0	0	0	0
New Roads and Storm Drains	200,000	0	0	0	0	0	0	0	0	200,000	0
SUB-TOTAL OTHER	1,263,004	1,063,004	0	0	0	0	0	0	0	200,000	0

TOTAL HIGHWAYS FUND CAPITAL	16,585,418	12,237,004	0	2,541,975	0	0	1,063,439	0	373,000	370,000	0

FY 09 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

WATER & SEWER FUND

WATER PROJECTS

Abingdon Road Water Main Parallel	7,800,000	0	7,800,000	0	0	0	0	0	0	0	0
Chlorine Replacement Program WTP	100,000	0	100,000	0	0	0	0	0	0	0	0
Construction Unanticipated	100,000	100,000	0	0	0	0	0	0	0	0	0
Rt. 1 Hickory Bypass Transmission	190,000	0	190,000	0	0	0	0	0	0	0	0
Tank Painting	325,000	325,000	0	0	0	0	0	0	0	0	0
Tollgate Road Water Main Parallel	1,300,000	0	1,300,000	0	0	0	0	0	0	0	0

SUB-TOTAL WATER PROJECTS	9,815,000	425,000	9,390,000	0	0	0	0	0	0	0	0

SEWER PROJECTS

Bel Air Infiltration and Inflow	500,000	500,000	0	0	0	0	0	0	0	0	0
Bush Creek Pump Station 4th Pump	6,740,000	0	6,740,000	0	0	0	0	0	0	0	0
Bynum Run Parallel Phase 6 & 7	300,000	0	300,000	0	0	0	0	0	0	0	0
ENR at Joppatowne WWTP	1,000,000	0	0	0	0	0	1,000,000	0	0	0	0
Haverhill Pump Station Replacement	725,000	0	725,000	0	0	0	0	0	0	0	0
Infiltration and Inflow	2,800,000	2,800,000	0	0	0	0	0	0	0	0	0
Lower Bynum Run Parallel	3,800,000	0	3,800,000	0	0	0	0	0	0	0	0
Riviera Drive Pump Station Replacement	550,000	0	550,000	0	0	0	0	0	0	0	0
Utility Protection / Restoration	250,000	250,000	0	0	0	0	0	0	0	0	0
Winters Run Pump Station Outfall	1,550,000	0	1,550,000	0	0	0	0	0	0	0	0

SUB-TOTAL SEWER PROJECTS	18,215,000	3,550,000	13,665,000	0	0	0	1,000,000	0	0	0	0

TOTAL WATER & SEWER FUND CAPITAL	28,030,000	3,975,000	23,055,000	0	0	0	1,000,000	0	0	0	0

	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

TOTAL APPROVED CAPITAL BUDGET	268,935,543	31,303,281	178,105,000	4,275,188	7,122,718	12,927,776	22,713,024	1,250,000	388,000	570,000	10,280,556

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

Harford County's Capital Budget policies and funding structure can be found in the County Budget Policies/Process section of this document starting on page 51. What follows is a brief summary of the FY 09 Capital Budget and Capital Improvement Program.

WHY CAPITAL PROGRAMMING?

Harford County Government officials, after gathering input from all departments and agencies, identify needed long-range public facilities and improvements and formulate a capital program, consisting of a one year Capital Budget and a six year Capital Improvement Program.

CAPITAL PROGRAM OBJECTIVES

- o To provide the infrastructure necessary to support the County's public services.
- o To support the development objectives included in approved County plans, especially the Land Use Master Plan.
- o To enhance financial planning by comparing needs with resources, estimating possible future bond issues, plus debt service and other current revenue needs, thus identifying operating budget and tax rate implications.
- o To establish priorities among projects so that available effort and limited resources are used to the best advantage, emphasizing functionality over aesthetics, standardization of materials and infrastructure, and employing best practices to achieve efficiency and economy.
- o To plan public facility construction to coordinate timing and functional relationships.
- o To identify as accurately as possible the impacts of Capital projects on future operating budgets, energy use and costs and demands on land use.
- o To provide a central source of information on all planned public construction for residents, agencies and other interest groups.

FACTORS FOR INCLUSION IN THE CAPITAL PROGRAM

A common characteristic of all projects eligible for inclusion in the Capital Program is that each adds to, supports or improves the physical infrastructure, capital assets, or productive capacity of County services.

Capital projects also have one or more of the following characteristics:

- o Expenditures that will take place over two or more years, requiring continuing appropriations.

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

- o Funding with the use of debt, because of significant costs that should be shared by future as well as current users or beneficiaries of the project.
- o Systematic acquisition over an extended time period, to complete implementation of a major functional or operating system.
- o Scheduled replacement or renovation of specific elements of many facilities, e.g. energy conservation improvements or roof replacements.

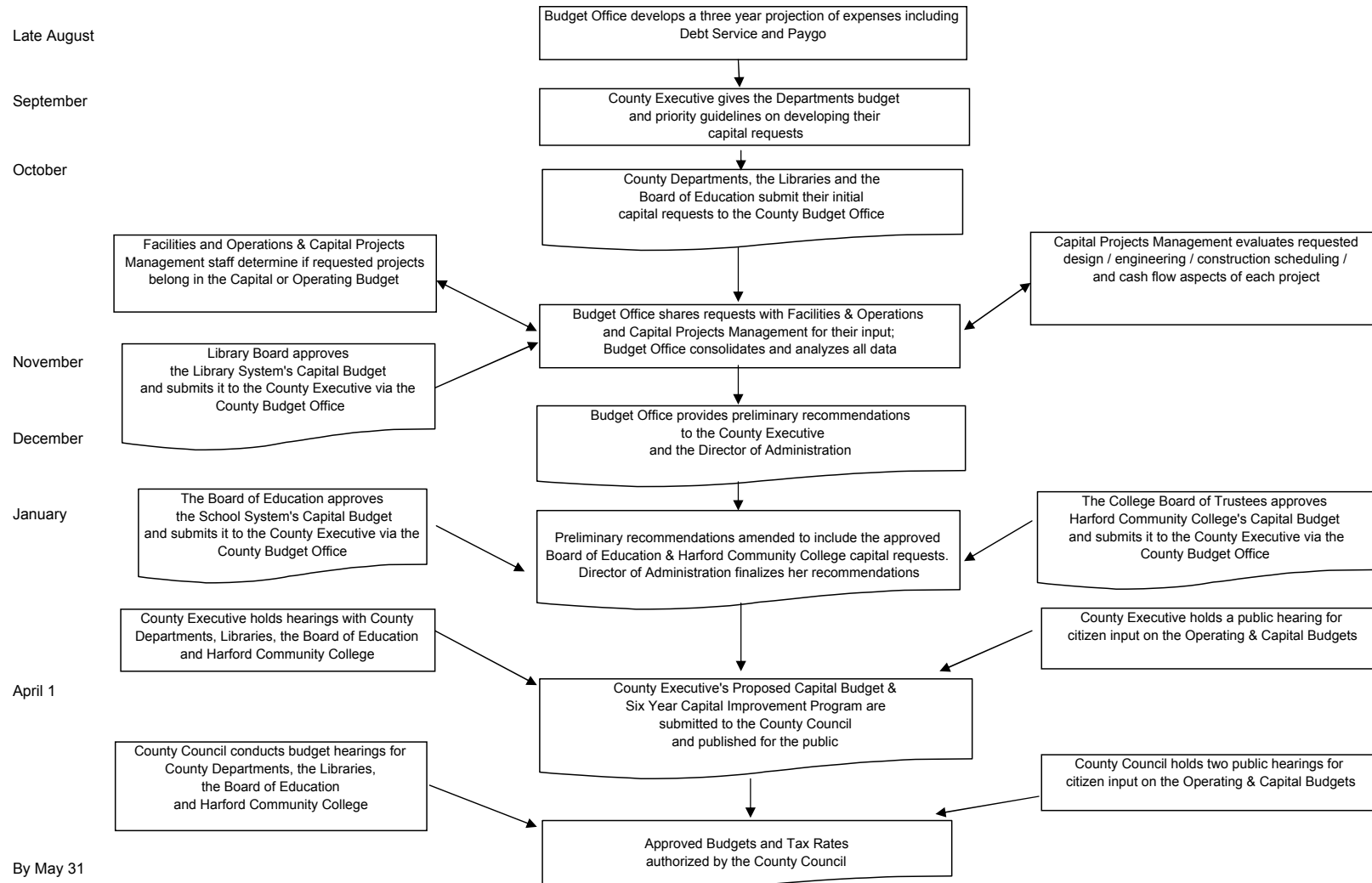
CAPITAL PROGRAM PROJECT PROFILE

In order to be included in the Capital Budget or Capital Improvement Program, a project must fit one or more of the following profiles:

- o Construction of public buildings and facilities in government ownership including schools, offices, service centers, stations, warehouses, shops, parking lots and garages, with the initial complement of furnishings and equipment necessary to make them operational.
- o Renovation or reconstruction projects for the purpose of expanding the capacity or extending the useful life of public buildings, facilities or infrastructures.
- o Roads or other transportation systems that provide the means for movement of people, goods, and services throughout the County.
- o Acquisition of property (either land or improvement) or easements for building sites, rights-of-way, purposes of conservation or preservation, and other public improvements such as parks and recreation areas.
- o Site improvements that may include drainage, water supply, sewerage or other utilities as well as access and grading for specified public use.
- o Major capital equipment and equipment systems as well as acquisition of major automated systems involving hardware, software, and training.
- o Other capital assets which have a long-term operational or economic value.
- o Planning and feasibility studies to consider the acquisition, construction, or improvement of permanent assets or physical infrastructure as noted above.

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

HARFORD COUNTY'S CAPITAL BUDGET PROCESS



FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2009 CAPITAL BUDGET HIGHLIGHTS

The FY 2009 Approved Capital Budget consists of 146 projects at a total cost of \$268,935,543. It is supported by several revenue sources. General Obligation Bonds and Paygo funding comprise the largest revenue sources with bonds supporting \$178.1 million or 66.2% of total and Paygo funding supporting \$31.3 million or 11.6% of total. State Aid provides \$22.7 million or 8.5% of the Capital Budget. The remaining 13.7% or \$36.8 million is comprised of recordation and transfer taxes, federal aid and miscellaneous revenues.

Most projects take several years to complete, therefore the Capital Budget usually supports a particular phase of a project, such as land acquisition, design or construction. Since it may take several years to complete a project, many are incorporated in the County's six-year Capital Improvement Program.

General Capital Projects

A project to plan, design, and construct several governmental structures along Route 40. One will house the southern precinct for the Sheriff's Office, the other will house functions of the Health Department.	5,750,000
Appropriation authority to receive funds from the Community Development Block Grant and investment income to pay the principal amount on the construction loan for Washington Court	644,443
Funding for a scope study for an Agricultural Resource Center and Horse Park; as well as for a Cultural Arts Center	50,000
Expansion of dark fiber optic MAN (Metropolitan Area Network) services to support Sheriff's Office, remote offices, schools, fire houses, etc.	250,000
A project for the acquisition of privately owned land in areas of need where a lack of donated land appears likely	2,000,000
A project to allow for the collection of Recordation Tax in the Capital Projects fund in accordance with State law. Recordation taxes may be used for the payment of Debt Service on education capital projects, or pay-as-you-go funding for education projects. This project will provide a more informative means for audit presentation.	16,523,316

Solid Waste Services Projects

 Permitting, engineering, construction, land acquisition, office facilities and related activities, and the purchase of any additional buffer area for future expansion of the Harford Waste Disposal Center	3,088,213

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

Water Resources Projects

Eight projects provide funds to maintain / repair dams, reduce pollutants, improve water quality, installation of stream gage stations, and stabilization and restoration of several streams	2,300,000

Sheriff / Emergency / Fire Projects

Replacement and upgrade of computer hardware and software; and upgrade to the network infrastructure to improve bandwidth issues and enable municipalities to share our Records Management System	363,225

Construction of a 288 bed expansion of the Detention Center	15,922,131

Engineering, design, and construction funds for the renovation of the first floor and an addition of a second floor to the existing Emergency Operations Center (EOC)	5,000,000

Expansion and renovation of the Susquehanna Hose Company House #5	750,000

Funding for the construction of a new substation at Patterson Mill	285,400

Funding for systemic repairs, roofs, paving, HVAC, and other minor renovations to existing stations	750,000

Replacement of Self Contained Breathing Apparatus (SCBA) equipment within various fire companies in Harford County	135,000

Harford Community College Projects

Renovation / additions to Aberdeen Hall and the Hays Heighe House	1,946,939

Computer network funding for Academic Initiatives, Computer Refresh, Network Equipment, Higher Education Center / Edgewood Library, Print Management System, and Document Imaging	249,000

Roof replacement at the Student Center, Chesapeake Center, and Joppa Hall	910,282

Replacement, installation, and repair of campus parking lots A, J, and T	788,751

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

Library Projects



Computer technology upgrades in various branches	200,000
Funding for the construction of the expansion of the Whiteford Branch	2,633,400
Construction funding for the joint development with Parks and Recreation of the Churchville Recreation Complex. This building will be constructed as a green building, with a goal for a silver LEED certification.	5,362,500

Parks and Recreation Projects

Funding for the construction of the Fallston Senior Recreation Center	9,400,000
A project for the acquisition of land to be used as active and / or passive park sites, addressing the unmet needs of high growth areas of the County	750,000
Construction at the Schucks Road Regional Sports Complex, including baseball / softball diamonds, lacrosse / soccer fields, parking and road improvements; and a restroom / storage building	500,000
Further development of the joint project with the Libraries of the Churchville Recreation Complex	4,251,830
Development of Heavenly Waters Park to include a multi-use building with a woodshop for senior citizens and others, and restrooms for trail users	350,000
Athletic Field improvements at various locations throughout the County	3,900,000
Development of additional fields on vacant land adjacent to Magnolia Elementary and Middle Schools, to include football / lacrosse / soccer / and baseball fields+D267	650,000
Construction of enlarged gymnasiums, activity rooms, and recreation storage at Harford County Public School sites, to include Prospect Mill Elementary School in FY 09	1,200,000
Purchase and installation of playground equipment at various park areas and schools	270,000
Maintenance and dredging of the existing channels in Foster Branch Creek, Taylor Creek, and the Gunpowder River along Rumsey Island	450,000
Development of the western area of Edgewood Recreation Park	250,000

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

Board of Education Projects

Capacity

Bel Air High School Replacement	33,563,210
Edgewood High School Replacement	38,963,926
Joppatowne Elementary School Modernization / Addition	9,534,309
Schucks Road Elementary School New School	2,600,000
Relocatable Classrooms	188,000
Aberdeen High School Addition	2,218,055
Deerfield Elementary School Modernization / Addition	15,385,772
Vale Road Elementary School	10,035,923

Repairs / Renovations

Aging Schools Project	400,000
Athletic Field Repair / Renovations	45,000
Bel Air Elementary Site Improvements	450,000
Bleacher Replacement	200,000
Equipment and Furniture	100,000
Fire Alarm / Emergency Communications	100,000
Gordon Street	270,000
Harford Technical High School Field Improvements	1,700,000
HVAC Replacement	409,000
Jarrettsville Elementary School HVAC	300,000
Locker Replacement	100,000
Major HVAC Replacement	250,000
Paving - Overlay and Maintenance	100,000
Roof Replacement at Fallston High School	1,464,000
Security Cameras	200,000

Vehicles

One replacement and six additional buses	630,000
Replace maintenance vehicles, staff cars, and tractors	965,000

Technology

Strategic Information Technology Plan (Milestone) - Refresh servers, network infrastructure, etc.	4,500,000
Technology Infrastructure	100,000
Vocational / Technical Equipment Refresh	100,000

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

Highways Projects

Bridges

Eleven bridge projects, which include repair, replacement, rehabilitation, and structural evaluation.	2,017,000



Roadways

Six projects provide for improvements to various roads and intersections	7,013,439

Resurfacing

Resurfacing of various roadways	6,291,975

Miscellaneous

County-wide drainage improvements	50,000

Installation of guardrails for safety improvements	100,000

Replacement / rehabilitation of existing culverts, headwalls, wingwalls, etc.	500,000

Technology upgrades, new and replacement computer equipment and networks	113,004

Acquisition of land for a Highways Maintenance Facility	300,000

FISCAL YEAR 2009 APPROVED CAPITAL BUDGET HIGHLIGHTS

Water Projects

Design and construction of the Abingdon Road Water Main Parallel	7,800,000
Design and construction of the Tollgate Road Water Main Parallel	1,300,000
Cleaning, sandblasting, structural and safety repairs, and repainting of various water tanks throughout Harford County	325,000
Design and construction of approximately 2,500 linear feet of water transmission main from Hickory Outlook Phase III to Vineyard Oaks North, along the right of way within the Hickory Bypass	190,000

Sewer Projects

Study, design, and construction of stream protection projects where the streams are impacting the County's utilities	250,000
Funding to remove excessive infiltration and inflow out of the Town of Bel Air, involving the rehabilitation of the Town's sewer and removal of extraneous flows	500,000
Design and installation of the fourth pump to the Bush Creek Pump Station	6,740,000
Design and construction of a replacement pump station on Haverhill Road	725,000
Rehabilitaiton of existing sewers with excessive infiltration and inflow	2,800,000
Funding and construction of a parallel to the existing Bynum Run Interceptor	3,800,000

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, 2007	<u>30,102,927</u>	<u>25,738,867</u>	<u>8,724,582</u>	<u>64,566,376</u>
Less: Reservation of Fund Balance				
Dedicated Revenues	9,211,444	0	729,145	9,940,589
Encumbrances	3,805,733	3,133,894	7,995,437	14,935,064
Less: Unreserved Fund Balance				
Dedicated for Future Use	17,085,750	22,604,973	0	39,690,723
	<u>30,102,927</u>	<u>25,738,867</u>	<u>8,724,582</u>	<u>64,566,376</u>
Fund Balance Available for Appropriation at June 30, 2007				
Undesignated Fund Balance	30,102,927	25,738,867	8,724,582	64,566,376
Estimated Revenues - Open Project	423,423,037	88,169,350	65,963,125	577,555,512
Estimated Expenditures - Open Project	<u>(423,010,309)</u>	<u>(87,598,954)</u>	<u>(65,476,611)</u>	<u>(576,085,874)</u>
Fund Balance Available for Appropriation at June 30, 2008				
Undesignated Fund Balance	<u>412,728</u>	<u>570,396</u>	<u>486,514</u>	<u>1,469,638</u>
Fund Balance Available for Appropriation at June 30, 2008				
Undesignated Fund Balance	412,728	570,396	486,514	1,469,638
Estimated Revenues Fiscal Year 2009				
Paygo	14,815,955	12,237,004	275,322	27,328,281
Recordation Tax	10,900,598	0	2,027,178	12,927,776
Transfer Tax	7,122,718	0	0	7,122,718
Reappropriated from Prior Projects	1,038,213	2,541,975	695,000	4,275,188
Future Bonds	137,348,170	0	17,701,830	155,050,000
Federal Grant	15,000	373,000	0	388,000
State Bonds	10,118,293	0	0	10,118,293
State Grants	7,086,292	1,063,439	4,695,000	12,844,731
Developer Contribution	100,000	370,000	100,000	570,000
Other	7,710,556	0	2,570,000	10,280,556
Total Estimated Revenues Fiscal Year 2009	<u>196,255,795</u>	<u>16,585,418</u>	<u>28,064,330</u>	<u>240,905,543</u>
Approved Expenditures Fiscal Year 2009	<u>(196,255,795)</u>	<u>(16,585,418)</u>	<u>(28,064,330)</u>	<u>(240,905,543)</u>
Fund Balance Available for Appropriation at June 30, 2009				
Undesignated Fund Balance	<u>412,728</u>	<u>570,396</u>	<u>486,514</u>	<u>1,469,638</u>

HARFORD COUNTY, MARYLAND STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS WATER & SEWER CAPITAL FUND

	<u>WATER & SEWER</u>
Unrestricted Net Assets June 30, 2007	0
Estimated Revenues - Open Projects	66,792,642
Estimated Expenditures - Open Projects	<u>(66,577,554)</u>
Estimated Unrestricted Net Assets June 30, 2008	<u>215,088</u>
 Estimated Revenues Fiscal Year 2009	
Paygo	3,975,000
Future Bonds	23,055,000
Federal	0
State	1,000,000
Developer	0
Other	<u>0</u>
Total Estimated Revenues Fiscal Year 2009	28,030,000
Approved Expenditures Fiscal Year 2009	(28,030,000)
Estimated Unrestricted Net Assets June 30, 2009	<u>215,088</u>

DEDICATED RECORDATION TAX

STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

FISCAL YEAR 2009

	BOARD OF EDUCATION	PARKS & RECREATION	WATER & SEWER DEBT SERVICE
UNDESIGNATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2007	7,043,268	729,144	0
Plus Fiscal Year 2008 Estimated Recordation Tax Revenues	10,285,259	2,570,929	2,570,929
Less Fiscal Year 2008 Estimated Expenditures	<u>(12,925,000)</u>	<u>(3,000,000)</u>	<u>(2,570,929)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	 4,403,527	 300,073	 0
Plus Fiscal Year 2009 Estimated Revenues:			
2009 Recordation Tax receipts	10,900,598	2,027,178	2,027,178
Less Fiscal Year 2009 Estimated Expenditures	<u>(10,900,598)</u>	<u>(2,027,178)</u>	<u>(2,027,178)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	 <u><u>4,403,527</u></u>	 <u><u>300,073</u></u>	 <u><u>0</u></u>

DEDICATED TRANSFER TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2009

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT JUNE 30, 2007	46,569,490	2,168,175
Less: Unreserved Fund Balance Designated for Other Purposes	<u>(22,756,704)</u>	<u>0</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2007	23,812,786	2,168,175
Plus Fiscal Year 2008 Estimated Revenues:		
Transfer Tax		
2008 Transfer Tax receipts	7,028,397	7,028,397
Other Revenues	4,754,142	0
Less Fiscal Year 2008 Estimated Expenditures	<u>(31,681,000)</u>	<u>(6,565,994)</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	3,914,325	2,630,578
Plus Fiscal Year 2009 Estimated Revenues:		
Transfer Tax		
2009 Transfer Tax receipts	5,622,718	5,622,718
Other Revenues	1,075,000	0
Less Fiscal Year 2009 Estimated Expenditures	<u>(7,275,868)</u>	<u>(7,122,718)</u>
ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	<u><u>3,336,175</u></u>	<u><u>1,130,578</u></u>

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>GENERAL COUNTY:</u> Computer Equipment / Networks	15,040,784	500,000	This is a multi-year project providing funds to purchase new and refresh computer equipment, Storage Area Network (SAN) and networks.	The refresh program for computer hardware and software will maintain an efficient workforce, with an impact to the operating budget of \$100,000 or less. This program will facilitate increasing needs of government capacity and maintain a useful, secure environment.
<u>SHERIFF / EMERGENCY / FIRE:</u> <u>SHERIFF</u> Computer Equipment / Networks	1,454,242	363,225	This project will provide funding to replace computer hardware through natural attrition, as well as to purchase equipment to provide disaster recovery for the Sheriff's Office networks.	The projected operating budget increase is approximately \$37,550 to cover monthly costs associated with disaster recovery redundancy for Harford County Sheriff's Office networks.
Detention Center Expansion	29,358,131	15,922,131	Funding provides for programming, design and construction of a 288 bed expansion for medium security level male and female inmates. The new addition is proposed at 86,455 gross square feet.	Upon completion of project, additional operating costs are estimated at \$5,587,113 Additional staff (54 Correctional Officers) @ \$4,285,008 Contractual services @ \$810,091 Supplies & Materials @ \$492,014
<u>EMERGENCY</u> Expansion / Renovation of Emergency Operations Center	15,807,021	5,000,000	This project provides for the renovation of the first floor and addition of a second floor to the existing Emergency Operations Center (EOC) facility.	Impact to the operating budget will be for all costs associated with the operation and maintenance of the new addition to the facility.
911 State Fee Fund	600,000	100,000	This project merely provides appropriation authority to accept State funds derived from a twenty-five cent charge on all 911 emergency calls. The County qualifies for reimbursement on certain equipment and furnishings.	This project has the potential for the County to be reimbursed up to \$100,000 each year for the purchase of certain items which qualify for State funding, subsequently freeing up County operating dollars.
700 MHz Wireless Radio System Equipment	250,000	250,000	This project provides funding for engineering services and equipment at a pilot site to test the integration of 700 MHz frequencies with existing 800 MHz system.	The impact to the operating budget will be for associated costs in the operation of the test, as well as the additional radio channels required to handle the increased call volume.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>PARKS & RECREATION:</u>				
Athletic Field Improvements	22,050,000	3,900,000	Funds are provided to propose major improvements to athletic fields at various locations by installing artificial turf.	Projects will include high school stadium fields which would then be available for a broad range of athletic activities for both school teams and Recreation Councils. Maintenance costs are to be expected for upkeep of fields.
Churchville Complex Development	7,336,830	4,251,830	Funds are provided in FY 09 for the construction of a library / recreation building. Future projects include construction of a nature trail and additional active recreation facilities.	This project supports the goals and objectives of the 2005 Land Preservation, Parks and Recreation Plan and its Capital Improvements Program Recommendations. The operating impact should remain at less than \$100,000.
Enlarged Gymnasiums & Activity Rooms	7,200,000	1,200,000	This project provides funding for the construction of enlarged gymnasiums, activity rooms, and recreation storage at Harford County Public School sites. For FY 09, construction of a new gymnasium is planned for Prospect Mill Elementary School, which will also include bleachers and storage space.	Operating impact should remain less than \$100,000, and will provide for ongoing operation and maintenance of enlarged gymnasiums, activity rooms, and storage areas.
Heavenly Waters Park	1,920,000	350,000	Funds are allocated in this project for rehabilitation of the existing pond, including replacement to the riser and repairs to the embankment. A joint project of the Parks and Recreation and the Office on Aging will construct a multi-use building with a woodshop for senior citizens and others, restrooms for trail users and showers for the Farm Fair participants.	The impact on the Operating budget will be less than \$100,000 with a part time position assigned to the Park.
Playground Equipment	4,895,000	270,000	This project provides funding for the purchase and installation of equipment at park areas and schools County-wide.	Funding also includes contributions from Harford County Public Schools, Parent-Teacher Associations, nonprofit foundations and other groups. The impact on operating will be less than \$100,000 with maintenance and upkeep of equipment.
Regional Field Sports Complex	5,301,000	500,000	This project proposes the construction of a regional field sports park at Cedar Lane Park. Phase I includes engineering, a football field, a baseball diamond, twelve soccer / lacrosse / hockey fields, and associated parking and road improvements. Phase II will include a restroom / storage building.	After completion, maintenance staff will be required to mow and maintain fields and restroom / storage building. The operating impact is anticipated to remain below \$100,000.
Swan Harbor Farm Improvements	3,608,000	183,000	This project provides funding for renovations and improvements at Swan Harbor Farm. FY 09 funds will be used for amenities in conjunction with the pier such as lighting, landscaping, and shoreline stabilization, etc.	The impact on Operating will remain less than \$100,000, with continuous upkeep and maintenance of the improvements at the Farm.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

BOARD OF EDUCATION

PROJECTS TO DEAL WITH CAPACITY ISSUES

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE
Aberdeen High School Addition	8,503,000	2,218,055	This project is a 12 classroom addition to the Aberdeen High School replacement facility constructed in 2004. Based on capacity needs, it adds 18,050 square feet to the building and increases capacity from 1,360 to 1,615.
Bel Air High School Replacement	82,503,524	33,563,210	This project provides funds to construct a replacement for Bel Air High School. As one of the four oldest high schools, Bel Air High School was ranked as first priority requiring facility upgrades. The project capacity has been sized at 1,668 students.
Deerfield Elementary School Modernization / Addition	31,059,926	15,385,772	The project scope is based on a full replacement of the school. The recommended capacity expansion is from 555 students to 690, the State rated capacity does not currently reflect its functional capacity.
Edgewood High School Replacement	85,807,283	38,963,926	This project will provide for a replacement school on the current site which will increase capacity from 1,380 to 1,600. The current building will be demolished and replaced with design concept based on a modified Aberdeen High School prototype.
Joppatowne Elementary School Modernization / Addition	23,157,145	9,534,309	This project proposes modernization to Joppatowne Elementary School to expand capacity from 547 to 653 students. The project scope is based on a full modernization, with an enlarged gymnasium, Parks and Recreation storage, and a volunteer work room.
Relocatable Classrooms	2,068,000	188,000	Increased student enrollments in the County will require the movement and placement of relocatable classrooms to provide relief to seriously overcrowded schools. This project funds the costs to move eight to ten relocatable units.
Schuck's Road Elementary School New School	30,924,129	2,600,000	Intensive development along the Rt. 543 / Fountain Green corridor is creating capacity issues to the north and east of Bel Air. This site was recently purchased by Harford County Government for the purpose of building an elementary school. FY 09 funds will provide for continued site investigation and engineering / design work.
Vale Road Elementary	32,182,854	10,035,923	Site approval is in the process for a new school to relieve Bel Air capacity issues in elementary schools. Design funding was funded in previous budgets, and an architectural / engineering team has been selected. This building will be modeled as a sustainable building without seeking LEED certification and to achieve maximum energy savings.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>GENERAL:</u>									
Agricultural Resource Center and Horse Park	25,000	25,000	Funds will provide for a scope study for the Agricultural Resource Center and Horse Park.	25,000					
Cultural Arts Center	25,000	25,000	Funds will provide for a scope study for a Cultural Arts Center.	25,000					
Harford County Southern Resource Annex	13,749,200	5,750,000	This project will plan, design, and construct several governmental type structures in the Edgewood community, to include a Southern Precinct for the Sheriff's office and a building to house functions of the Health Department.	5,750,000	5,750,000				
Site Acquisition and Site Development	26,757,761	2,000,000	This project proposes the acquisition of real property to be used as future sites for schools, parks and recreation complexes, libraries, public work facilities, etc. Once properties are purchased, an engineering firm is engaged to provide site design and development necessary to determine aspects of the property which will dictate where the infrastructure is located.	2,000,000		6,000,000			
Replacement of Fleet Services Building	7,150,000	0	This project provides for the design and construction of a replacement facility to accommodate the size and diversity of the County's fleet.		650,000	3,250,000	3,250,000		
<u>SOLID WASTE:</u>									
HWDC Expansion	21,214,340	3,088,213	Funding will provide for permitting, engineering, construction, acquisition, etc., for the future landfill expansion of the Harford Waste Disposal Center.	2,100,000	500,000	3,450,000	2,975,000	500,000	500,000
<u>SHERIFF / EMERGENCY / FIRE:</u>									
<u>SHERIFF</u> Detention Center Expansion	29,358,131	15,922,131	This project will allow for design and construction of a 288 bed expansion for medium security level male and female inmates.	9,585,839					
<u>EMERGENCY</u> Expansion / Renovation of Emergency Operations Center	15,807,021	5,000,000	Funds provided to renovate the first floor and add a second floor to the existing Emergency Operations Center facility.	5,000,000	4,758,748	4,758,748			

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>FIRE</u> Bel Air Substation Patterson Mill	1,783,800	285,400	The project provides full funding for the new substation at Patterson Mill.		1,498,400				
<u>HARFORD COMMUNITY COLLEGE:</u> Aberdeen Hall Renovations and Expansion	14,144,106	1,571,939	This renovation and expansion will increase capacity through phased construction for completion by Fall 2009. Most scientific technology has undergone vast change, therefore laboratories must be upgraded for teaching.	660,214					
Roof Replacements	910,282	910,282	The roof systems at the Student Center, Chesapeake Center, and Joppa Hall are all flat, built up modified systems which last received major attention between 1988 and 1990. These roofs have undergone partial replacement or restoration processes to extend their useful life. Given the lifespan of the roofs, this requires planning for a replacement strategy to ensure all roofing systems are kept safe and structurally sound.	546,169					
Site and Parking Lot Improvements	4,406,162	788,751	This project provides funding for the replacement, installation, and repair of campus parking lots, roadways, and sidewalks.	473,251	489,875				
Susquehanna Center Additions / Renovations	24,349,604	0	Improvements to this facility include expanded / modernized classrooms; labs and activity rooms; additional space for faculty and staff; and modern infrastructure to replace mechanical, electrical, and plumbing systems. Additions will also include a smaller therapeutic pool, new labs and activity rooms, multipurpose courts, and a sports practice area.		4,552,838	4,406,538			

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>LIBRARIES:</u>									
Churchville Recreation Complex	5,584,500	5,362,500	This project proposes joint development of the Churchville Recreation Complex. Parks and Recreation and Harford County Public Library would build and share a 20,000 square foot complex, which will include the County's first Science Learning Center. This complex will be constructed as a green building with a goal to receive silver LEED certification.	5,112,500					
Whiteford Library Expansion	4,238,200	2,633,400	This project provides for the design and construction of an addition to the existing Whiteford Branch to include the building and parking lot.	2,633,400					
Aberdeen Expansion	2,137,000	0	This project would add 5,000 square feet to the Aberdeen library. The staff work area and yard area would be expanded, as well as the addition of a drive thru window.				1,972,000		
Havre de Grace Expansion	4,230,000	0	This project will increase the square feet of the Havre de Grace branch from 8,420 to 14,000. With the impact of BRAC and the close proximity of APG, this branch will be more crowded.			3,870,000			
<u>BOARD OF EDUCATION:</u>									
Aberdeen High School Addition	8,503,000	6,284,945	This project provides for a twelve classroom addition to the Aberdeen High School replacement facility constructed in 2004. Based on capacity needs, it adds 18,050 square feet to the building and increases capacity from 1,360 to 1,615.	2,218,055					
Bel Air High School Replacement	82,503,524	37,542,514	This project provides for the total replacement of Bel Air High School, based on a physical condition study, scope study, and feasibility study.	31,221,380	11,397,800				

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>BOARD OF EDUCATION:</u>									
Deerfield Elementary School Modernization	31,059,926	15,385,772	The project scope is based on a full replacement of the school. The recommended capacity expansion is from 555 to 690 students. The State rated capacity does not reflect its functional capacity. It has been approved as a replacement school in lieu of modernization.	15,385,772	754,401				
Edgewood High School Replacement	85,807,283	38,963,926	The project will provide for a replacement school on the current site which will increase capacity from 1,380 to 1,600. Site exploration and feasibility studies must be performed to determine final scope.	38,963,926	24,803,585				
Harford Technical High School Field Improvements	5,000,000	1,700,000	This project provides for the redevelopment of athletic fields on the Harford Technical campus, and for the construction of a football field.	1,700,000					
Jarrettsville Elementary School HVAC	300,000	300,000	This project provides for full modernization of a two building campus. FY 09 funding will provide for a rooftop replacement for the Kindergarten building.	121,250					
Joppatowne Elementary School Modernization/ Addition	23,157,145	9,534,309	This project scope is based on full modernization, as well as an enlarged gymnasium, Parks and Recreation storage, and a volunteer work room. The capacity expansion from 547 to 653 students was recommended and approved by the State in FY 08.	2,995,309	647,459				
Roof Replacement (Fallston High School)	8,779,045	1,464,000	This project provides for replacement of roof systems to prevent continuing damage to the building interior and indoor air quality issues.	525,182	523,687	398,906	649,929	331,968	751,216
Schuck's Road Elementary School New School	30,924,129	2,600,000	Funds are provided for the continuation of site investigation and design work for a new elementary school to relieve capacity problems due to intensive development in the Rt. 543 / Fountain Green corridor.	2,600,000	5,675,675	9,258,074			
Vale Road Elementary	32,182,854	10,035,923	Funds are provided for the completion of engineering and design, and construction of a new elementary school, to relieve overcapacity at schools to the north and east of Bel Air.	7,705,923	8,671,952				

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>BOARD OF EDUCATION:</u>									
Center for Career Opportunity Building	7,815,000	0	This project provides funding for renovations to include full HVAC replacement with air conditioning, ceiling, window and door replacement, ADA accessibility, and minor interior modifications.			7,150,000			
Homestead / Wakefield ES Modernization	33,603,692	0	This project will provide funding for full modernization of a two building campus.		2,000,000	5,900,003	5,900,004	2,899,361	
John Archer at Bel Air Middle School	25,040,317	0	Funds will provide for a facility for approximately 160 medically fragile and severely disabled students. The addition is proposed to attach to the Bel Air Middle School facility. This project is in the process of preparing an educational specification that incorporates inclusion between regular educational facilities within the campus.		2,000,000	5,622,849	5,622,849	5,622,850	
Joppatowne High School Addition	560,000	0	Funding will provide for an addition to the Joppatowne High School.		560,000				
William Paca / Old Post Elementary School	41,325,277	0	This project provides funding for a full modernization of a two building campus, with 112,417 square feet. The need arises due to the age of the infrastructure and programmatic spatial requirements.			2,000,000	7,782,903	7,782,903	5,496,447
Youth's Benefit Elementary School	40,743,243	0	This project provides funding for a replacement building of what is currently a two building campus.		1,250,000	8,296,622	8,296,622	855,211	

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>PARKS & RECREATION:</u>									
Athletic Field Improvements	22,050,000	3,900,000	This project proposes major improvements to athletic fields at various locations throughout the County by the installation of artificial turf.	2,000,000	2,000,000	2,100,000	2,100,000	2,200,000	1,200,000
Churchville Complex Development	7,336,830	4,251,830	This project proposes the further development of the Churchville Recreation Complex. The construction of a library / recreation building is planned as a joint project with Harford County Public Library for construction in FY 09.	4,001,830					
Enlarged Gymnasiums and Activity Rooms	7,200,000	1,200,000	This project provides funds for the construction of enlarged gymnasiums, activity rooms, and recreation storage at Harford County Public School sites.	1,200,000	600,000	1,200,000	600,000	600,000	600,000
Fallston Senior Recreation Center	10,725,000	9,400,000	This project provides for a multipurpose center to serve leisure needs for all ages in the Fallston communities.	8,200,000					
Heavenly Waters Park	1,920,000	350,000	This project provides for the development of Heavenly Waters Park. A joint project between Parks and Recreation and the Office on Aging will construct a multi-use building with a woodshop for senior citizens and others, and rest-rooms for trail users with showers for the Farm Fair participants.	350,000					
Magnolia Complex Development	3,610,000	650,000	This project proposes the development of additional athletic fields on vacant land adjacent to Magnolia Elementary and Middle Schools.	650,000					
Swan Harbor Farm Improvements	3,608,000	183,000	This project provides funding for renovations and improvements at Swan Harbor Farm. FY 09 funds will be used for amenities in conjunction with the pier, such as lighting, landscaping, and shoreline stabilization.			1,050,000			
Vale Road Elementary Facilities	2,120,000	1,400,000	This project will provide funding for athletic facilities constructed at the new elementary school on Vale road. Facilities will be available for community recreation use. Storage facilities and other amenities will be needed in the future.	1,300,000					
Bush River Boat Launch	4,260,000	0	This project provides funds for a new boat launching ramp on the Bush River.		2,000,000				

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>PARKS & RECREATION:</u>									
Edgeley Grove Farm	7,130,000	0	This project proposes the construction of recreation facilities at Edgeley Grove Farm. Additional parking is planned for FY 2010, along with renovation of the existing farm pond and construction of a community amphitheatre.		1,000,000				
Jarrettsville Recreation Center	6,400,000	0	This project will provide funds for a multipurpose center to serve the leisure needs for all in the Jarrettsville community. The center will include a gymnasium, fitness room, and multipurpose rooms.		5,000,000				
Schucks Road Regional Complex	12,750,000	0	This project proposes the development of a 71 acre site centrally located in Harford County. Design is underway as a coordinated effort with Harford County Public Schools and the Department of Public Works for the park, school, and road improvements.		900,000	7,200,000			
			Total Planned 20 Year General Fund Bonds	155,050,000	87,984,420	75,911,740	39,149,307	20,792,293	8,547,663

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>WATER & SEWER:</u>									
<u>WATER</u>									
Abingdon Road Water Main Parallel	8,300,000	7,800,000	This project will allow for the design and construction of 7,495 linear feet of water transmission main parallel from Rt. 7 to U.S. Route 40.	7,800,000					
Chlorine Replacement Program Water Treatment Plant	720,000	100,000	This project will allow for the design and construction of gaseous chlorine conversion alternatives for the County's Perryman Water Treatment Plant and the Havre de Grace Water Treatment Plant.	100,000					
Rt. 1 Hickory Bypass Transmission	875,000	190,000	This project is to allow for the design and construction of approximately 2,500 linear feet of 16" water transmission main from Hickory Outlook Phase III to Vineyard Oaks North, along the right of way of the Hickory Bypass.	190,000	685,000				
Tollgate Road Water Main Parallel	1,300,000	1,300,000	This project will allow for the updated design and construction of approximately 3,100 linear feet of 24" water transmission main parallel from Wheel Road to Evermar Farms.	1,300,000					
Havre de Grace Water Treatment Plant Upgrade	1,750,000	0	This project will allow for the addition of the third treatment unit and various upgrades to the existing plant to replace the capacity of the system as the City of Havre de Grace buys their water supply capacity back within the terms of the 1980's agreement.			250,000		1,500,000	
Rt. 7 Transmission Parallel Phase 1	1,075,000	0	This project shall allow for the design and construction of approximately 2,000 linear feet of 12" water main from Edgewood Rd. to Fashion Way.				300,000	775,000	
Route 24 Water Transmission	16,660,000	0	This is a multiphase project which will allow for the planning, permitting, design, and construction of approximately 30,000 linear feet of 24" water transmission main from Plumtree Road to Bynum Tank.			1,500,000		4,300,000	
Rt. 40 Water Parallel	725,000	0	This project will allow for the design and construction of approximately 1,250 linear feet of 12 inch water parallel along Rt. 40 from Edgewood Road to the Ames shopping center.					275,000	450,000

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>WATER & SEWER:</u>									
<u>WATER</u>									
Site Acquisition Water and Sewer Facilities	1,500,000	0	This project will allow for the site acquisition of needed land for the future development of Water and Sewer facilities.		1,500,000				
Trimble Road Tank and Main	7,650,000	0	This project will allow for the design and construction of a 2.0 million gallon elevated water storage tank located near the Magnolia Elementary / Middle School Complex.				500,000	7,150,000	
Water Model Update	600,000	0	This project allows for a complete outside review and update with the latest technology to update our water hydraulic model.		600,000				
Zone 2 Extension - Abingdon Road	390,000	0	This project will allow for the design and construction of a second zone feed from Emily Court to Wilson Road to provide for adequate pressure for homes within this high region within Zone 1.			150,000	240,000		

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>WATER & SEWER:</u>									
<u>SEWER</u>									
Bush Creek Pump Station 4th Pump	25,000,000	6,740,000	This project shall allow for the design and installation of the fourth pump to the pump station.	6,740,000	12,400,000		5,000,000		
Bynum Run Parallel Phase 6 & 7	15,495,000	300,000	This project will allow for the design, permitting, and construction of a parallel to the existing Bynum Run Interceptor.	300,000	620,000		8,225,000	6,350,000	
Haverhill Pump Station Replacement	1,025,000	725,000	This project shall allow for the design and construction of a replacement pump station on Haverhill Road. This project entails a complete pump station replacement including wetwell, suction lift pump station, control building, emergency generator, water meter, and other ancillary equipment.	725,000					
Lower Bynum Run Parallel	9,640,000	3,800,000	This project will allow for the construction of a parallel to the existing Bynum Run Interceptor, from the Bush Creek pump station to manhole #20, approximately 5,500 linear feet of 36 inch new sewer construction.	3,800,000					
Riviera Drive Pump Station Replacement	750,000	550,000	This project shall allow for the design and construction of a replacement pump station on Riviera Drive.	550,000					
Winters Run Pump Station Outfall	1,760,000	1,550,000	This project will allow for the design and construction of approximately 2,200 linear feet of 24 inch sewer parallel to provide sufficient capacity of both Winters Run Force Mains.	1,550,000					

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 09 CAPITAL IMPROVEMENT PROGRAM ARE 67 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 09 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<u>SEWER</u>									
Edgewood Interceptor Sewer Parallel	8,375,000	0	This project will allow for the design and construction of approximately 5,300 linear feet of 30 inch parallel sewer between Bill Bass pump station and Contract No. 6044.		625,000			7,750,000	
ENR Refinement at Sod Run	46,750,000	0	This project will provide funding for a detailed feasibility analysis of what will be required to accomplish MDE's new goal of Enhanced Nutrient Removal at the Sod Run Wastewater Treatment Plant.		3,000,000				
Harford Estates Pump Station Abandonment	5,532,100	0	This project will provide the County's share of the eventual abandonment of the Harford Estates Pump Station with the proposed project on the Blake property.					130,000	370,000
Sod Run Generator	5,150,000	0	This project will allow for the design, purchase, and installation of an emergency generator to be located at the Sod Run Wastewater Treatment Plant.				5,000,000		
			Total Planned 20 Year Water & Sewer Fund Bonds	23,055,000	19,430,000	1,900,000	19,265,000	28,230,000	820,000
			Total Planned 20 Year Bonds All Funds	178,105,000	107,414,420	77,811,740	58,414,307	49,022,293	9,367,663

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
TOTAL COUNTY BY CATEGORY								
<u>GENERAL FUND</u>								
General Capital	108,930,440	47,059,681	27,122,759	10,116,000	17,620,000	4,858,000	761,000	1,393,000
Water Resources	15,297,000	2,822,000	2,300,000	2,575,000	2,420,000	1,850,000	1,665,000	1,665,000
Sheriff / Emergency / Fire	56,814,194	17,856,542	23,671,756	7,127,148	5,608,748	850,000	850,000	850,000
Harford Community College	50,314,666	22,352,779	4,394,972	12,083,868	11,483,047	0	0	0
Library	21,628,200	5,065,300	8,395,900	760,000	4,385,000	2,322,000	350,000	350,000
Board of Education	550,321,103	153,268,502	127,282,195	93,996,418	55,919,611	50,935,339	49,179,178	19,739,860
SUB-TOTAL GENERAL FUND PROJECTS	803,305,603	248,424,804	193,167,582	126,658,434	97,436,406	60,815,339	52,805,178	23,997,860
<u>SOLID WASTE SERVICES</u>								
Environmental Issues	7,150,000	0	0	6,150,000	0	0	0	1,000,000
HWDC	22,354,340	10,691,127	3,088,213	850,000	3,550,000	3,075,000	600,000	500,000
Waste to Energy	2,800,000	1,300,000	0	300,000	300,000	300,000	300,000	300,000
SUB-TOTAL SOLID WASTE PROJECTS	32,304,340	11,991,127	3,088,213	7,300,000	3,850,000	3,375,000	900,000	1,800,000
TOTAL GENERAL FUND PROJECTS	835,609,943	260,415,931	196,255,795	133,958,434	101,286,406	64,190,339	53,705,178	25,797,860
<u>PARKS & RECREATION</u>	157,305,330	46,813,500	28,064,330	23,215,000	18,897,500	18,420,000	10,605,000	11,290,000
<u>HIGHWAYS FUND</u>								
Bridges	27,042,000	7,620,000	2,017,000	5,905,000	4,000,000	2,675,000	2,335,000	2,490,000
Roadways	60,976,000	12,026,000	7,013,439	20,881,561	5,055,000	6,375,000	5,925,000	3,700,000
Resurfacing	58,871,975	3,875,000	6,291,975	9,175,000	9,815,000	9,610,000	9,885,000	10,220,000
Other	36,856,022	13,818,018	1,263,004	3,095,000	3,190,000	7,470,000	2,330,000	5,690,000
TOTAL HIGHWAYS PROJECTS	183,745,997	37,339,018	16,585,418	39,056,561	22,060,000	26,130,000	20,475,000	22,100,000
<u>WATER & SEWER FUNDS</u>								
Water Projects	37,945,000	1,880,000	9,815,000	4,360,000	2,650,000	2,040,000	14,550,000	2,650,000
Sewer Projects	140,197,100	19,092,100	18,215,000	64,095,000	2,020,000	20,775,000	15,430,000	570,000
TOTAL WATER & SEWER PROJECTS	178,142,100	20,972,100	28,030,000	68,455,000	4,670,000	22,815,000	29,980,000	3,220,000
COUNTY TOTAL BY PROJECTS	1,354,803,370	365,540,549	268,935,543	264,684,995	146,913,906	131,555,339	114,765,178	62,407,860

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014

TOTAL COUNTY BY FUND SOURCE

Paygo	316,245,585	88,359,913	29,303,281	60,180,391	39,462,000	38,024,000	28,387,000	32,529,000
Impact Fee	2,000,000	0	2,000,000	0	0	0	0	0
Future Bonds	480,135,423	0	178,105,000	107,414,420	77,811,740	58,414,307	49,022,293	9,367,663
Prior Bonds	131,121,930	131,121,930	0	0	0	0	0	0
Reappropriated	6,159,740	1,484,552	4,275,188	200,000	200,000	0	0	0
Transfer Tax	21,482,695	13,901,807	7,122,718	158,170	100,000	100,000	100,000	0
Recordation Tax	45,888,155	15,277,879	12,927,776	3,685,000	2,492,500	5,395,000	2,815,000	3,295,000
State	236,233,568	46,538,750	22,713,024	84,000,014	21,117,666	21,312,032	29,545,885	11,006,197
Program Open Space	39,621,000	16,296,000	1,250,000	4,010,000	3,495,000	6,035,000	3,700,000	4,835,000
Federal	10,680,376	5,740,376	388,000	1,762,000	1,440,000	1,000,000	350,000	0
Developer	6,942,118	4,972,118	570,000	230,000	270,000	250,000	250,000	400,000
Other	47,251,939	30,806,383	10,280,556	3,045,000	525,000	1,025,000	595,000	975,000
Lease Purchase	11,040,841	11,040,841	0	0	0	0	0	0

COUNTY TOTAL BY FUNDING SOURCE	1,354,803,370	365,540,549	268,935,543	264,684,995	146,913,906	131,555,339	114,765,178	62,407,860

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
GENERAL FUND								
GENERAL CAPITAL								
Agricultural Resource Center and Horse Park	25,000	0	25,000	0	0	0	0	0
Board of Education - Debt Service	16,523,316	0	16,523,316	0	0	0	0	0
Computer Equipment / Networks	11,034,784	6,511,784	500,000	991,000	845,000	1,083,000	236,000	868,000
County Facilities and Systems Security Access	655,000	325,000	330,000	0	0	0	0	0
Courthouse Building Repairs	100,000	0	100,000	0	0	0	0	0
Cultural Arts Center	25,000	0	25,000	0	0	0	0	0
Enterprise Resource System	3,325,000	0	25,000	300,000	3,000,000	0	0	0
Expansion of Auditoriums	2,400,000	750,000	850,000	800,000	0	0	0	0
Harford County Southern Resource Annex	13,749,200	2,249,200	5,750,000	5,750,000	0	0	0	0
Milestone Project	9,600,000	4,350,000	250,000	1,000,000	4,000,000	0	0	0
Reforestation Proceeds - Critical Area Properties	100,000	0	100,000	0	0	0	0	0
Site Acquisition and Site Development	26,757,761	18,757,761	2,000,000	0	6,000,000	0	0	0
Washington Court	6,527,819	5,883,376	644,443	0	0	0	0	0
Asbestos / Lead Abatement	650,000	550,000	0	100,000	0	0	0	0
Facilities Repair Program	10,007,560	7,507,560	0	500,000	500,000	500,000	500,000	500,000
Replacement of Fleet Services Building	7,150,000	0	0	650,000	3,250,000	3,250,000	0	0
Treasury Computer Enhancements	300,000	175,000	0	25,000	25,000	25,000	25,000	25,000
General Capital Total by Project	108,930,440	47,059,681	27,122,759	10,116,000	17,620,000	4,858,000	761,000	1,393,000
Paygo	34,988,326	18,135,326	1,505,000	3,216,000	8,370,000	1,608,000	761,000	1,393,000
Future Bonds	26,700,000	0	7,800,000	6,400,000	9,250,000	3,250,000	0	0
Prior Bonds	13,756,961	13,756,961	0	0	0	0	0	0
Transfer Tax	5,622,718	0	5,622,718	0	0	0	0	0
Recordation Tax	10,900,598	0	10,900,598	0	0	0	0	0
State	990,000	990,000	0	0	0	0	0	0
Federal	2,483,376	2,483,376	0	0	0	0	0	0
Developer	100,000	0	100,000	0	0	0	0	0
Other	10,644,443	8,950,000	1,194,443	500,000	0	0	0	0
Lease Purchase	2,744,018	2,744,018	0	0	0	0	0	0
General Capital Total by Fund	108,930,440	47,059,681	27,122,759	10,116,000	17,620,000	4,858,000	761,000	1,393,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
WATER RESOURCES								
Maintenance / Repair of Dams	940,000	640,000	50,000	50,000	50,000	50,000	50,000	50,000
Perry Avenue Stream Restoration	730,000	0	300,000	0	200,000	200,000	15,000	15,000
Stream Gage Stations	609,000	459,000	150,000	0	0	0	0	0
Sunnyview Stream Restoration	785,000	110,000	300,000	375,000	0	0	0	0
Watershed Restoration / Improvements	7,853,000	1,153,000	800,000	950,000	1,050,000	1,300,000	1,300,000	1,300,000
Watershed Stream Assessment Studies	2,050,000	0	550,000	300,000	300,000	300,000	300,000	300,000
Woodbridge Retrofit and Stream Restoration	1,135,000	410,000	100,000	625,000	0	0	0	0
Woodland Run Stream Restoration	445,000	0	50,000	0	395,000	0	0	0
Moose Lodge Stream Restoration	750,000	50,000	0	275,000	425,000	0	0	0
Water Resources Total by Project	15,297,000	2,822,000	2,300,000	2,575,000	2,420,000	1,850,000	1,665,000	1,665,000
Paygo	12,364,000	2,044,000	1,620,000	1,910,000	2,105,000	1,685,000	1,500,000	1,500,000
State	2,450,000	400,000	650,000	650,000	300,000	150,000	150,000	150,000
Federal	113,000	98,000	15,000	0	0	0	0	0
Other	370,000	280,000	15,000	15,000	15,000	15,000	15,000	15,000
Water Resources Total by Fund	15,297,000	2,822,000	2,300,000	2,575,000	2,420,000	1,850,000	1,665,000	1,665,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
SHERIFF/EMERGENCY/FIRE								
SHERIFF'S OFFICE								
Computer Equipment and Networks	1,454,242	1,091,017	363,225	0	0	0	0	0
Detention Center Expansion	29,358,131	13,416,000	15,922,131	20,000	0	0	0	0
EMERGENCY OPERATIONS								
Expansion / Renovation of Emergency Operations Ctr	15,807,021	1,289,525	5,000,000	4,758,748	4,758,748	0	0	0
911 State Fee Fund	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
Public Safety Infrastructure Network	556,000	500,000	56,000	0	0	0	0	0
700 MHz Wireless Radio System Equipment	250,000	0	250,000	0	0	0	0	0
VOLUNTEER FIRE COMPANIES								
Bel Air Substation at Patterson Mill	1,783,800	0	285,400	1,498,400	0	0	0	0
Norrisville Station	60,000	0	60,000	0	0	0	0	0
SCBA Equipment Replacement	135,000	0	135,000	0	0	0	0	0
Susquehanna Hose Company House #5 Expansion	810,000	60,000	750,000	0	0	0	0	0
VFC Facility Repair	6,000,000	1,500,000	750,000	750,000	750,000	750,000	750,000	750,000
Sheriff / Emergency / Fire Total by Project	56,814,194	17,856,542	23,671,756	7,127,148	5,608,748	850,000	850,000	850,000
Paygo	9,092,650	2,673,025	2,649,625	770,000	750,000	750,000	750,000	750,000
Future Bonds	25,601,735	0	14,585,839	6,257,148	4,758,748	0	0	0
Prior Bonds	7,534,500	7,534,500	0	0	0	0	0	0
State	13,604,292	6,668,000	6,436,292	100,000	100,000	100,000	100,000	100,000
Lease Purchase	981,017	981,017	0	0	0	0	0	0
Sheriff / Emergency / Fire Total by Fund	56,814,194	17,856,542	23,671,756	7,127,148	5,608,748	850,000	850,000	850,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
HARFORD COMMUNITY COLLEGE								
Aberdeen Hall Renovations and Expansion	14,144,106	12,572,167	1,571,939	0	0	0	0	0
Campus Safety - Campus System	250,000	0	250,000	0	0	0	0	0
Hays Heighe Renovations	1,343,890	968,890	375,000	0	0	0	0	0
Milestone Project	4,660,622	4,411,622	249,000	0	0	0	0	0
Roof Replacements	910,282	0	910,282	0	0	0	0	0
Site and Parking Lot Improvements	4,406,162	2,425,500	788,751	1,191,911	0	0	0	0
West Campus Expansion	250,000	0	250,000	0	0	0	0	0
Susquehanna Center Additions / Renovations	24,349,604	1,974,600	0	10,891,957	11,483,047	0	0	0
College Total by Project	50,314,666	22,352,779	4,394,972	12,083,868	11,483,047	0	0	0
Paygo	4,998,122	4,411,622	586,500	0	0	0	0	0
Future Bonds	11,128,885	0	1,679,634	5,042,713	4,406,538	0	0	0
Prior Bonds	6,812,767	6,812,767	0	0	0	0	0	0
State	22,468,389	7,439,000	911,725	7,041,155	7,076,509	0	0	0
Other	4,381,503	3,164,390	1,217,113	0	0	0	0	0
Lease Purchase	525,000	525,000	0	0	0	0	0	0
College Total by Fund	50,314,666	22,352,779	4,394,972	12,083,868	11,483,047	0	0	0

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
LIBRARIES								
Aberdeen HVAC	300,000	250,000	50,000	0	0	0	0	0
Churchville Recreation Complex	5,584,500	222,000	5,362,500	0	0	0	0	0
Facility Renovation Budget	1,900,000	0	150,000	350,000	350,000	350,000	350,000	350,000
Milestone Project	3,188,500	2,988,500	200,000	0	0	0	0	0
Whiteford Library Expansion	4,238,200	1,604,800	2,633,400	0	0	0	0	0
Aberdeen Expansion	2,137,000	0	0	0	165,000	1,972,000	0	0
Havre de Grace Expansion	4,230,000	0	0	360,000	3,870,000	0	0	0
New Library Administration Building Feasibility Study	50,000	0	0	50,000	0	0	0	0
Libraries Total by Project	21,628,200	5,065,300	8,395,900	760,000	4,385,000	2,322,000	350,000	350,000
Paygo	5,913,300	3,238,300	350,000	760,000	515,000	350,000	350,000	350,000
Future Bonds	13,587,900	0	7,745,900	0	3,870,000	1,972,000	0	0
Prior Bonds	1,522,000	1,522,000	0	0	0	0	0	0
State	250,000	0	250,000	0	0	0	0	0
Reappropriated	50,000	0	50,000	0	0	0	0	0
Lease Purchase	305,000	305,000	0	0	0	0	0	0
Libraries Total by Fund	21,628,200	5,065,300	8,395,900	760,000	4,385,000	2,322,000	350,000	350,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
BOARD OF EDUCATION								
Aberdeen High School Addition	8,503,000	6,284,945	2,218,055	0	0	0	0	0
ADA Improvements	800,000	250,000	50,000	100,000	100,000	100,000	100,000	100,000
Aging Schools	400,000	0	400,000	0	0	0	0	0
Athletic Fields Repair / Renovations	432,000	162,000	45,000	45,000	45,000	45,000	45,000	45,000
Bel Air Elementary School Site Improvement	450,000	0	450,000	0	0	0	0	0
Bel Air High School Replacement	82,503,524	37,542,514	33,563,210	11,397,800	0	0	0	0
Bleacher Replacement	200,000	0	200,000	0	0	0	0	0
Deerfield Elementary School Modernization / Addition	31,059,926	10,454,753	15,385,772	5,219,401	0	0	0	0
Edgewood High School Replacement	85,807,283	7,284,749	38,963,926	39,558,608	0	0	0	0
Equipment and Furniture	1,375,000	775,000	100,000	100,000	100,000	100,000	100,000	100,000
Fire Alarm and ER Communications	1,125,000	650,000	100,000	75,000	75,000	75,000	75,000	75,000
Gordon Street	270,000	0	270,000	0	0	0	0	0
Harford Technical High School Field Improvements	5,000,000	3,300,000	1,700,000	0	0	0	0	0
HVAC Replacement	18,023,599	17,614,599	409,000	0	0	0	0	0
Jarrettsville Elementary School HVAC	300,000	0	300,000	0	0	0	0	0
Joppatowne ES Modernization / Addition	23,157,145	12,975,377	9,534,309	647,459	0	0	0	0
Locker Replacement	670,000	0	100,000	100,000	110,000	115,000	120,000	125,000
Major HVAC Repairs	1,462,768	212,768	250,000	200,000	200,000	200,000	200,000	200,000
Milestone Project	15,553,300	11,053,300	4,500,000	0	0	0	0	0
Music Refresh Program	375,000	325,000	50,000	0	0	0	0	0
Paving - Overlay and Maintenance	850,000	250,000	100,000	100,000	100,000	100,000	100,000	100,000
Playground Equipment	7,015,000	2,415,000	1,300,000	1,300,000	500,000	500,000	500,000	500,000
Relocatable Classrooms	2,068,000	0	188,000	376,000	376,000	376,000	376,000	376,000
Replacement Buses	8,420,197	5,842,197	630,000	747,000	336,000	595,000	270,000	0
Replacement Vehicles	7,550,758	2,310,758	965,000	920,000	910,000	815,000	815,000	815,000
Roof Replacement (Fallston High School)	8,779,045	0	1,464,000	1,496,250	1,103,873	1,856,941	948,481	1,909,500
Schuck's Road Elementary School New School	30,924,129	0	2,600,000	12,370,865	15,953,264	0	0	0
Security Cameras	925,000	725,000	200,000	0	0	0	0	0
Technology Infrastructure	11,668,427	11,568,427	100,000	0	0	0	0	0
Textbook Refresh	7,610,000	3,600,000	1,010,000	1,800,000	300,000	300,000	300,000	300,000
Vale Road Elementary School	32,182,854	11,263,896	10,035,923	10,883,035	0	0	0	0
Vocational / Technical Equipment Refresh	900,000	300,000	100,000	100,000	100,000	100,000	100,000	100,000
Backflow Prevention	750,000	350,000	0	100,000	100,000	100,000	100,000	0
Center for Career Opportunity Building	7,815,000	665,000	0	0	7,150,000	0	0	0
Environmental Compliance	1,647,619	1,147,619	0	100,000	100,000	100,000	100,000	100,000
Floor Covering Replacement	600,000	100,000	0	100,000	100,000	100,000	100,000	100,000
Homestead / Wakefield ES Modernization	33,603,692	100,000	0	2,000,000	5,900,003	13,991,482	11,612,207	0
John Archer at Bel Air Middle School	25,040,317	1,070,000	0	2,000,000	7,214,849	7,377,734	7,377,734	0
Joppatowne High School Addition	560,000	0	0	560,000	0	0	0	0
SWM, Erosion, and Sediment Control	400,000	150,000	0	50,000	50,000	50,000	50,000	50,000
Technology Education Labs	1,475,000	725,000	0	300,000	300,000	50,000	50,000	50,000
William Paca / Old Post Elementary School	41,325,277	100,000	0	0	2,000,000	7,782,903	16,748,014	14,694,360
Youth's Benefit ES Modernization	40,743,243	1,700,600	0	1,250,000	12,695,622	16,105,279	8,991,742	0
Education Total by Project	550,321,103	153,268,502	127,282,195	93,996,418	55,919,611	50,935,339	49,179,178	19,739,860

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014

BOARD OF EDUCATION

Paygo	44,470,541	20,650,881	6,104,830	5,254,830	3,402,000	3,321,000	3,001,000	2,736,000
Impact Fee	2,000,000	0	2,000,000	0	0	0	0	0
Future Bonds	252,340,073	0	103,436,797	58,284,559	38,626,454	28,252,307	17,492,293	6,247,663
Prior Bonds	74,716,799	74,716,799	0	0	0	0	0	0
Reappropriated	660,000	660,000	0	0	0	0	0	0
Transfer Tax	15,859,977	13,901,807	1,500,000	158,170	100,000	100,000	100,000	0
Recordation Tax	1,678,022	1,678,022	0	0	0	0	0	0
State	129,833,073	20,982,375	8,956,568	29,098,859	13,391,157	18,862,032	28,185,885	10,356,197
Other	22,439,368	14,355,368	5,284,000	1,200,000	400,000	400,000	400,000	400,000
Lease Purchase	6,323,250	6,323,250	0	0	0	0	0	0
Education Total by Fund	550,321,103	153,268,502	127,282,195	93,996,418	55,919,611	50,935,339	49,179,178	19,739,860

SUB-TOTAL GENERAL FUND CAPITAL	803,305,603	248,424,804	193,167,582	126,658,434	97,436,406	60,815,339	52,805,178	23,997,860

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
SOLID WASTE SERVICES								
ENVIRONMENTAL ISSUES								
Former Spencers Landfill Closure	6,150,000	0	0	6,150,000	0	0	0	0
Future Yard Trim Site	1,000,000	0	0	0	0	0	0	1,000,000
Environmental Issues Total by Project	7,150,000	0	0	6,150,000	0	0	0	1,000,000
Paygo	7,150,000	0	0	6,150,000	0	0	0	1,000,000
Environmental Issues Total by Fund	7,150,000	0	0	6,150,000	0	0	0	1,000,000
HARFORD WASTE DISPOSAL CENTER								
HWDC Expansion	21,214,340	10,201,127	3,088,213	500,000	3,450,000	2,975,000	500,000	500,000
HWDC Compost Area Facilities	240,000	90,000	0	150,000	0	0	0	0
HWDC Cover Material	800,000	400,000	0	100,000	100,000	100,000	100,000	0
HWDC Pavement Upgrades	100,000	0	0	100,000	0	0	0	0
HWDC Total by Project	22,354,340	10,691,127	3,088,213	850,000	3,550,000	3,075,000	600,000	500,000
Paygo	1,850,000	1,200,000	0	350,000	100,000	100,000	100,000	0
Future Bonds	10,025,000	0	2,100,000	500,000	3,450,000	2,975,000	500,000	500,000
Reappropriated	988,213	0	988,213	0	0	0	0	0
Prior Bonds	9,491,127	9,491,127	0	0	0	0	0	0
HWDC Total by Fund	22,354,340	10,691,127	3,088,213	850,000	3,550,000	3,075,000	600,000	500,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
WASTE TO ENERGY								
Waste-to-Energy Repairs	2,800,000	1,300,000	0	300,000	300,000	300,000	300,000	300,000
Waste to Energy Total by Project	2,800,000	1,300,000	0	300,000	300,000	300,000	300,000	300,000
Paygo	2,800,000	1,300,000	0	300,000	300,000	300,000	300,000	300,000
Waste to Energy Total by Fund	2,800,000	1,300,000	0	300,000	300,000	300,000	300,000	300,000
SUB-TOTAL SOLID WASTE CAPITAL	32,304,340	11,991,127	3,088,213	7,300,000	3,850,000	3,375,000	900,000	1,800,000
TOTAL GENERAL FUND CAPITAL	835,609,943	260,415,931	196,255,795	133,958,434	101,286,406	64,190,339	53,705,178	25,797,860

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
Athletic Field Improvements	16,250,000	1,250,000	3,900,000	2,500,000	2,100,000	2,600,000	2,200,000	1,700,000
Backstop Renovations	390,000	290,000	20,000	30,000	0	0	50,000	0
Bleacher Renovations	360,000	0	60,000	60,000	60,000	60,000	60,000	60,000
Churchville Complex Development	6,186,830	1,105,000	4,251,830	100,000	0	80,000	0	650,000
Darlington Park Development	2,140,000	0	125,000	785,000	785,000	0	0	445,000
David Craig Park	950,000	0	50,000	400,000	0	0	500,000	0
Edgewood Recreation Park	1,985,000	755,000	250,000	0	400,000	480,000	0	100,000
Enlarged Gymnasiums & Activity Rooms	4,800,000	0	1,200,000	600,000	1,200,000	600,000	600,000	600,000
Facility Renovations	1,760,000	1,060,000	50,000	75,000	75,000	100,000	100,000	300,000
Fallston Senior Recreation Center	10,725,000	525,000	9,400,000	800,000	0	0	0	0
Friends Pond Rehabilitation	500,000	300,000	200,000	0	0	0	0	0
Heavenly Waters Park	1,670,000	1,170,000	350,000	0	0	0	150,000	0
Joppatowne Area Dredging	1,675,000	375,000	450,000	850,000	0	0	0	0
Magnolia Complex Development	3,505,000	1,325,000	650,000	0	0	1,050,000	0	480,000
Mariner Point Park Renovation	362,000	0	37,000	0	200,000	50,000	0	75,000
Nuttall Avenue Park Development	750,000	0	250,000	0	300,000	0	200,000	0
Oakington Farm	880,000	280,000	500,000	0	0	100,000	0	0
Park Improvements	1,100,000	450,000	100,000	75,000	75,000	125,000	125,000	150,000
Park Land Acquisition	20,845,000	9,545,000	750,000	1,600,000	1,900,000	2,100,000	2,100,000	2,850,000
Playground Equipment	3,670,000	2,200,000	270,000	300,000	150,000	300,000	100,000	350,000
Prospect Mill Park	1,945,000	1,080,000	350,000	0	410,000	0	105,000	0
Regional Field Sports Complex	4,826,000	3,746,000	500,000	425,000	25,000	25,000	25,000	80,000
Swan Creek Channel Dredging	470,000	260,000	210,000	0	0	0	0	0
Swan Harbor Farm Improvements	1,383,000	0	183,000	150,000	1,050,000	0	0	0
Tennis Multipurpose Courts	2,170,000	730,000	210,000	210,000	210,000	210,000	300,000	300,000
Tydings Island Renovation	2,895,000	795,000	2,000,000	100,000	0	0	0	0
Vale Road Elementary Facilities	2,090,000	200,000	1,400,000	0	40,000	420,000	0	30,000
Willoughby Beach Launching Ramp	197,500	100,000	97,500	0	0	0	0	0
Willoughby Beach Park Development	1,357,500	100,000	250,000	500,000	157,500	0	350,000	0
ADA Improvements	135,000	0	0	0	60,000	0	0	75,000
Anita C. Leight Center Renovations	360,000	70,000	0	40,000	100,000	0	150,000	0
Benson Fields Development	1,600,000	100,000	0	1,050,000	0	300,000	0	150,000
Blake's Venture Park	80,000	0	0	0	0	0	0	80,000
Bulkhead Renovations	1,657,500	1,072,500	0	0	0	0	585,000	0
Bush River Boat Launch Ramp	4,260,000	60,000	0	2,000,000	100,000	2,100,000	0	0
Churchville Center Renovations	200,000	0	0	140,000	0	0	0	60,000
Eden Mill Park Rehabilitation	930,000	480,000	0	200,000	50,000	0	0	200,000
Edgeley Grove Farm	6,650,000	4,325,000	0	1,200,000	0	75,000	0	1,050,000

PARKS & RECREATION FUND

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
<u>PARKS & RECREATION FUND</u>								
Edgewood Recreation and Community Center	3,150,000	2,850,000	0	0	0	300,000	0	0
Emmorton Development	150,000	0	0	0	0	0	150,000	0
Emmorton Recreation & Tennis Center Improvements	340,000	0	0	180,000	0	160,000	0	0
Equestrian Center Improvements	450,000	100,000	0	100,000	75,000	0	175,000	0
Fallston Maintenance Shop	1,600,000	1,550,000	0	0	50,000	0	0	0
Havre de Grace Community Center Fields	825,000	75,000	0	0	0	750,000	0	0
Havre de Grace Field Development	3,030,000	1,510,000	0	0	445,000	75,000	1,000,000	0
Heavenly Waters Park - Soma	300,000	0	0	0	100,000	0	0	200,000
Indoor Recreation Facility - Forest Hill / Hickory	675,000	200,000	0	175,000	0	100,000	0	200,000
Jarrettsville Complex Restrooms	375,000	0	0	375,000	0	0	0	0
Jarrettsville Development Rutledge Park	1,870,000	1,320,000	0	0	0	450,000	100,000	0
Jarrettsville Recreation Center	5,900,000	400,000	0	5,200,000	300,000	0	0	0
Liriodendron Improvements	905,000	245,000	0	260,000	300,000	0	100,000	0
Michael Park Development	1,665,000	0	0	40,000	125,000	1,500,000	0	0
Norrisville Park	1,660,000	200,000	0	600,000	75,000	785,000	0	0
Northern Regional Park	200,000	0	0	0	0	0	200,000	0
Parking Lot Paving	1,965,000	1,390,000	0	100,000	150,000	150,000	0	175,000
Parks and Recreation Headquarters	550,000	0	0	0	400,000	0	0	150,000
Perryman Park Development	100,000	0	0	0	0	0	100,000	0
Robert Copenhaver Park Improvements	570,000	150,000	0	420,000	0	0	0	0
Schucks Road Elementary Facilities	110,000	0	0	0	30,000	50,000	30,000	0
Schucks Road Regional Complex	12,650,000	2,475,000	0	1,400,000	7,300,000	425,000	1,050,000	0
Trails and Linear Parks	2,275,000	200,000	0	75,000	0	1,800,000	0	200,000
Tudor Hall Rehabilitation	700,000	400,000	0	100,000	0	100,000	0	100,000
Vale Road Park	1,580,000	0	0	0	100,000	1,000,000	0	480,000
Parks & Rec Total by Project	157,305,330	46,813,500	28,064,330	23,215,000	18,897,500	18,420,000	10,605,000	11,290,000
Paygo	3,896,864	1,571,542	275,322	600,000	750,000	450,000	0	250,000
Future Bonds	48,051,830	0	17,701,830	11,500,000	11,550,000	2,700,000	2,800,000	1,800,000
Prior Bonds	6,130,755	6,130,755	0	0	0	0	0	0
Reappropriated	1,630,346	535,346	695,000	200,000	200,000	0	0	0
Recordation Tax	33,309,535	13,599,857	2,027,178	3,685,000	2,492,500	5,395,000	2,815,000	3,295,000
State	12,449,375	3,434,375	3,445,000	1,610,000	250,000	2,200,000	1,110,000	400,000
Program Open Space	39,621,000	16,296,000	1,250,000	4,010,000	3,495,000	6,035,000	3,700,000	4,835,000
Federal	2,940,000	1,690,000	0	250,000	0	1,000,000	0	0
Developer	2,165,000	1,805,000	100,000	30,000	50,000	30,000	0	150,000
Other	7,110,625	1,750,625	2,570,000	1,330,000	110,000	610,000	180,000	560,000
Parks & Rec Total by Fund	157,305,330	46,813,500	28,064,330	23,215,000	18,897,500	18,420,000	10,605,000	11,290,000
TOTAL PARKS & RECREATION CAPITAL	157,305,330	46,813,500	28,064,330	23,215,000	18,897,500	18,420,000	10,605,000	11,290,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014

HIGHWAYS FUND

BRIDGES

Bridge Inspection Program	1,660,000	445,000	335,000	60,000	350,000	60,000	350,000	60,000
Bridge Painting	2,505,000	1,300,000	100,000	200,000	220,000	220,000	220,000	245,000
Bridge Rehabilitation	4,950,000	1,700,000	500,000	500,000	550,000	550,000	550,000	600,000
Carrs Mill Road Bridge #216	880,000	150,000	50,000	50,000	630,000	0	0	0
Glen Cove Road Bridge #156	520,000	0	120,000	10,000	390,000	0	0	0
Macton Road Bridge #144	250,000	70,000	180,000	0	0	0	0	0
Macton Road Bridge #145	495,000	135,000	360,000	0	0	0	0	0
Robinson Mill Road Bridge #154	500,000	0	120,000	20,000	360,000	0	0	0
Ruffs Mill Road Bridge #190	1,512,000	1,420,000	92,000	0	0	0	0	0
Snake Lane Bridge #31	640,000	155,000	20,000	465,000	0	0	0	0
Watervale Road Bridge #63	2,440,000	390,000	140,000	1,910,000	0	0	0	0
Boggs Road Bridge #66	530,000	0	0	120,000	20,000	390,000	0	0
Bridge and Road Scour Repairs	2,425,000	600,000	0	365,000	365,000	365,000	365,000	365,000
Deep Run Road Bridge #152	120,000	0	0	0	0	0	0	120,000
Fawn Grove Road Bridge #132	530,000	0	0	0	120,000	10,000	400,000	0
Green Road Bridge #119	150,000	0	0	0	0	0	130,000	20,000
Green Road Bridge #122	500,000	0	0	0	0	130,000	20,000	350,000
Hess Road Bridge #81	150,000	0	0	0	0	0	0	150,000
Johnson Mill Road Bridge #45	570,000	0	0	130,000	10,000	430,000	0	0
Moore's Road Bridge #78	130,000	0	0	0	0	0	120,000	10,000
New Park Road Bridge #125	520,000	0	0	0	0	120,000	10,000	390,000
North Avenue / Henderson Road Bridge #215	2,490,000	465,000	0	2,025,000	0	0	0	0
Pleasantville Road Bridge #67	1,030,000	245,000	0	0	785,000	0	0	0
Prospect Road Bridge #217	130,000	0	0	0	0	0	120,000	10,000
Scarboro Road Bridge #140	120,000	0	0	0	0	0	0	120,000
Structural Evaluation	795,000	545,000	0	50,000	50,000	50,000	50,000	50,000
West Ring Factory Pedestrian Bridge	500,000	0	0	0	150,000	350,000	0	0
Bridges Total by Project	27,042,000	7,620,000	2,017,000	5,905,000	4,000,000	2,675,000	2,335,000	2,490,000
Paygo	21,433,000	5,686,000	1,644,000	4,393,000	2,560,000	2,675,000	1,985,000	2,490,000
Federal	5,144,000	1,469,000	373,000	1,512,000	1,440,000	0	350,000	0
Developer	465,000	465,000	0	0	0	0	0	0
Bridges Total by Fund	27,042,000	7,620,000	2,017,000	5,905,000	4,000,000	2,675,000	2,335,000	2,490,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
<u>HIGHWAYS FUND</u>								
ROADWAYS								
Commerce Road - Private Road Construction	900,000	0	900,000	0	0	0	0	0
Moore's Mill Road	10,915,000	2,965,000	200,000	7,750,000	0	0	0	0
Road Reconstruction and Rehabilitation	24,570,000	0	4,325,000	4,445,000	4,575,000	4,725,000	4,850,000	1,650,000
Second Watergate North Private Road Conversion	1,381,000	1,256,000	125,000	0	0	0	0	0
Tollgate Road (West Ring Factory to Plumtree Road)	4,105,000	2,105,000	1,063,439	936,561	0	0	0	0
Wheel Road (Laurel Bush to Fairway)	7,450,000	800,000	400,000	6,250,000	0	0	0	0
Abingdon Road (Box Hill S. Parkway - I-95)	1,980,000	1,830,000	0	0	0	0	0	150,000
Bata Boulevard Access Road	600,000	0	0	150,000	0	450,000	0	0
Carrs Mill Road (MD 152 - Grafton Shop Road)	3,045,000	1,195,000	0	0	0	100,000	100,000	1,650,000
MacPhail Road (Brierhill Road - Wheel Road)	705,000	375,000	0	0	330,000	0	0	0
Perryman Access - Mitchell Lane	1,650,000	650,000	0	0	0	1,000,000	0	0
Prospect Mill Road (Thomas Run Rd to MD22)	200,000	100,000	0	0	0	0	0	100,000
Singer Rd Imp. (Beaver Dam Rd. - Winters Run)	700,000	100,000	0	0	50,000	0	550,000	0
Tollgate Road - Vale Road Corridor	1,200,000	625,000	0	0	0	0	425,000	150,000
Trimble Road Corridor Study	275,000	25,000	0	50,000	100,000	100,000	0	0
Wheel Road / Laurel Bush Intersection Improvements	1,300,000	0	0	1,300,000	0	0	0	0
Roadways Total by Project	60,976,000	12,026,000	7,013,439	20,881,561	5,055,000	6,375,000	5,925,000	3,700,000
Paygo	56,268,561	9,802,000	4,530,000	20,881,561	5,055,000	6,375,000	5,925,000	3,700,000
Reappropriated	1,250,000	0	1,250,000	0	0	0	0	0
State	1,063,439	0	1,063,439	0	0	0	0	0
Developer	238,000	68,000	170,000	0	0	0	0	0
Other	2,156,000	2,156,000	0	0	0	0	0	0
Roadways Total by Fund	60,976,000	12,026,000	7,013,439	20,881,561	5,055,000	6,375,000	5,925,000	3,700,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
HIGHWAYS FUND								
RESURFACING								
Resurfacing Roadways	48,891,975	0	6,291,975	8,025,000	8,250,000	8,500,000	8,775,000	9,050,000
Tar & Chip Conversion to Hot Mix	5,430,000	2,125,000	0	650,000	1,005,000	550,000	550,000	550,000
Tar & Chip Reclamation	4,550,000	1,750,000	0	500,000	560,000	560,000	560,000	620,000
Resurfacing Total by Project	58,871,975	3,875,000	6,291,975	9,175,000	9,815,000	9,610,000	9,885,000	10,220,000
Paygo	57,580,000	3,875,000	5,000,000	9,175,000	9,815,000	9,610,000	9,885,000	10,220,000
Reappropriated	1,291,975	0	1,291,975	0	0	0	0	0
Resurfacing Total by Fund	58,871,975	3,875,000	6,291,975	9,175,000	9,815,000	9,610,000	9,885,000	10,220,000
OTHER								
Computer Equipment / Networks	1,399,022	1,286,018	113,004	0	0	0	0	0
Culvert Rehabilitation	5,595,000	2,400,000	500,000	500,000	540,000	540,000	540,000	575,000
Drainage Improvements	1,675,000	800,000	50,000	150,000	150,000	175,000	175,000	175,000
Guardrails	1,890,000	1,250,000	100,000	100,000	105,000	110,000	110,000	115,000
Highways Maintenance Facility	5,550,000	0	300,000	250,000	0	5,000,000	0	0
New Roads and Storm Drains	3,280,000	800,000	200,000	400,000	440,000	440,000	500,000	500,000
Earth Road Drainage	100,000	0	0	50,000	50,000	0	0	0
Equipment Sheds	380,000	180,000	0	100,000	100,000	0	0	0
Facilities Repair Program	1,632,000	1,032,000	0	200,000	0	200,000	0	200,000
Hickory II Improvements	4,765,000	1,065,000	0	200,000	500,000	0	0	3,000,000
Intersection Improvements	4,140,000	1,650,000	0	425,000	500,000	500,000	500,000	565,000
Salt Dome	770,000	250,000	0	220,000	300,000	0	0	0
Sidewalks	1,775,000	1,375,000	0	75,000	80,000	80,000	80,000	85,000
Stormdrain Rehabilitation	1,800,000	500,000	0	250,000	250,000	250,000	250,000	300,000
Traffic Calming and Road Safety Improvements	1,305,000	930,000	0	75,000	75,000	75,000	75,000	75,000
Traffic Signals	800,000	300,000	0	100,000	100,000	100,000	100,000	100,000
Other Total by Project	36,856,022	13,818,018	1,263,004	3,095,000	3,190,000	7,470,000	2,330,000	5,690,000
Paygo	34,403,466	12,705,462	1,063,004	2,895,000	2,970,000	7,250,000	2,080,000	5,440,000
State	375,000	375,000	0	0	0	0	0	0
Developer	1,765,000	425,000	200,000	200,000	220,000	220,000	250,000	250,000
Other	150,000	150,000	0	0	0	0	0	0
Lease Purchase	162,556	162,556	0	0	0	0	0	0
Other Total by Fund	36,856,022	13,818,018	1,263,004	3,095,000	3,190,000	7,470,000	2,330,000	5,690,000
TOTAL HIGHWAYS CAPITAL	183,745,997	37,339,018	16,585,418	39,056,561	22,060,000	26,130,000	20,475,000	22,100,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
WATER & SEWER FUND								
WATER PROJECTS								
Abingdon Road Water Main Parallel	8,300,000	500,000	7,800,000	0	0	0	0	0
Chlorine Replacement Program WTP	720,000	620,000	100,000	0	0	0	0	0
Construction Unanticipated Water	500,000	0	100,000	200,000	0	0	200,000	0
Rt. 1 Hickory Bypass Transmission	875,000	0	190,000	685,000	0	0	0	0
Tank Painting 09	2,050,000	0	325,000	325,000	350,000	350,000	350,000	350,000
Tollgate Road Water Main Parallel	1,300,000	0	1,300,000	0	0	0	0	0
Backflow Prevention Upgrades	900,000	200,000	0	200,000	0	250,000	0	250,000
Havre de Grace WTP Upgrade	1,750,000	0	0	0	250,000	0	1,500,000	0
Information Asset Management Study	500,000	400,000	0	100,000	0	0	0	0
Magnolia Booster Station Upgrade	600,000	0	0	200,000	400,000	0	0	0
MCI Booster Station Study	100,000	0	0	100,000	0	0	0	0
Pole Barn	300,000	0	0	300,000	0	0	0	0
Rt. 7 Transmission Parallel Phase 1	1,075,000	0	0	0	0	300,000	775,000	0
Route 24 Water Transmission	5,960,000	160,000	0	0	1,500,000	0	4,300,000	0
Route 40 Water Parallel	725,000	0	0	0	0	0	275,000	450,000
Site Acquisition Water and Sewer Facilities	1,500,000	0	0	1,500,000	0	0	0	0
Trimble Road Tank and Main	7,650,000	0	0	0	0	500,000	7,150,000	0
Water Model Update	600,000	0	0	600,000	0	0	0	0
Water System SCADA Upgrade	1,800,000	0	0	0	0	300,000	0	1,500,000
Water Zone Improvements	350,000	0	0	150,000	0	100,000	0	100,000
Zone 2 Extension - Abingdon Road	390,000	0	0	0	150,000	240,000	0	0
Water Total by Project	37,945,000	1,880,000	9,815,000	4,360,000	2,650,000	2,040,000	14,550,000	2,650,000
Paygo	7,300,000	800,000	425,000	1,575,000	750,000	1,000,000	550,000	2,200,000
Future Bonds	29,565,000	0	9,390,000	2,785,000	1,900,000	1,040,000	14,000,000	450,000
Prior Bonds	1,080,000	1,080,000	0	0	0	0	0	0
Water Total by Fund	37,945,000	1,880,000	9,815,000	4,360,000	2,650,000	2,040,000	14,550,000	2,650,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
WATER & SEWER FUND								
SEWER PROJECTS								
Bel Air Infiltration and Inflow	1,500,000	0	500,000	500,000	500,000	0	0	0
Bush Creek Pump Station 4th Pump	25,000,000	860,000	6,740,000	12,400,000	0	5,000,000	0	0
Bynum Run Parallel Phase 6 & 7	15,495,000	0	300,000	620,000	0	8,225,000	6,350,000	0
ENR at Joppatowne WWTP	9,000,000	0	1,000,000	8,000,000	0	0	0	0
Haverhill Pump Station Replacement	1,025,000	300,000	725,000	0	0	0	0	0
Infiltration and Inflow	3,100,000	0	2,800,000	100,000	0	100,000	0	100,000
Lower Bynum Run Parallel	9,640,000	5,840,000	3,800,000	0	0	0	0	0
Riviera Drive Pump Station Replacement	750,000	200,000	550,000	0	0	0	0	0
Utility Protect and Restore	1,000,000	250,000	250,000	250,000	250,000	0	0	0
Winters Run Pump Station Outfall	1,760,000	210,000	1,550,000	0	0	0	0	0
Chlorine Replacement Program WWTP	2,900,000	0	0	450,000	450,000	2,000,000	0	0
Edgewood Interceptor Sewer Parallel	8,375,000	0	0	625,000	0	0	7,750,000	0
ENR Refinement at Sod Run	46,750,000	6,250,000	0	40,500,000	0	0	0	0
Green Ridge Pump Station Replacement	1,120,000	0	0	300,000	820,000	0	0	0
Harford Estates Pump Station Abandonment	5,532,100	5,032,100	0	0	0	0	130,000	370,000
Pump Station Improvements	300,000	0	0	100,000	0	100,000	0	100,000
Sod Run Generator	5,150,000	150,000	0	0	0	5,000,000	0	0
Towne Center Drive Pump Station Replacement	1,550,000	0	0	0	0	350,000	1,200,000	0
W & S Customer Info. & Maint. Management System	250,000	0	0	250,000	0	0	0	0
Sewer Total by Project	140,197,100	19,092,100	18,215,000	64,095,000	2,020,000	20,775,000	15,430,000	570,000
Paygo	11,736,755	266,755	3,550,000	1,950,000	2,020,000	2,550,000	1,200,000	200,000
Future Bonds	63,135,000	0	13,665,000	16,645,000	0	18,225,000	14,230,000	370,000
Prior Bonds	10,077,021	10,077,021	0	0	0	0	0	0
Reappropriated	289,206	289,206	0	0	0	0	0	0
State	52,750,000	6,250,000	1,000,000	45,500,000	0	0	0	0
Developer	2,209,118	2,209,118	0	0	0	0	0	0
Sewer Total by Fund	140,197,100	19,092,100	18,215,000	64,095,000	2,020,000	20,775,000	15,430,000	570,000
TOTAL WATER & SEWER CAPITAL	178,142,100	20,972,100	28,030,000	68,455,000	4,670,000	22,815,000	29,980,000	3,220,000
	TOTAL COST	PRIOR APPROP	BUDGET FY 2009	FY 2010	FIVE YEAR CAPITAL PROGRAM			
					FY 2011	FY 2012	FY 2013	FY 2014
TOTAL APPROVED CAPITAL IMPROVEMENT PROGRAM	1,354,803,370	365,540,549	268,935,543	264,684,995	146,913,906	131,555,339	114,765,178	62,407,860

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 (\$25,000,000) to be drawn upon during Fiscal Year 2008-2009 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 2007-2008, Harford County participated in over 90 individual grant programs offered through either the Federal or State governments, and expects to participate in an equal number during this fiscal year. 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.

GRANTS ADMINISTRATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Miscellaneous Grants	50,000	50,000	N/A	Funds are appropriated to allow the County to accept a grant(s) during the fiscal year that may require local matching funds.	None

GRANTS PLANNING AND ZONING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Critical Area Management Grant	33,000	0	06/30/09 State Recurring	The County is required by law to implement the Harford County Chesapeake Bay Critical Area Management Program. Grant contributes to the salary of one or more full-time County budgeted positions and some costs for printing, postage, etc. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries in the amount of \$33,000.	The County is required, by law, to continue to operate the program if grant ends. Salary costs would increase due to the loss of the grant offset of County funded personnel.
Unified Transportation Work Program	88,330	17,666	06/30/09 Federal Recurring	Supports the Regional Transportation Planning Process which is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. Grant offsets the salaries of County-funded personnel and helps to purchase software/equipment and training to complete associated work. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries.	This grant supports a federally mandated program. No additional staff would be required. Salary costs would increase due to the loss of the grant offset for County funded personnel.

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>DIRECTOR OF COMMUNITY SERVICES</u> MACRO – Maryland Association of Conflict Resolution Organizations ADR Performance Grant	52,115	0	06/30/09 State Renewable	Operational support grant – purpose is to support the community mediation in a manner that is most appropriate for us individually, at our discretion. The County grant and support services are the only in-kind contributions.	None
<u>OFFICE OF DRUG CONTROL POLICY</u> Juvenile Drug Court	50,000	0	06/30/09 State Renewable	This grant pays for a life skills counselor and drug testing for juvenile offenders.	None
CSAFE	201,866	80,000	06/30/09 State Renewable	A recurring grant that provides funds to enhance public safety in the Edgewood area, using community policing, after school programs, drug treatment, community mobilization and nuisance abatement. If grant ended, overtime for Sheriff's Office, after school activities, and addiction services funding would be needed.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Drug Prevention	101,452	0	06/30/09 Federal Renewable	This is a recurring grant which provides funding for the community-based alcohol, tobacco, and other drug prevention efforts developed by and implemented by the Office of Drug Control Policy (ODCP). Funds two positions: Process Evaluator and Prevention Associate. If grant ended, there is not adequate funding to continue prevention efforts.	None
Drug Free Community Support Grant	99,721	0	09/30/09 Federal Renewable	This grant provides increased resources and funding for after-school programs, family management programs, parenting classes, and other prevention activities. School teachers, health care providers, social workers and other professionals will receive specialized training in media violence, children of alcoholics and intervention techniques. Funds are provided for overtime for law enforcement, school personnel and bus drivers. If grant ended, program would no longer exist.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CINS Diversion - Bridges to Success	38,004	0	06/30/09 State Renewable	This grant is to divert youth from formal delinquent involvement in the juvenile justice system through a formalized program of specialized services. Harford County doesn't provide this service. Funds are subcontracted to a non-profit organization, that in turn uses formal bid processes to award a contract to provide the services. If grant ended, sufficient funds do not exist to sustain this program.	None
Miscellaneous Grants	50,000	50,000	06/30/09	Funding provided to procure grants that support local initiatives in any of the following areas: law enforcement, prosecution and drug court programs; prevention / education, corrections, drug treatment, corrections, drug treatment and planning / evaluation / technology improvement, in order to prevent and control crime.	None
DUI – Subsequent Offenders Court	60,000	20,000	09/30/09 Federal Renewable	This grant provides DUI Court support.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Drug Treatment Court Commission Grants	278,781	0	06/30/09 State Renewable	This grant provides drug treatment through DUI Court, Juvenile Drug Court and Adult Drug Court.	None
Anti-Gang Grant	161,029	0	06/30/09 Federal	Funds are provided for gang suppression efforts through law enforcement agencies, State's Attorney's Office, Harford County Schools, Office of Drug Control Policy, Juvenile Services, Boys and Girls Club, and the faith community.	None
<u>COMMUNITY DEVELOPMENT</u> Emergency Shelter Grant	39,775	17,600	09/30/09 Federal Renewable	Provides for maintenance and operating costs for emergency shelters, homeless prevention activities, and direct client services to eligible individuals and families. If grant ended, program would cease.	None
American Dream Down Payment Initiative	31,269	19,349	Until dollars expended. Federal Renewable	Down payment assistance program for low income first-time homebuyers.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Home Investment Partnership (HOME)	694,135	194,135	Until dollars expended. Federal Renewable	Grant is to develop and improve housing for eligible renters, homebuyers, and existing homeowners. Grant funds one employee in Community Services and \$45,000 of Administrative funds are also contributed to the Housing Agency for staffing costs. Provides first-time buyer programs, owner-occupied rehab and senior rehab. If grant ended, there would be no funds in the operating budget to continue program, but projects in progress would continue to completion.	None
Community Development Block Grant (CDBG)	1,080,000	0	Until all dollars are expended. Federal Renewable	This is a federal grant which benefits low and moderate income households, eliminates slums and blight, and meets urgent community development needs. Grant funds two full-time and one part-time positions. If grant ended, projects in progress would continue to completion.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Emergency and Transitional Housing Services (ETHS)/Homeless Prevention Program (HPP)	189,096	0	06/30/09 State Renewable	To assist homeless persons / families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters. This is the second year of a three year grant. If grant ended the program would no longer exist.	None
Emergency Food Assistance Program (TEFAP)	20,000	0	09/30/09 State Renewable	This is a recurring grant to supply food to food pantries. Grant currently funds one part-time position. If grant ended program would no longer exist.	None
Homeless Women's Crisis Shelter Home	66,944	0	06/30/09 State Renewable	This grant pays for the salary of a case manager employed by SARC.	None
Service – Linked Housing	33,484	0	06/30/09 State Renewable	This grant pays for the salary of a case manager employed by Inner County Outreach.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Supportive Housing Grant	442,340	0	09/30/09 Federal Renewable	These grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services. Most provide an administrative portion for Harford County. Grants are distributed to Harford Family House, Alliance, and Anna's House.	None
Citizens Corps/CERT (Citizens Emergency Response Training)	15,500	0	03/31/09 Federal Renewable	This grant provides funding to support organizing a Citizens Emergency Response Training program for volunteers. This program is in cooperation with EOC. Typical expenditures include funding instructional materials, instructors, and marketing items.	None
R.S.V.P. Retired and Senior Volunteer Program	130,426	25,570	09/30/09 Federal Renewable	Grant provides volunteer opportunities for persons 55 years of age or older, addressing priority community needs in areas of health, environment, public safety, education, hunger, homelessness and other human needs. Provides funding for three grant employees and two part-time consultants.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Rideshare	88,066	0	06/30/09 Federal / State Renewable	Grant provides the funding of the Ridesharing/Commuter Assistance programs in the Baltimore/Washington area. The grant funds one full-time position, and would cease to exist if funding were to end.	
<u>OFFICE ON AGING</u> IIIB Human Services / Ombudsman	396,351	238,055	09/30/09 Federal Renewable	This is a recurring grant which provides a variety of services to people over 60, including care management, ombudsman, guardianship, program development, operation of senior centers, information and assistance, legal services, and in-home health services, etc. This grant partially funds 13 grant employees. If grant were to end, other sources of funding would be needed.	This is a mandated program. If funding ended, we may be required to continue some services.
Senior Health Insurance Program (SHIP)	34,012	14,543	03/31/09 Federal Renewable	A recurring grant which provides health insurance counseling, assists people with organizing medical bills, advocates with medical providers and provides information and referral. Grant partially funds one employee. If grant ended services would be reduced.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Medicare Patrol (formerly CAMM)	12,805	5,451	06/30/09 State Renewable	Grant provides partial funding for one position to educate the public regarding "Curbing Abuse in Medicare and Medicaid (CAMM)". If grant ended we would attempt to continue program with volunteers.	None
IIIA Area Agency Administration	66,396	17,014	09/30/09 Federal Renewable	A recurring grant that funds Older American Act programs' administrative costs. Partially funds two positions. If grant ended current operating budget doesn't contain funding for services.	This is a mandated program. If funding ended we may be required to continue some services.
Senior Information and Assistance	17,684	0	06/30/09 State Renewable	A recurring grant that provides for one-on-one information and counseling to Harford County senior citizens, their families and caregivers to help them remain independent in the community for as long as possible. If grant ended services would be reduced.	None.
Senior Care Program	320,666	0	06/30/09 State Renewable	A recurring grant which provides support for in-home services for lower income and disabled elderly preventing self-neglect and medical neglect. If grant ended in-home services would not be provided.	None.

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Emergency Fund	32,000	0	Money rolls over from year to year	Grant provides for emergency needs for seniors not covered by other services. Typical expenditures include funding for medications, temporary assistance with utility bills, housing costs, and durable medical equipment.	None
Senior Classes	87,000	12,000	On-going	Grant provides optional educational and recreational elective classes for seniors. Fees paid to contractual instructors based on the number of people registering for individual classes. All costs paid by participants.	None
Group Senior Assisted Housing	27,475	0	06/30/09 State Renewable	Grant helps to prevent self-neglect for clients who are frail, but not judged to be disabled enough for nursing home care. Will assist disabled individuals, age 62 and over, to pay for assisted living. If grant ended, program would cease due to lack of funding.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Medicaid Waiver Administration / Case Management	147,291	10,293	06/30/09 Federal and State Renewable	Grant provides very low income, disabled senior adults a choice between assisted living care, in-home care, or nursing home care to enable them to remain in the community before institutionalization. Local in-kind contribution of \$39,850 allows us to obtain more Federal funding. If grant ended seniors would be advised by Office on Aging staff about other options available.	None
Vulnerable Elderly Program Initiative	14,867	0	06/30/09 State Renewable	Grant provides services through Senior Health Insurance Program (SHIP) for one-to-one counseling for Medicare and Medigap health insurance concerns. SHIP helps seniors understand Medicare coverage, how HMO's and other managed care systems work, provides information on and referral to Pharmacy Assistance and Medical Assistance programs when applicable, advocates for seniors with health insurance related concerns, and provides presentations to senior advocacy groups.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Ombudsman	10,374	0	06/30/09 State Renewable	A recurring grant which works in conjunction with the Older Americans Act grant to help fund the Ombudsman program to investigate complaints and resolve concerns on behalf of elderly living in skilled nursing facilities and assisted living homes.	None
IIIC2 Home Delivered Meals	102,825	0	09/30/09 Federal Renewable	Grant provides Meals on Wheels to homebound seniors who would otherwise be unable to afford them. This prevents malnutrition among the frail elderly who are unable to shop and cook for themselves. If grant ended the program would cease due to lack of funding.	None
State Nutrition	54,727	0	06/30/09 State Renewable	Grant is used to enhance the IIIC2 Home Delivered Meal Program.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
IIID - Health Education and Screening, Physical Fitness, Medical Management	14,678	0	09/30/09 Federal Renewable	The purpose of this grant is to prevent disease and promote health. Citizens are given access to health risk assessments, routine health screening, physical fitness programs, health and nutrition counseling, and medication management education. If grant ended the program would cease due to lack of funding.	None
IIIE Caregivers Support	88,704	22,287	09/30/09 Federal Renewable	This grant provides supportive services to family caregivers of the elderly through the Office on Aging. Services for caregivers provided by this grant include information, assistance, respite care services, such as chore and personal care, and information for elderly grandparents raising their grandchildren. If grant ended service to caregivers would be greatly reduced and existing staff would have to assume extra duties.	None
IIIC1 Nutrition	186,652	10,081	09/30/09 Federal Renewable	A recurring grant to bring senior adults together in a social setting, and provide them with meals. County provides in-kind building space. If grant ended the program would cease due to lack of funding.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cultural Arts Programming	1,750	0	06/30/09 Cultural Arts Board Renewable	To provide cultural programming at senior centers. The County provides in-kind staff time and facility usage. If grant ended a reduction of programming at senior centers would occur.	None
P.A.C.E. People with Arthritis Can Exercise	6,000	0	05/31/09 State Renewable	Grant provides funding to educate the public on arthritis self-help courses and exercise classes for people with arthritis.	None
<u>HARFORD TRANSIT</u> SSTAP	456,215	285,844	06/30/09 State Renewable	A recurring grant which provides transportation services to elderly persons and / or persons with disabilities in Harford County. This grant partially funds 11 existing grant and temporary employees. If grant ended, services would be reduced / eliminated.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Americans with Disabilities Act Grant (ADA)	18,891	4,368	06/30/09 State Renewable	The County is mandated to provide ADA comparable service for all of our fixed routes. This service benefits our disabled citizens who rely on the specialized service to get to work, medical appointments and shopping. This grant continues employment of three grant employees.	Since ADA is mandated, fixed bus routes or other demand/response services would have to be cut to continue the ADA.
Section 5307	1,526,087	612,711	06/30/09 Federal and State Renewable	A recurring grant that provides operating assistance for rural and urban area public transportation for Harford County. The grant partially funds continuing employment of grant employees. If grant ended services to citizens would be drastically reduced or eliminated.	None
Transportation Coordination Initiative	118,744	31,104	06/30/09 State Renewable	A recurring grant to enhance coordination of transportation services between the public sector and private non-profit organizations serving persons with disabilities. Grant funds one driver and one dispatcher. If grant ended services to persons w/disabilities would be reduced unless operational funds could be provided.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Section 5307 MTA Capital	1,449,000	161,000	06/30/09 Federal and State Renewable	A recurring grant providing capital funds to purchase vehicles, prevention maintenance on vehicles, & computer equipment for use in the Harford County public bus system. Low-cost transportation is provided on 10 public fixed routes with complimentary ADA para-transit service. Demand/response service is provided for people over age 60 & persons w/disabilities of all ages. If grant ended there isn't enough current funding to cover grant. Local funds would be required to purchase or replace vehicles.	None
Job Access/Reverse Commute	208,779	26,777	06/30/09 Federal and State Renewable	A recurring grant supporting Harford County economic development initiatives in the Edgewood area by transporting workers to 7-3 & 3-11 shift jobs. In FY06, service was initiated to provide service to Harford County citizens to White Marsh jobs, shopping & educational opportunities. Grant continues employment of seven employees. If grant ended service would be discontinued.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
New Freedom Project	290,980	117,507	6/30/2009 Federal Renewable	This grant will provide new bus service which will operate between the hours of 4:00 p.m. and 9:00 p.m. on weekdays and 8:00 a.m. to 4:00 p.m. on Saturdays. The project will serve the two primary transit service areas of the Route 22 / Route 40 corridor between Havre de Grace and Bel Air and the route 40 corridor between Aberdeen and Edgewood and has been designed to provide transportation to employment, health care and educational facilities, primarily to persons with disabilities, but will also serve low income wage earners and senior citizens.	None

GRANTS COUNTY COUNCIL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Maryland State Arts Council Community Arts Development	101,813	0	06/30/08 State Renewable	A recurring grant provided to the local arts council to support and promote the development of the cultural arts in Harford County. The County provides in-kind building space and \$20,000 for the Cultural Arts Board budget to support local cultural arts. If grant ended program would be out of business.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Choice Voucher	7,500,000	0	Continuous funding through Federal Contract HUD Renewable	A recurring grant that provides for subsidized rental housing to eligible families. If grant ended there would not be adequate funding in operating budget to continue program.	None
FSS Coordinator	98,500	0	Federal Contract HUD Renewable	Grant provides funding for full-time Self-Sufficiency Coordinator and a full-time Home Ownership Coordinator. Assists moving citizens from Section 8 programs to self sufficiency and homeownership. Sufficient funding doesn't exist in the operating budget to continue if grant ended.	None
Housing Opportunities for People with AIDS (HOPWA)	142,470	0	Federal money subcontracted with the City of Baltimore through HUD Renewable	This grant which is renewed yearly, providing funds for subsidized housing to individuals/families with AIDS. If grant ended programs would cease due to lack of funding.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Rental Allowance Program (RAP)	48,500	0	State Renewable	This grant is renewed each year, providing funds for temporary (12 months) rental subsidy to eligible families with critical housing need. Families assisted must demonstrate ability to become self-sufficient within the 12 month period. If grant ended the program would be terminated due to lack of funding.	None
Section 8 Mainstream Program	450,000	0	06/30/09 Federal Renewable	This grant provides 75 vouchers which enables families having a person with disabilities to lease affordable housing. Funding doesn't exist in operating budget to continue if grant ends.	None
Housing Counselor Department of Housing and Community Service	110,748	5,383	Until depleted State Recurring	This grant provides funding to pay the salary and fringe benefits of a Housing Counselor to assist families and individuals who are experiencing a housing crisis to obtain and / or maintain permanent housing. If grant ends program would be terminated due to lack of funding.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Counselor HUD	50,000	0	06/30/10 Federal Renewable	This grant provides pre-occupancy counseling programs; homebuyer education; post-purchase, mortgage default and rent delinquency counseling, property maintenance and personal money management. Grant supplies funds for supplies and training, no wages. If grant were to end, program would be terminated due to lack of funding.	None.

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
B.O.S.E. Reimbursement	784,094	296,213	09/30/09 State Renewable	This reimbursement grant provides funding for seven positions to concentrate efforts in serving summonses, warrants, writs for paternity, AFDC and non-AFDC child support cases. BMR offsets salary / benefits \$774,603 in FY 09. If grant ended the current operating budget could not support these services.	The County would be responsible for the salary and benefits of the seven positions assigned to B.O.S.E.
Gun Violence Reduction Program – MD Cease Fire Council	31,205	0	06/30/09 State One-time	This grant provides funds to allow overtime to be utilized to keep up with the ever increasing requests for videotape analysis, additional training to stay current with technology and extraction techniques, in extracting still images from surveillance tapes, in an effort to reduce the incidence of firearm violence. There is no obligation to the County if grant ends.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
School Bus Safety Enforcement	5,000	0	06/30/09 State Recurring	Grant provides overtime monies that allow the Sheriff's Office to fund a School Bus Safety program. This program affords deputies the opportunity to ride on school buses, observe violators and enforce laws. No in-kind match is required. There would be no impact on the County if grant ended.	None
Sex Offender and Compliance Enforcement in MD (SOCEM)	30,125	0	06/30/09 State One-time	Grant will allow funding for a part-time civilian position and overtime for existing Sheriff's Office personnel who will assist in the compliance and verification of sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration program as mandated by Maryland law. When the grant ends, the Sheriff's Office will be responsible for paying the salary and fringe benefits of the part-time civilian position.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Domestic Violence Unit Pilot Program	11,185	0	06/30/09 State Recurring	This funding allows Records Clerks the opportunity to work overtime to ensure that all orders are entered into MILES/NCIC within the mandated timeframe. If grant ended, the Sheriff's Office would be required to enter and serve the orders as mandated.	None
Harford County Domestic Violence Initiative	70,575	17,644	09/30/09 Federal Recurring	The problem of domestic violence continues to grow in Harford County. This grant will supply overtime funding needed for the deputies to handle the required follow-up contracts, to investigate reported cases, to provide the victim with the services and protection needed, to prepare their cases for trial and to serve protective orders. If grant ended the Court Services operating budget would need to absorb all program costs.	None
MD Victims of Crime Violent Crime Victim Initiative	7,009	0	06/30/09 State One-time	Funding will be used to supply crime victims and survivors with resource materials & for training for the Victim Services Unit. When the grant ends, the Sheriff's Office will be required to fund the resources from the Operating Budget.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Gang Intelligence Initiative	116,286	0	03/31/09 Federal One-time	Grant offers funding for overtime, equipment, and training. The overtime is for deputies to conduct gang investigations for the purpose of identifying and tracking incarcerated gang members. When the grant ends, the Sheriff's Office will be required to fund the resources from the Operating Budget.	None

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Right to Know	9,200	0	02/28/09 State Renewable	The purpose of this grant is to fund the Harford County Local Emergency Planning Committee (LEPC) for federally required planning & training activities. These grant funds will be used for activities associated with the State & Local government obligations and responsibilities under EPCRA. These activities include data management, emergency planning, training & response, & compliance.	Expenses would be charged to the Operating Budget.
State Homeland Security Grant Program – Urban Area Security Initiative	69,200	0	03/31/10 State	This funding must be used to support emergency management operations through the provision of additional staff support for future determined functions.	The salary, benefits, etc. for the emergency management support person would need to be paid from the Operating budget.
Exelon Nuclear Planning	14,991	0	No expiration. Ends when funds are depleted.	The purpose of this funding is to cover the salary and benefit expenses for the Emergency Planner II.	Salary and benefit expenses would be charged to the Operating account.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Buffer Zone Protection Program	182,875	0	06/30/10	This funding is to purchase equipment and conduct planning activities to protect, secure, and reduce vulnerabilities of identified critical infrastructure and key resource (CI/KR) sites. Harford County Sheriff's Office (HCSO) will use funds to purchase security equipment.	The County would be responsible for the costs associated with this grant.
Law Enforcement Terrorism Prevention Program	318,264	0	03/31/10 State	The purpose of this grant is to enhance the ability of Maryland and its local jurisdictions to prevent, deter, respond to, and recover from threats and incidents of terrorism. Included in this total is an additional \$45,000 provided to the jurisdiction to offset in part expenses associated with the jurisdiction's support of the MD Coordination and Analysis Center (MCAC).	The County would be responsible for maintenance of equipment purchased with grant funding as well as funding for planning, training, and exercises initially funded by this grant.
MIEMS Emergency Medical Dispatch Grant	2,278	0	09/01/08 State Recurring	This funding is provided for mandatory Emergency Medical Dispatch Training.	The County will be responsible for allotting operating budget funds for this mandatory training.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Grant Programs (SHSP)	419,428	0	03/31/10 State	Funding may be used in five categories of: planning; equipment; training; exercises; and personnel. Funds from any of these categories can be used to underwrite management & administrative expenses. SHSP funded activities can include preparation / response to catastrophic events; as long as activities also build capabilities that relate to terrorism.	None
Hazardous Materials Emergency Preparedness (HMEP)	3,143	800	9/1/08 State Recurring	This funding is provided for mandatory Emergency Medical Dispatch Training.	The County will be responsible for allotting operating budget funds for this mandatory training.
Hazardous Materials Emergency Preparedness Planning (HMEP)	4,407	1,200	9/1/08 State Recurring	This funding is provided for mandatory Emergency Medical Dispatch Planning.	The County will be responsible for allotting operating budget funds for this mandatory planning.

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CASA – (Court Appointed Special Advocate)	145,074	69,000	06/30/09 State Apply for grant each year	This grant provides the funds for a Director, the Director of Development and Community Relations and a part-time contractual Office Assistant to oversee the program and the selection of carefully trained volunteers who serve as guardians to represent the best interest of abused, neglected and dependent children in court proceedings. If grant ended, Circuit Court could not continue the program within the existing operating budget.	None
Access and Visitation Program	35,000	0	08/31/09 State	This grant provides access and visitation services to non-custodial parents. The goal is to develop and produce 50 visitation plans targeting separated families in which child support and access is the issue.	None

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Family Court Services and Family Services Coordinator	362,863	0	06/30/09 State Apply for grant each year	This grant funds the Pro Se Program Coordinator and Assistant, Assistant to Family Services Coordinator, Domestic Violence Coordinator, services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, Family Law Scheduling Clerk, Guardian Ad Litem Program, services for the children's groups, Child Custody Investigations, Parenting Coordinator Pilot Project, and some funding to assist with training and printing costs. If grant ended a number of programs, services, and personnel would be terminated.	The County has no obligation to fund this service after the grant ends; however, the function is essential to the Court.

GRANTS STATE'S ATTORNEY					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cooperative Reimbursement Act Grant (Family Support Division)	1,178,862	400,813	09/30/09 Federal Renewable	Grant provides for establishing paternity and securing support for any child born out of wedlock, securing support for any child who has a parent absent from the home or has been deserted by both parents, securing medical support for needy children, and enforcing compliance with established support orders. If grant ended, 12 full-time employees would lose their jobs and Harford County would not have an agency to provide this service to its citizens.	If grant ended, the State's Attorney's Office must still provide legal representation for support cases.
Child Advocacy Center Training and Equipment	10,000	0	12/30/08 Federal Recurring	The purpose of this grant is to fund specialized training, equipment, and services to improve upon investigation & prosecution of child sexual abuse & assault cases, degree assault, rape & sexual offense of any degree. The State's Attorney office could not fund the Child Advocacy Center training & equipment out of its current budget if grant were to end.	None

GRANTS STATE'S ATTORNEY					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Domestic Violence Legal Assistant	54,392	17,637	09/30/09 Federal Recurring	This grant funds a victim advocate / legal assistant position to improve upon investigation and prosecution of felony and serious misdemeanor domestic violence cases. This individual works with domestic violence victims providing court accompaniment and referrals to available services, as well as interviewing the involved parties and preparing the cases for court. The State's Attorney's budget cannot support the funding of this position. The grant is available for renewal through September 30, 2009. After that point, the State's Attorney's would request that the position be permanently funded.	None

GRANTS PARKS AND RECREATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anita C. Leight Estuary Center	50,000	0	09/30/08 Federal Renewable	Grant helps to offset County funded personnel costs for the Park Naturalist and one fourth Custodian. This is a set amount grant and does not increase with the increased cost of personnel. If grant ended, we would be unable to utilize the Estuary Center as agreed to in the contract with the State of Maryland when the building was built.	If we plan to continue using the Estuary Center, we must continue employment of Park Naturalist and Custodian.
Sanitation Grant	7,610	0	11/30/08 State Renewable	This grant provides for trash collection and removal plus port-a-pot costs at launching ramps for Flying Point Park, Mariner Point Park, and Otter Point Public Landing. If grant ended, a request for additional funding would be made to continue these services.	Operating budget would need to increase by \$7,610 due to Health Department requirements at launching ramps.

GRANTS PARKS AND RECREATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Camp Ability at Thomas Run	141,675	43,538	06/01/08 State Renewable	Grant provides 110 families with safe and structured summer activity for their children, as well as providing respite for the caregivers of these children. Grant pays the salaries of the majority of the camp staff. It also provides after school programs for children with disabilities. If grant ended, this program would probably fold. The department could not fiscally pick up the burden.	None
Liriodendron Foundational Administration	55,259	0	06/30/08	This grant provides funding to cover the salary and fringe benefits of an Administrator for the Liriodendron Mansion and surrounding property which is reimbursed by the Liriodendron Foundation.	None

GRANTS PARKS AND RECREATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2009 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Eden Mill Office Administrator	15,222	0	06/30/08	This grant provides funding so that citizens will now be able to discuss and meet with an individual on a regular basis regarding programs and events at Eden Mill Park and Nature Center.	None
Therapeutic Recreation Programming	30,000	0	06/30/08	This grant is to supplement current programming and implement new programs for Harford County citizens with disabilities, and John Archer children and their families.	The County would assist in securing of funding to continue implementation of programming.
TOTALS:	\$22,453,539	\$2,895,583			

**SELF INSURANCE TRUST FUND
FISCAL YEAR 2009**

Purpose

The Self-Insurance Trust 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 reimbursements from other parties for claims paid. Excess insurance premiums, claims, and other expenses are paid from this fund. An actuarial study was completed in June 2006 which covers the general liability, automotive liability, property damage, and workers' compensation exposures. As of June 1998, the State of Maryland Workers' Compensation Commission has required Harford County to maintain a reserve of \$750,000 for self-insurance workers' compensation claims. As of June 30, 2007 the County has recorded \$5,164,606 as a liability entitled Estimated Liability for Claims in Process (this represents a liability set aside to account for claims incurred but not yet paid and claims incurred but not yet reported).

**Self-Insurance Trust Fund
Statement of Estimated Net Assets**

Total Net Assets as of June 30, 2007	4,274,788

Revenues from Agencies and Reimbursements	5,941,977	
Interest Income	363,962	
Insurance Recovery	75,000	
Appropriated Retained Earnings	<u>0</u>	

Total Estimated Revenues		6,380,939

Expenses for Claims, Excess Coverages, Claims Management, and Other Expenditures	(6,069,566)	
Total Estimated Expenditures		<u>(6,069,566)</u>

Estimated Reserved Retained Earnings - June 30, 2008	<u>4,586,161</u>

Fiscal Year 2009

Estimated Revenues:		
Revenues from Agencies and Reimbursements	5,750,678	
Interest Income	140,175	
Insurance Recovery	200,000	
Appropriated Retained Earnings	<u>159,825</u>	
Total Estimated Revenues		6,250,678

Estimated Expenditures:		
Claims and Expenditures	<u>(6,250,678)</u>	
Total Estimated Expenditures		<u>(6,250,678)</u>

Estimated Reserved Retained Earnings - June 30, 2009	<u>4,426,336</u>

**VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
LOSAP - LENGTH OF SERVICE AWARD PROGRAM
FISCAL YEAR 2009**

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. As of September 30, 2006, this fund had an unfunded actuarial accrued liability of \$10,307,150. The most current actuarial report was completed as of September 30, 2006. As of December 31, 2007, the market value of investments in the Pension Fund was \$12,053,789. The County has earned 7.12% yield on the investments placed with an independent investment manager for the period November 30, 1994 through December 31, 2007. 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. In February 2003, the pension plan retained an investment manager for fixed income funds and a separate investment manager for equity funds.

**Volunteer Firemen's Pension Trust (LOSAP) Fund
Statement of Estimated Net Assets**

Net Assets Held In Trust for Pension Benefits - June 30, 2007	12,060,685

Estimated Revenues:	
County Contributions	1,387,771
Total Estimated Revenues	1,387,771

Estimated Expenses:	
Pension Payments	(1,000,000)
Actuarial & Investment Services	(85,000)
Death Benefits	(10,000)
Investment Income (Loss)	(92,737)
Total Estimated Expenditures	(1,187,737)

Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2008	12,260,719

Fiscal Year 2008-2009

Estimated Revenues:	
County Contribution	2,387,771
Investment Income	400,496
Total Estimated Revenues	2,788,267

Estimated Expenditures:	
Pension Payments	(1,140,000)
Actuarial & Investment Services	(110,000)
Death Benefits	(20,000)
Unfunded Liability	(1,518,267)
Total Estimated Expenditures	(2,788,267)

Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2009	12,260,719

**SHERIFF'S OFFICE PENSION PLAN
FISCAL YEAR 2009**

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 7/1/06, 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. As of July 1, 2007, the fund had an unfunded actuarial accrued liability of \$14,542,903. As of December 31, 2007 the market value of the investments in the Pension Fund was \$27,915,973. The most current actuarial valuation was completed July 1, 2007. The County has earned a 6.49% yield on its investments placed with an independent investment manager since December 31, 1998.

**Sheriff's Office Pension Plan
Statement of Estimated Net Assets**

Net Assets Held In Trust for Pension Benefits June 30, 2007	28,266,769
Estimated Revenues:	
Employee Contributions	431,206
County Contributions	2,388,571
Investment Income	<u>(372,085)</u>
Total Estimated Revenues	2,447,692
Estimated Expenses:	
Actuarial & Investment Services	(200,000)
Medical & Legal Services	(5,000)
Pension Payout	<u>(2,050,000)</u>
Total Estimated Expenses	<u>(2,255,000)</u>
Estimated Net Assets Held In Trust for Pension Benefits June 30, 2008	<u><u>28,459,461</u></u>

Fiscal Year 2008-2009

Estimated Revenues:	
Investment Income	807,435
Employee Contributions	450,000
County Contributions	<u>2,745,971</u>
Total Estimated Revenues	4,003,406
Estimated Expenditures:	
Actuarial & Investment Services	(200,000)
Medical & Legal Services	(5,000)
Pension Payout	(2,050,000)
Unfunded Liability Contribution	<u>(1,748,406)</u>
Total Estimated Expenditures	<u>(4,003,406)</u>
Estimated Net Assets Held In Trust for Pension Benefits June 30, 2009	<u><u>28,459,461</u></u>

**HARFORD COUNTY OTHER POST EMPLOYMENT BENEFIT PLAN
FISCAL YEAR 2009**

Purpose

Harford County Other Post Employment Benefits Plan (OPEB) Trust Fund is 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. The most current actuarial valuation was completed October 26, 2006 for period ending June 30, 2008.

**Other Post Employment Benefits Plan Trust Fund
Statement of Estimated Net Assets**

Net Assets Held In Trust for OPEB June 30, 2007		0
Estimated Revenues:		
County Contributions	<u>14,198,000</u>	
Total Estimated Revenues		14,198,000
Estimated Expenses:		
Actuarial & Investment Services	0	
OPEB Benefits	<u>(3,288,000)</u>	
Total Estimated Expenses		<u>(3,288,000)</u>
Estimated Net Assets Held In Trust for OPEB June 30, 2008		<u><u>10,910,000</u></u>

Fiscal Year 2008-2009

Estimated Revenues:		
Investment Income	0	
County Contributions	<u>8,122,560</u>	
Total Estimated Revenues		8,122,560
Estimated Expenditures:		
Actuarial & Investment Services		
Life Insurance Payments	(60,000)	
Health Insurance Payments	(3,940,000)	
Unfunded Liability Contribution	<u>(4,122,560)</u>	
Total Estimated Expenditures		<u>(8,122,560)</u>
Estimated Net Assets Held In Trust for OPEB June 30, 2009		<u><u>10,910,000</u></u>

**STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
FLEET MANAGEMENT - INTERNAL SERVICE
FISCAL YEAR 2009**

Purpose

The Fleet Management Internal Service Fund will be established in July 2008 to reduce unnecessary repairs and maintenance on vehicles. Department Heads were being faced with the issue of old vehicles needing major repairs, but not having any capital funds available to purchase a new vehicle. The Department Heads did have money in their budget for repairs and maintenance, so the vehicles got fixed. With this new Fund, Fleet Management will decide if a vehicle gets repairs and maintenance or a new vehicle is purchased. This should solve the problem of unnecessary repairs and maintenance on older vehicles. The Fund's goal is to pay off the debt in five years by charging the Departments for the replacement cost of the new vehicle and the debt service. In year six of the Fund, the Department will only be charged for the replacement of the new vehicle. Debt for the new Fund will be created by using a line of credit and borrowing money only when Fleet Management requests/needs money to purchase vehicles.

**Fleet Management
Internal Service Fund**

<u>Total Fund Balance at June 30, 2007</u>	0
2008 Revenue - Estimated	0
2008 Expenditures - Estimated	<u>0</u>
Total Estimated Fund Balance at June 30, 2008	<u>0</u>

Fiscal Year 2008-2009

Estimated Revenues:	
Fleet - Lease Revenue	5,115,000
Lease Purchase 2009	<u>11,500,000</u>
Total Estimated Revenues	16,615,000
Estimated Expenditures:	
Vehicle Purchases	(11,500,000)
Principal Payments	(2,100,000)
Interest Payments	(600,000)
Contingency Reserve	<u>(2,415,000)</u>
Less Fiscal Year 2009 Estimated Expenditures	<u>(16,615,000)</u>
Estimated Unappropriated Fund Balance for FY 2009	<u>0</u>

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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 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 a 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

GLOSSARY

backed by full faith, credit, and taxing power of the government. Bonds involve long term indebtedness to pay for capital projects.

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.

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 TAX RATE

A rate, which when applied to the current year's assessable base, exclusive of the estimated assessed value of property appearing on the tax roles for the first time (new construction), will produce tax revenue 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 businesses, organizations, or 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 only 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

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 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 STATEMENT

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.

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.

GLOSSARY

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

A pledge of a government's taxing power to repay debt obligation.

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

Undesignated and unencumbered 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 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 government 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 pre-

dominantly 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.

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

GLOSSARY

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.

NONDEPARTMENTAL ACCOUNT

Expenditure items essential to County Government operation not falling within the functional assignment of any department or agency or 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 pro-

grams 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 of an organization, excluding salaries, wages, benefits, and capital outlay. Examples: office supplies and utilities.

OPERATING REVENUES

Funds that the government receives as income to pay for ongoing 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 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 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 and highways safety; County-related transportation expenses.

PROPRIETARY FUNDS

Harford County Government maintains two different types of proprietary funds. Information is presented separately in the proprietary funds balance sheet and in the proprietary statement of revenues, expenditures, and changes in fund net assets, and the proprietary statement of cash flows for each.

PURPOSE

A broad statement of the goals, in terms of meeting public health service needs, that a department is organized to meet.

REAL PROPERTY

Real estate, including land and improvements (buildings, fences, pavements, etc.), classified for purposes of assessments.

REAPPROPRIATED

These funds are reallocated from one project to another.

RECORDATION TAX

A tax imposed on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.). They are assessed at the rate of \$6.60 per \$1,000 value of recorded instruments filed with the Clerk of the Circuit Court for Harford County. Of this assessed amount, \$4.40 is dedicated for school debt service first, then new construction, major and capital improvements to existing school facilities and portable classrooms; \$1.10 is dedicated to an open space land and recreational fund for the purchase of park lands and development of parks and recreation facilities; and a \$1.10 is dedicated for water and sewer debt service.

RETENTION LEVEL

The dollar claim amount or exposure that the County is liable for before excess insurance coverage begins exposure. (i.e. County has \$500,000 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. Revenue from the County fund is derived from: Harford

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.

UNAPPROPRIATED 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 unappropriated or not designated for future year's expenditures.

UNRESERVED FUND BALANCE

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

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

FY

Fiscal Year

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

DEED

Department of Economic and Employment
Development

HVAC

Heating, Ventilation, and Air Conditioning

DILP

Department of Inspections, Licenses
and Permits

DNR

Department of Natural Resources

ECHO

Ecumenical Community of Harford County

EIS

Emergency Information System

EMS

Emergency Medical Service

ENR

Enhanced Nitrogen Removal

EPA

Environmental Protection Agency

FAMIS

Financial Accounting Management
Information System

FTE

Full-Time Equivalent

MTA

Mass Transit Authority

GLOSSARY

GAAP

Generally Accepted Accounting Principles

GASB

Governmental Accounting Standards Board

GBC

Greater Baltimore Committee

GFOA

Government Finance Officers Association

GIS

Geographic Information System

G.O. BONDS

General Obligation Bonds

HAZMAT

Hazardous Materials

HEAT CENTER

Higher Education Applied Technology Center

HCN

Harford Cable Network

HICS

Harford Interfaith Community Service

SRPIC (PIC)

Susquehanna Region Private Industry Council

HWDC

Harford Waste Disposal Center

W&S

Water and Sewer

WTE

Waste-to-Energy

WTP

Water Treatment Plant

WWTP

Wastewater Treatment Plant

ISA

Information System Administration

LAN

Local Area Network

LEPC

Local Emergency Planning Committee

LF

Linear Feet

MACO

Maryland Association of Counties

MARC

Maryland Rail Commuter

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

OSHA

Occupational Safety Hazard Association

PAYGO

"Pay As You Go" Financing

POS

Program Open Space

GLOSSARY

SSTAP

Statewide Special Transportation
Assistance Program

STOP

Safety Training Observation Program

VFC

Volunteer Fire Companies

MIS

Management Information Systems

SARA

Superfund Amendment Reauthorization
Act

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